# TABLE OF CONTENTS

SECTION ONE: GENERAL INFORMATION........................................................................................................1

Overview.....................................................................................................................................................1

The North Carolina Community College System.....................................................................................1

Accreditation History..................................................................................................................................1

Institutional Mission ..................................................................................................................................1

| Purpose | Philosophy | 1 | 2 |

Institutional Vision..................................................................................................................................2

| Vision Statement | 2 |

Core Values..................................................................................................................................................2

Nondiscrimination Statement.....................................................................................................................3

Board of Trustees......................................................................................................................................3

| Board Composition and Responsibilities | 3 |
| Powers and Duties of Trustees | 4 |
| Gifts/Donations | 6 |

Fund Raising............................................................................................................................................6

| External Fund Raising | 6 |
| Externally Funded Grants and Contracts | 6 |

SECTION TWO: ADMINISTRATION..............................................................................................................8

Administrative and Organizational Structure .............................................................................................8

College Divisions and Service Centers .........................................................................................................8

| Administration | 8 |
| Office of the President | 8 |
| Foundation of CCCTI | 8 |
| Office of the Executive Vice President | 8 |
| Instruction | 9 |
| Technology and Instructional Support Services | 9 |
| Computer Services | 10 |
| Marketing and Communications | 10 |
| Distance Learning | 11 |
| Broyhill Center for Learning Resources | 11 |
| Student Services | 14 |
| Facilities Services | 14 |
| Finance and Administration | 15 |
| Office of Institutional Effectiveness, Research, and Grants | 15 |

Councils and Committees ...........................................................................................................................15

| College Executive Council | 16 |
| Instructional Council | 16 |
| College Planning Council | 17 |
| Academic Affairs Committee | 17 |
| Admissions Advising Committee | 18 |
| Grade Appeal Committee | 18 |
| Grievance Committee | 18 |
Longevity Pay ........................................................................................................................................... 44
Compensatory Time ................................................................................................................................. 45
Legal Holidays ........................................................................................................................................ 46
Annual Leave ......................................................................................................................................... 47
Sick Leave Policy ..................................................................................................................................... 50
Child Involvement Leave ......................................................................................................................... 52
Limited Free Tuition for Employees ....................................................................................................... 53
Tuition Reimbursement Policy as Employees Pursue Advanced Coursework ..................................... 53
Performance Evaluations ......................................................................................................................... 55
Professional Development ....................................................................................................................... 55
Long-Term Professional Development ..................................................................................................... 56
Educational Leave with Pay ....................................................................................................................... 56
Educational Leave without Pay ................................................................................................................. 57
Letter Of Intent ....................................................................................................................................... 58
Progressive Discipline .............................................................................................................................. 59
Resignation and/or Termination Process .................................................................................................. 59
Employee Dismissal Procedure ............................................................................................................... 59
Exit Interview .......................................................................................................................................... 61
Emeritus Status Designation ..................................................................................................................... 61
Family and Medical Leave (FMLA) ......................................................................................................... 62
Covered Employees and Eligibility ......................................................................................................... 66
Use of Paid and Unpaid Leave ................................................................................................................. 66
Calculating the Leave Entitlement ............................................................................................................ 67
Intermittent Leave or Reduced Work Schedule ....................................................................................... 67
Employee Responsibilities ........................................................................................................................ 67
Second and Third Opinions ..................................................................................................................... 68
Return to Work ........................................................................................................................................ 68
Health Benefits ....................................................................................................................................... 68
Reinstatement .......................................................................................................................................... 69
Voluntary Shared Leave ........................................................................................................................... 69
Civil Leave .............................................................................................................................................. 72
Jury Duty ................................................................................................................................................ 72
Military Leave ......................................................................................................................................... 72
SECTION FOUR: FACULTY AND INSTRUCTION .............................................................................. 73
Instructional Information ........................................................................................................................... 73
Duties and Responsibilities of Instructional Personnel ........................................................................... 73
Standards for CCCTI Instructional Personnel ......................................................................................... 73
Advisory Committees ............................................................................................................................... 74
Faculty Senate .......................................................................................................................................... 74
Academic Integrity Policy ........................................................................................................................ 77
Grade Appeal Policy and Procedures ...................................................................................................... 77
Intellectual Property ................................................................................................................................. 80
Procedure ................................................................................................................................................ 80
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copyright</td>
<td>81</td>
</tr>
<tr>
<td>Academic Freedom</td>
<td>81</td>
</tr>
<tr>
<td>Tenure</td>
<td>81</td>
</tr>
<tr>
<td>Academic Rank</td>
<td>82</td>
</tr>
<tr>
<td>Instructor Absences</td>
<td>82</td>
</tr>
<tr>
<td>College Meetings</td>
<td>82</td>
</tr>
<tr>
<td>Off-Campus Meetings</td>
<td>82</td>
</tr>
<tr>
<td>Time Sheets</td>
<td>82</td>
</tr>
<tr>
<td>Course Outlines</td>
<td>83</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>83</td>
</tr>
<tr>
<td>Classroom Breaks</td>
<td>83</td>
</tr>
<tr>
<td>Field Trips</td>
<td>83</td>
</tr>
<tr>
<td>Curriculum Courses and Programs</td>
<td>84</td>
</tr>
<tr>
<td>Curriculum Classroom Observation</td>
<td>87</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>87</td>
</tr>
<tr>
<td>Independent Study</td>
<td>88</td>
</tr>
<tr>
<td>Instructor Class Reports: Attendance and Grade Reports</td>
<td>88</td>
</tr>
<tr>
<td>Curriculum Class Attendance Policy</td>
<td>88</td>
</tr>
<tr>
<td>Inclement Weather Class Make-up Procedure</td>
<td>89</td>
</tr>
<tr>
<td>Curriculum Course Repeat Policy</td>
<td>89</td>
</tr>
<tr>
<td>Curriculum Faculty Evaluation</td>
<td>89</td>
</tr>
<tr>
<td>Full-Time Faculty</td>
<td>89</td>
</tr>
<tr>
<td>Part-Time Curriculum Faculty</td>
<td>90</td>
</tr>
<tr>
<td>Curriculum Student Evaluation of Instruction</td>
<td>90</td>
</tr>
<tr>
<td>Adult Education Student Evaluations of Instruction</td>
<td>92</td>
</tr>
<tr>
<td>Revision Responsibility</td>
<td>92</td>
</tr>
<tr>
<td>Curriculum Faculty Workload</td>
<td>92</td>
</tr>
<tr>
<td>Release Time for Faculty Senate President</td>
<td>93</td>
</tr>
<tr>
<td>Overload Payment</td>
<td>93</td>
</tr>
<tr>
<td>Continuing Education Courses and Program Areas</td>
<td>93</td>
</tr>
<tr>
<td>Procedure for Awarding Continuing Education Contact/Membership Hours</td>
<td>95</td>
</tr>
<tr>
<td>Continuing Education Grading Scale</td>
<td>95</td>
</tr>
<tr>
<td>Continuing Education Instructor Class Reports: Attendance and Grade Reports</td>
<td>95</td>
</tr>
<tr>
<td>Continuing Education Class Attendance Policy</td>
<td>96</td>
</tr>
<tr>
<td>Continuing Education Course Repeat Policy</td>
<td>96</td>
</tr>
<tr>
<td>Continuing Education Classroom Observation</td>
<td>96</td>
</tr>
<tr>
<td>Continuing Education Instructional Personnel Evaluation</td>
<td>97</td>
</tr>
<tr>
<td>Full-Time Instructional Personnel</td>
<td>97</td>
</tr>
<tr>
<td>Part-Time Continuing Education Instructional Personnel</td>
<td>97</td>
</tr>
<tr>
<td>Continuing Education Student Evaluation of Instruction</td>
<td>97</td>
</tr>
<tr>
<td>Revision Responsibility</td>
<td>98</td>
</tr>
</tbody>
</table>

SECTION FIVE: BUSINESS OPERATIONS .......................................................... 99
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedures for Annual Inventory</td>
<td>114</td>
</tr>
<tr>
<td>Reporting Damage, Theft, or Misuse of State Funds/Property</td>
<td>115</td>
</tr>
<tr>
<td>College Stores Operations</td>
<td>115</td>
</tr>
<tr>
<td>College Stores Operations</td>
<td>116</td>
</tr>
<tr>
<td>Communications</td>
<td>119</td>
</tr>
<tr>
<td>Mail Service</td>
<td>119</td>
</tr>
<tr>
<td>Telephones</td>
<td>120</td>
</tr>
<tr>
<td>Fax</td>
<td>120</td>
</tr>
<tr>
<td>Faculty/Staff Email Policy</td>
<td>120</td>
</tr>
<tr>
<td>Email Profile Picture</td>
<td>121</td>
</tr>
<tr>
<td>Email Body and Signatures</td>
<td>121</td>
</tr>
<tr>
<td>Email Archiving and Backups</td>
<td>122</td>
</tr>
<tr>
<td>Email Size Limits</td>
<td>122</td>
</tr>
<tr>
<td>Employee Email Procedures</td>
<td>122</td>
</tr>
<tr>
<td>Library Fees</td>
<td>122</td>
</tr>
<tr>
<td>Returned Checks</td>
<td>123</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>123</td>
</tr>
<tr>
<td>Collection Procedures</td>
<td>124</td>
</tr>
<tr>
<td>Cash Management and Internal Controls</td>
<td>125</td>
</tr>
<tr>
<td>Statutory Policy</td>
<td>125</td>
</tr>
<tr>
<td>Plan Administration</td>
<td>125</td>
</tr>
<tr>
<td>Plan Requirements</td>
<td>125</td>
</tr>
<tr>
<td>Investment Policy and Guidelines</td>
<td>128</td>
</tr>
<tr>
<td>Policy Statement</td>
<td>128</td>
</tr>
<tr>
<td>Basic Guidelines</td>
<td>129</td>
</tr>
<tr>
<td>Live Projects</td>
<td>129</td>
</tr>
<tr>
<td>Parking Fines</td>
<td>130</td>
</tr>
<tr>
<td>Overhead Receipts</td>
<td>130</td>
</tr>
<tr>
<td>Foreign National Compliance Policy</td>
<td>131</td>
</tr>
<tr>
<td>SECTION SIX: FACILITIES OPERATIONS</td>
<td>133</td>
</tr>
<tr>
<td>Facilities Policies and Procedures</td>
<td>133</td>
</tr>
<tr>
<td>Access to Campus Facilities</td>
<td>133</td>
</tr>
<tr>
<td>Distribution of Keys</td>
<td>133</td>
</tr>
<tr>
<td>Scheduling Use of Facilities</td>
<td>133</td>
</tr>
<tr>
<td>Classroom Usage Policy</td>
<td>133</td>
</tr>
<tr>
<td>Solicitations on College Property Policy</td>
<td>133</td>
</tr>
<tr>
<td>Designated Public Forum Area</td>
<td>134</td>
</tr>
<tr>
<td>Parking and Traffic Regulations Policy</td>
<td>134</td>
</tr>
<tr>
<td>General Parking and Traffic Regulations</td>
<td>134</td>
</tr>
<tr>
<td>Penalties and Enforcement</td>
<td>135</td>
</tr>
<tr>
<td>Appeal Procedure</td>
<td>136</td>
</tr>
<tr>
<td>Animals on Campus Policy</td>
<td>136</td>
</tr>
</tbody>
</table>
Remote Administrative System Access ................................................................. 192
Network and Telecommunications Policy ............................................................ 192
Electronic Signature Policy .................................................................................... 192
Website Publishing and Use Policy ........................................................................... 193
General Website Guidelines .................................................................................... 193
Social Networking / Media Policy ............................................................................ 194
Student Computer Usage Policies and Procedures ................................................ 194
  I. Campus Computer Usage Overview ................................................................. 194
  II. Procedures ........................................................................................................... 195
Additional Employee Procedures and Information .................................................. 197
  Student Labs .............................................................................................................. 197
  Surplus of Equipment .............................................................................................. 197
  Employee Backup Procedures ................................................................................ 197
  Software Inventory ................................................................................................ 198
  Work At Home Software ....................................................................................... 198
  Business Continuity Plan ...................................................................................... 198
  Disaster Recovery ................................................................................................ 198
  Backup Storage and Disaster Recovery Procedures ............................................. 199
Identity Theft Prevention Program (Red Flag Rules) .............................................. 199
  Background ............................................................................................................ 199
  Purpose ................................................................................................................ 199
  Definitions of Terms ............................................................................................ 200
  Scope .................................................................................................................... 200
  Identification of Relevant Red Flags .................................................................... 200
  Detecting Red Flags ............................................................................................ 202
  Preventing and Mitigating Identity Theft ............................................................. 202
  Protect Identifying Information .......................................................................... 202
Program Administration .......................................................................................... 203
SECTION NINE: INSTITUTIONAL EFFECTIVENESS, RESEARCH, AND GRANTS .... 204
Institutional Effectiveness, Research, and Grants (OIERG) ..................................... 204
Cycle of Institutional Effectiveness ......................................................................... 204
Institutional and Program Planning ....................................................................... 205
  Goals of Planning ................................................................................................. 205
Annual Planning Process ....................................................................................... 205
  Annual CCCTI Planning/Budget Retreat ............................................................... 205
  Institutional Effectiveness Plan ............................................................................ 206
  North Carolina Community College System (NCCCS) Guidelines .................... 206
Strategic Planning ................................................................................................. 206
Institutional Achievement Plan ............................................................................. 206
Institutional and Program Assessment ................................................................... 207
  Goals of Assessment ............................................................................................ 207
  Accountability ..................................................................................................... 207
  Program Improvement ........................................................................................ 207
  General Education Assessment ......................................................................... 208
Program Review ........................................................................................................................................ 208
Goals of Program Review .......................................................................................................................... 208
Program Review and Administrative Committees ......................................................................................... 208
Substantive Change Policy and Procedure .................................................................................................. 209
SACSCOC Institutional Accreditation ......................................................................................................... 209
Policy for Identification and Notification of Substantive Change ............................................................. 209
Procedure for Identification and Notification of Substantive Change ....................................................... 210
Documentation of Compliance .................................................................................................................. 210
Revision ................................................................................................................................................... 210
Federal and State Regulations and Reporting ............................................................................................ 210
NCCCS Performance Measures and Standards ......................................................................................... 211
Surveys and Data Reports ............................................................................................................................ 211
Requesting a Survey .................................................................................................................................... 211
National and Institutional Surveys ............................................................................................................ 212
Departmental and Special Request Surveys .............................................................................................. 212
Data Requests and Reporting .................................................................................................................... 212
APPENDIX A ........................................................................................................................................... 213
APPENDIX B ........................................................................................................................................... 209

LIST OF TABLES
Table 1: Educational Pay Increase .............................................................................................................. 32
Table 2: Longevity Pay Scale ...................................................................................................................... 44
Table 3: Student Evaluation of Instruction Schedule ................................................................................ 91
Table 4: Meal Reimbursements .................................................................................................................. 104
Table 5: Evacuation Gathering Points by Campus .................................................................................... 143
Table 6: Academic Progression Thresholds ............................................................................................... 159

LIST OF FIGURES
Figure 1: Cycle of Institutional Effectiveness ........................................................................................... 204
Figure 2: The Assessment Process ............................................................................................................. 208
SECTION ONE: GENERAL INFORMATION

Overview

The Caldwell Community College and Technical Institute (CCCTI) Institutional Policies and Procedures Manual provides the college community with a written record of current Board and college policies and procedures. Although the Institutional Policies and Procedures Manual was established primarily to guide and assist employees in performing their assigned functions, many policies in the manual have wide applicability—they affect both academic and administrative areas, all employees, and the activities of the college as they relate to students, alumni, the community, and the general public.

The CCCTI Institutional Policies and Procedures Manual includes only those policies and procedures that are generally applicable to more than one department or division of the college. Matters that pertain only to the internal policies and procedures of a given department or division are not considered within the scope of the manual and are therefore omitted.

The North Carolina Community College System

In 1963, the North Carolina General Assembly passed the Community College Act, creating a system of comprehensive community colleges, technical institutes, and industrial education centers. Provisions for the establishment, organization, and administration of this state-wide system of post-secondary education institutions are detailed in Chapter 115-D of the General Statues of North Carolina.

CCCTI operates under policies as prescribed by the state of North Carolina, the State Board of Community Colleges, the North Carolina Community College System, and the local Board of Trustees. Legal provisions may be studied further at www.nccommunitycolleges.edu/sbccode

Accreditation History

CCCTI is a comprehensive public community college operating under the North Carolina Community College System. The institution was accredited as a comprehensive community college on October 20, 1972 by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The institution satisfactorily completed the self-study program and received its reaffirmation in December 1975. Ten-year reaffirmation of Commission on Colleges accreditation was again received in December of 1986, and at the December 1996 meeting of the Southern Association of Colleges and Schools Commission on Colleges, the institution’s accreditation was again reaffirmed by the Commission on Colleges. Ten-year reaffirmation of Commission on Colleges accreditation was again received in December 1986, December 1996, and December 2007.

Institutional Mission

Purpose

CCCTI is a public, comprehensive, post-secondary institution whose primary service area is Caldwell and Watauga counties. Operating under the legal framework of the state of North Carolina and in
partnership with the North Carolina Community College System we are an open-door institution that values the diversity of its constituencies and offers equal opportunities.

**Philosophy**
The faculty and staff of CCCTI are committed to providing an environment conducive to student success through institutional integrity, ethical practices, and an expectation of excellence. The institution provides leadership during social, economic, and cultural transitions through teaching, promoting lifelong learning, improving the quality of life, and fostering academic and civic enrichment. We are dedicated to educating a workforce prepared for a rapidly changing global economy.

The mission of CCCTI is to
- provide accessible, quality instruction to enhance student learning
- support economic development through comprehensive resources to business, industry, and agencies
- offer diverse services and opportunities which improve the quality of life

*Approved by the Board of Trustees on October 21, 2015*

**Institutional Vision**
As an institution of the community and for the community, CCCTI is committed to creating a supportive learning-centered environment that encourages innovation and creativity and acts as a catalyst for growth in the intellectual, cultural, and economic life of the community. We are responsive to the educational needs of a diverse population and are dedicated to student success by opening doors to educational potential. As we look to the future, CCCTI will continue to build and maintain academic excellence and economic vitality in the region it serves.

**Vision Statement**
CCCTI will continue to be a state, national, and global community college model for student-centered higher learning. Toward these ends, we will
- provide diverse educational opportunities that broaden knowledge and enhance skills
- offer progressive and flexible programs and services responsive to student and community needs
- promote educational, personal, social, and economic growth and development
- provide student-centered lifelong learning experiences
- partner with the broader community to enhance the quality of life through education
- model exemplary standards of higher education, integrity, and academic and administrative excellence

*Approved by the Board of Trustees on October 21, 2015*

**Core Values**
CCCTI’s core values represent our shared beliefs within the institution. These values define the character or essence of the institution, describe expectations, set standards, and drive our organization’s priorities.

As an institution, we value
- Teaching and Learning – Through excellence in teaching, we foster an educational climate that promotes lifelong learning, intellectual growth, and scholarship.
Student Success – We foster environments and opportunities that are conducive to student learning, development, and success.

Academic Excellence – We are committed to providing exemplary educational experiences.

Innovation – We aspire to improve the college environment through critical and creative thinking.

Integrity – We foster an environment of fairness and honesty by upholding the highest ethical standards throughout the college.

Communication – We recognize that effective communication is essential to establishing a culture that fosters collaboration, strengthens relationships with others, and promotes the mission of the college.

Community – We are committed to creating a positive working and learning environment where we honor relationships and take responsibility for fostering trust, respect, and goodwill. We value active and vital participation in our college community, region, state, and global community.

*Approved by the Board of Trustees on October 21, 2015*

**Nondiscrimination Statement**

CCCTI is dedicated to equality of opportunity for its staff and students. CCCTI does not discriminate against students, employees, or applicants on the grounds of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. CCCTI is committed to this policy.

CCCTI supports the protection of citizens by all applicable Federal Laws including Title VI and Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended by 11375 Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, Age Discrimination Act, Rehabilitation Act of 1973, and Americans with Disabilities Act of 1991.

Sexual harassment shall be deemed a form of discrimination based on sex as prohibited by Section 703 of Title VII of the Civil Rights Act, North Carolina General Statute 126-16 (in the case of employees) and Title VI of the Education Amendments Act of 1972 (in the case of students). Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of sexual nature or with sexual implications. Any member of CCCTI believing he or she has been discriminated against or desiring more information concerning these provisions should contact:

- director of human resources, equal employment opportunity, Americans with Disabilities Act, and affirmative action coordinator
- vice president of student services, coordinator of Title IX and Section 504

**Board of Trustees**

**Board Composition and Responsibilities**

CCCTI is governed by a Board of Trustees

- four trustees appointed by the Board of Education of Caldwell County
- four trustees appointed by the Board of County Commissioners of Caldwell County
- four trustees appointed by the Governor of North Carolina
- two trustees appointed by the Board of County Commissioners of Watauga County
- The fifteenth member is the Student Government Association president. By legislative action, this individual is a non-voting ex-officio Board member.
Powers and Duties of Trustees

The powers and duties of trustees, as delegated by the State Board of Community Colleges, are outlined in State Statute 115D-20. The powers and duties of the CCCTI Board of Trustees include the following:

- To elect a president or chief administrative officer of the institution for such term and under such conditions as the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.
- To elect or employ all other personnel of the institution upon nomination by the president or chief administrative officer, subject to standards established by the State Board of Community Colleges. Trustees may delegate the authority of employing such other personnel to its president or chief administrative officer.
- To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the institution, upon approval of the State Board of Community Colleges, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in General Statues Chapter 40A. For the purpose of condemnation, the determination by the trustees as to the location and amount of land to be taken and the necessity therefore shall be conclusive.
- To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges. Notwithstanding any law or administrative rule to the contrary, local administrative boards and local school boards may establish cooperative innovative high school programs in the areas they serve, subject to the approval of the State Board of Community Colleges to offer courses through the following programs:
  a. Subject to the approval of the State Board of Community Colleges, local community colleges may collaborate with local school administrative units to offer courses through the following programs:
     1. Cooperative innovative high school programs as provided by Part 9 of Article 16 of Chapter 115C of the General Statutes.
     2. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate or diploma and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in industrial and engineering technologies.
     3. College transfer certificates requiring the successful completion of 30 semester credit hours of transfer courses, including English and mathematics, for qualified junior and senior high school students.
  b. During the summer quarter, persons less than 16 years old may be permitted to take noncredit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.
  c. High school students may be permitted to take noncredit courses in safe driving on a self-supporting basis during the academic year or the summer.
  d. High school students 16 years and older may be permitted to take noncredit courses, except adult basic skills, subject to rules promulgated by the State Board of Community Colleges.
- To receive and accept donations, gifts, devises and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of this Chapter and the regulations of the State Board of Community Colleges.
• To provide all or part of the instructional services for the institution by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.

• To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations and bylaws for the government and operation of the institution under this Chapter and for the discipline of students.

• If a Board of Trustees of an institution provides access to its buildings and campus and the student information director to persons or groups which make students aware of the occupational or educational options, the Board of Trustees shall provide access on the same basis to official recruiting representatives of the military forces of the state and of the United States for the purpose of informing students of educational and career opportunities available in the military.

• To encourage the establishment of private, nonprofit corporations to support the institution. The president, with approval of the Board of Trustees, may assign employees to assist with the establishment and operation of such corporation and may make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support the institution. The board of directors of each private, nonprofit corporation shall secure and pay for the services of the State Auditor’s Office or employ a certified public account to conduct an annual audit of the financial accounts of the corporation. The board of directors shall transmit to the Board of Trustees a copy of the annual financial audit report of the private nonprofit corporation.

• To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the General Statutes.

1. To enter into loan agreements under the Energy Improvement Loan Program pursuant to Part 3 of Article 36 Chapter 143 of the General Statutes.

2. To enter into lease purchase and installment purchase contracts for equipment and real property under G.S. 115D-58.15

3. Notwithstanding the provision of this Chapter, a community college may permit the use of its personnel or facilities in, support of or by a private business enterprise located on a community college campus or in the service area of a community college for the specific purposes set out in G.S. 66-58(c)(3a), and G.S. 66-58 (c)(3d).

• To enter into a public/private partnership in which all of the following conditions are met:

1. The agreement is approved in advance by the State Board of Community Colleges.

2. The Board of Trustees agrees to lease community college land to a private entity on condition that the entity constructs a facility on the leased land.

3. The facility will be jointly owned and used by the private entity and the community college.

4. The Board of Trustees is not authorized to lease the facility as lessee under a long-term lease or capital lease from the private entity as lessor.

5. The Board of Trustees is not authorized to finance its portion of the facility by entering into an installment contract or other financing contract with the private entity.

6. State bond funds shall not be used to pay for construction of the part of the facility to be owned and used by the private entity.

7. The provisions of G.S. 143-341(3) a. apply to the construction of a facility under this subsection.

• To comply with the design and construction requirements regarding energy efficiency and water use in the Sustainable Energy-Efficient Buildings Program under Article 8C of Chapter 143 of the General Statutes. (1963, c. 448, s.23; 1979, c. 462, s. 2; c. 896, s. 13; 1979, 2nd Sess., c. 1130, s. 1; 1981, c. 901, s. 2; 1983, c. 378, s. 1; c. 596, s. 1; 1985, c. 191; 1987, c. 383, s. 2; 1993 (Reg. Sess., 1994), c. 775, s. 7; 1998-111, s. 1; 2001-368, s. 2; 2003-286, s. 1; 2005-247, s. 2; 2006-
Gifts/Donations
The Board of Trustees has established a fund to receive and hold major gifts and bequests to the college. This fund will be known as the college endowment.

Designated gifts will be used for the purposes specified by the donor. While some designated gifts will be used immediately as directed by the donor, others will be placed in the endowment for use over an extended period of time. Gifts to the institution can be accepted only by the Board of Trustees.

Unrestricted gifts and bequests will be placed in the endowment and invested in accordance with the college investment policy. The principal amount in each specific fund within the endowment will be reserved in perpetuity. The interest may be expended for institutional purposes as determined by the college president with approval of the Board of Trustees.

In the event that changes in college operation prevent utilization of specific funds for the purpose for which they were originally intended, the principal may be transferred to another fund within the endowment.

*Approved by the Board of Trustees on January 18, 1996

Fund Raising

External Fund Raising
The collection and expenditure of funds derived from fundraising activities of student clubs, college employees, the college foundation, and the Board of Trustees shall be consistent with the stated purpose and goals of the college. Any off-campus solicitations for money or in-kind gifts must be reviewed for compatibility with the institutional purpose, coordinated, and approved by the Foundation Office.

Such funds shall be managed by the rules governing the budgetary and accounting procedures outlined in the Accounting Procedures Manual of the North Carolina Community College System and other applicable college policies. Funds managed by the CCCTI Foundation will be administered according to accepted accounting practices and audited annually by an independent Certified Public Accountant.

All aspects of fundraising will be incorporated into the planning process of the institution. With the exception of community service projects by student clubs and groups of students, fundraising by institutional entities and the college foundation will be responsive to needs identified in the budgeting and planning processes of the institution.

Externally Funded Grants and Contracts
Grants and externally funded contracts must conform to the stated purpose, goals, and objectives of the institution. All grant applications, whether prepared by the departments or by the Office of the Executive Vice President itself, will be reviewed by the executive vice president to ensure their conformity with the institutional purpose. Before preparing grants, departments must present their ideas to the Office of the Executive Vice President for review, and copies of the full proposal must be forwarded to the Office of the Executive Vice President prior to submission to the funding agency.
Summer salaries, including salary supplements, if any, paid from grant funds will be consistent with the college’s salary plan. Fees for consultative services undertaken by faculty members as independent contractors will be under an arrangement strictly between the faculty member and the organization receiving the services. The institutional policy regarding secondary employment, consulting, supplemental income, and other external activities by a member of the faculty is included in the *Policies and Procedures Manual*, Section 3, under “Policies Related to Employment.” The college receives no research grants since the institution does not conduct academic research.

The institution shall ensure that it maintains control of instruction in all programs and all activities, including those which may be partially or completely funded by an outside agency or donor.

*Approved by the Board of Trustees on May 19, 1994*
SECTION TWO: ADMINISTRATION

Administrative and Organizational Structure

Caldwell Community College and Technical Institute (CCCTI), like other educational institutions, must have structure in order for employees to work toward the same goals. The administration of the college seeks to provide for and to encourage freedom of communication throughout the institution, while assigning specific administrative responsibility to positions and work units. The organizational chart of the college designates normal lines of administrative responsibility. See MyCCCTI Portal for organizational chart.

Additionally, in order to help assure communication (both vertical and lateral), to facilitate the democratic process in administration of the institution, and to promote improvement of the college in general, a Faculty Senate and several standing committees have been organized.

College Divisions and Service Centers

Administration
The college divisions are responsible for implementing the policies set by the Board of Trustees and assuring the effective daily operations of the institution.

Office of the President
The Office of the President functions under the direction of the CCCTI Board of Trustees. This office is responsible for the overall operations of the institution, external relationships that enhance the health of the institution, and the CCCTI Foundation. The president serves as the chief executive officer of the institution and provides supervision for the executive vice president, the director of the CCCTI Foundation, and administrative support personnel in the Office of the President. The president serves as the senior administrator of the Office of the President and reports directly to the CCCTI Board of Trustees.

Foundation of CCCTI
The Office of the Foundation operates under the direction of the CCCTI Foundation Board. This office is responsible for institutional fundraising and providing support for student scholarships, professional development activities, and academic programs. The director of the foundation reports directly to the president.

Office of the Executive Vice President
The Office of the Executive Vice President functions under the direction of the Office of the President. This office is responsible for all internal operations of the institution including instruction, facilities, finance, student services, instructional support, institutional effectiveness, research, and grants, and grant activities. The executive vice president serves as the chief academic officer of the college as well as the chief operations officer and provides supervision for all vice presidents, the director of institutional effectiveness, research, and grants, the executive director of the Watauga campus, the administrator of evening/weekend programs, the director of facility services and capital projects, and administrative support personnel for the Office of the Executive Vice President. The executive vice president reports directly to the president of CCCTI.
**Instruction**

The primary focus of instruction at CCCTI is student learning. Instruction exists in two divisions: Curriculum and Adult Education, and Continuing Education and Workforce Development.

The Division of Curriculum and Adult Education provides instruction through college transfer, technical, and adult education programs. College transfer programs provide instruction to assist students in developing their knowledge and skills for the purpose of transferring to baccalaureate degree-granting institutions of higher education. These programs also support technical degree programs through the delivery of academic-related courses.

Technical programs provide instruction to prepare students for the workforce where associate degrees, diplomas, and certificates are required for employment or advancement. Certain programs of study in this area are subject to certification and accreditation agencies that provide minimum standards for employment entry.

Through the Department of College and Career Readiness, adult education programs provide students with the opportunity to enhance their basic academic needs, obtain a high school equivalency credential, obtain the adult high school diploma credential, participate in compensatory education programs, and participate in programs related to activities in associated career pathways. College and career readiness programs and courses support students in preparing them for the rigors of college-level instruction through academic support programs, supplemental instruction, and developmental education designed to address student academic deficiencies. The vice president of curriculum and adult education serves as the senior administrator for the Division of Curriculum and Adult Education and reports directly to the executive vice president.

The Division of Continuing Education and Workforce Development provides instruction in the areas of occupational, vocational, and technical training required for the workforce. Through the Department of Corporate and Continuing Education, occupational extension courses provide students with the opportunity to receive short-term instruction and skills training to enhance workplace skills leading to credentials in preparation for careers requiring certification, licensure, and/or industry-specific credentials required for employment. The career planning and placement center provides students with the opportunity to enhance workplace skills through human resources development (HRD) courses, and resources and support activities related to career pathways. Customized training programs offer students access to courses developed in partnership with employers meeting industry-specific criteria leading to employment. The small business center provides individuals with information, resources, one-on-one assistance, and seminars for beginning and sustaining a small business. Business and industry training provides assistance for new and existing employers in meeting the needs for their workforce, expanding existing operations, or making new entrance to the local economy.

The J. E. Broyhill Civic Center (JEBCC) is an integrated service unit of CCCTI. The mission of the JEBCC is to provide quality education, meeting, and entertainment facilities for the enrichment and use of individuals, the community, and the region. This facility and its operations fall under the Division of Continuing Education and Workforce Development. The vice president of the division of continuing education and workforce development serves as senior administrator for the division and reports directly to the executive vice president.

**Technology and Instructional Support Services**

The Division of Technology and Instructional Support Services provides instructional support in the following areas: computer services, marketing and communications, printing and graphics, webpage, television studio and audio/visual support, distance learning, and library services. The Division of
Technology and Instructional Support Services is under the direction of the vice president of technology and instructional support services who reports directly to the executive vice president.

**Computer Services**
The computer services department provides administrative and instructional computer support to faculty, staff, and students at CCCITI and provides support for all college-owned equipment and software on both the Watauga and Caldwell campuses as well as various off-campus locations. The college is committed to providing students with current technologies and is committed to providing computers used to deliver instruction and student access to information technologies.

The college has also adopted a technology plan that outlines goals and objectives for the next five years. This plan is reviewed and maintained by the Technology Committee and can be found on MyCCCTI Portal.

Policies and procedures for use of technology equipment and services are outlined in the Employee Computer Usage Policy and Student Computer Usage Policy, which can be found on MyCCCTI Portal. The department also maintains a *Computer Services Policies and Procedures Manual* that is shared on an as-needed basis to maintain security of systems.

**Marketing and Communications**
The marketing and communications department shares campus news, events, and activities through various means. All college-related news items (announcements, articles, flyers, etc.) must be submitted to and approved by the Office of Marketing and Communications before release to the public (off-campus/external publicity). Publicity request forms are available to help publicize college information, including club activities, news, accomplishments or unique features. Persons seeking assistance with publicity efforts should contact the marketing and communications office on the second floor of E Building on the Caldwell campus, by calling the public information officer at 828-726-2202, or by emailing the request.

Contact initiated with the media on behalf of the college must come from the Office of Marketing and Communications, the Office of the Executive Vice President, or the Office of the President Only.

All publicity requests will be accepted on a first come, first served basis with priority reserved for dated items and institutional priorities. For optimum publicity of campus events and timely news, information (including graphics requests) should be submitted as soon as possible but no later than ten working days prior to the event. The publicity request form can be found on the MyCCCTI Portal. The form also can be found on the college website at www.cccti.edu/publications/publicityRequestForm.asp.

Flyers and posters about college-related events that are to be distributed to the public must include the college seal and the following statement: “CCCTI is an equal opportunity educator and employer.” Such flyers and posters must be approved by marketing and communications.

*Information is disseminated as follows:*
*The Caldwell Chronicle* is the college’s campus newsletter covering announcements, news, and features and is available at various locations on both campuses and on the website. Students are encouraged to share suggestions for content. *Chronicle* entries should be submitted by the 15th of the month prior to the preferred month of inclusion. A minimum of one week’s notice is required for all photo requests.

*The College Connection* is a weekly half-hour news show on Caldwell Cable Channel 191 that airs daily mornings and evenings at 7 and 11. The college’s cable channel also airs various announcements and educational programming. Hallway monitors located on the Caldwell and Watauga campuses rotate these
announcements throughout the day and night. CCCTI’s television and digital production facility is located in B Building on the Caldwell campus.

The electronic marquees at the entrance of the Caldwell campus and the entrance of the Watauga campus are programmed by request of the marketing and communications department for college-related functions only.

Information on campus events may be posted as space permits on campus bulletin boards located in the F, B, and E Buildings; on the breezeway; in the student lounge of the Caldwell campus; and at approved locations on the Watauga campus, such as the bulletin boards outside the student lounge, in the hallway of the main building, and the entrance area of Student Services. Individuals are asked to refrain from posting announcements on glass doors or with tape to wooden or painted surfaces. The Student Government Association and college officials will ensure that items are current and appropriate, with campus events receiving first priority. All flyers/posters or college information posted off-campus must be approved by the public information officer prior to printing and distribution.

CCCTI’s marketing and communications department will maintain official Facebook, Twitter, and Google+ accounts in order to share college news and information with the communities we serve. Requests to post information to our social media accounts may be made through the publicity request form or by contacting the public information officer. According to CCCTI policy, all social media messages and request for social media accounts must be directed to the marketing and communications department for approval.

Go to www.cccti.edu for the latest news, events, class schedules, catalog, publications, program information, club activities, sports, closings/delays, and many other resources and opportunities. Updates to the website may be requested by emailing webdev@cccti.edu.

Special student publications appear periodically depending on student interest in newsletters, newspapers, and other publications. New publications to be produced on a regular basis must have a faculty or staff sponsor and be approved by the vice president of student services and the college’s public information office. Regardless of the source of funding, the college retains editorial control of all student publications. Student editors are responsible for ensuring that such publications establish and maintain an atmosphere of responsible discussion. All articles expressing opinions must be signed. Sponsors may exercise editorial control, but decisions regarding the initiation or continuance of student publications are approved by the College Executive Council.

Distance Learning
Distance education at CCCTI enables students to use technology-based instructional delivery methods to ensure access to the online learning management system and other technology resources to complete their educational goals regardless of location. Policies and procedures related to distance learning are outlined in the Distance Education Guidelines, which can be found on MyCCCTI Portal.

Broyhill Center for Learning Resources
As the learning resource center (LRC) or library for both the Caldwell and Watauga campuses of CCCTI, the Broyhill Center for Learning Resources (LRC) supports the mission of the college by

- providing access to books, videos, databases, and technology to enable effective instruction, support student success, and inspire community innovation
- creating an environment that encourages questions, promotes reading, and facilitates group learning and individual study
• offering instruction to support CCCTI’s programs and curriculum in order to foster critical thinking and research skills, preparing individuals for a lifetime of learning

Staff
Information about the library staff and hours can be found on the college website.

Circulation
A LRC account, which is associated with a library card number, is required for all checkouts. The person to whom the card is issued is responsible for its use. If a library card is lost or stolen, the owner of the card will be held responsible for any items checked out prior to reporting its loss.

Confidentiality of Library Records
The confidentiality of library user records shall be maintained in accordance with the General Statutes of NC, Chapter 125-19 and all other college, state, and federal requirements.

Collection Development Policy
General Collection Development Guidelines:
The LRC seeks to support the mission of CCCTI by promoting student success and faculty instruction through development, maintenance, and access to information, resources, collections, and services.

To achieve this goal, the LRC sets priorities for collection development. First priority is given to resources that are directly related to college curriculum. This includes items needed for faculty instruction, class assignments, supplemental reading and research, along with up-to-date reference, audio-visual, and electronic resources used to enhance student learning. Instructors are encouraged to request materials needed for instruction, suggest materials for purchase for general use, recommend and participate in online resource trials, and discuss the current and future needs of their department with the LRC director through the year.

After primary needs have been met, consideration will be given to materials that meet special interests or needs of the students, faculty, and staff. These may include professional materials dealing with community colleges, materials of local or state interest, fiction beyond that needed for literature courses, and additional materials that support a well-rounded education.

The LRC recognizes that free access to ideas and full freedom of expression is fundamental to the educational process. To this end, the library purchases materials representing a wide variety of viewpoints and modes of expression. The library subscribes to and complies with the Intellectual Freedom Statements and Policies of the American Library Association, including but not limited to the American Library Association Library Bill of Rights.

Collection Maintenance
When removing materials from the collection, the library staff will consider an item’s age, condition, usage, and importance. Materials to be withdrawn from the collection will be processed in accordance to state and federal regulations.

Health Sciences Annual Review
In addition to general collection development, to support health sciences instruction and student research, the LRC director and library staff, together with the department chair, directors, and faculty in the health sciences department will—at least annually—conduct a review of collections and holdings of use to students in their divisions.
The library staff will provide an annual list of all allied health related subject materials to each program
director. Each director will route this list to all faculty in their department. Faculty members are
encouraged to indicate beside each item whether the materials should be kept, updated, or deleted. The
list is returned to the director of the LRC.
This systematic review:
• highlights areas where collection development is needed
• facilitates removal of outdated materials from the collection
• encourages input from all Allied Health instructors to improve the LRC collection

Conduct Policy
All LRC users are expected to abide by CCCTI’s code of conduct.

Copyright Policy
Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its
amendments. The LRC strongly supports the Fair Use section of the Copyright Law. Researchers are
expected to respect and comply with U.S. Copyright Law and the Library’s license agreements in their
use of the collections, while fully exercising their Fair Use rights. Questions regarding copyright and use
of library materials should be referred to the LRC director.

Fines and Fees
The LRC charges fees for materials returned late, lost cards, and interlibrary loans. Materials that are lost
are subject to both replacement costs and processing fees. Failure to return materials or accrual of fines in
excess of $5.00 may be considered as a debt to the college. Students are not allowed to graduate, register
for a new semester, or receive transcripts unless all student fees are paid.

Inter-Library Loans
Library patrons are encouraged to request materials from our sister colleges in the North Carolina
Community College System through the shared Community College Libraries in North Carolina
(CCLINC) catalog. If materials are not available through the LRC or other CCLINC institutions, CCCTI
students, faculty, and staff may request the item through inter-library loan. This process can take up to
two weeks and a fee is charged. For details, contact the library information desk.

Internet Use Policy
LRC computers and internet access are provided by the college to support the academic needs of students,
faculty, and staff. Users of library computers and the campus network are subject to the college’s
computer and internet usage policies as well as any applicable local, state, and federal laws.

LRC Services for Faculty and Staff
In addition to general circulation services, the LRC also provides additional services to CCCTI faculty
and staff. These include but are not limited to maintaining an instructional video collection; equipment
checkout; previewing services for materials and databases; facilitating course reserves; creating subject
bibliographies; and leading class orientations to library services, online resources, or research methods for
class projects.

Minors in the LRC
The institutional policy regarding children on campus applies to the library. Visitors who bring minors
into the LRC are responsible for monitoring their activities and regulating their behavior at all times.

Study Room Policy
LRC study rooms are for individual and group study. Students can reserve the rooms for two hours per day. Reservations can be made one week in advance. Study groups should check in with the desk staff upon arrival.

**Student Services**

Student Services provides essential support for students to be successful in achieving their educational goals at CCCTI. These services include financial aid, admissions and records, career and counseling services, transition advisement, testing, TRIO programs, advising, disability services, student activities, and athletics. The primary function of Student Services is to meet the non-instructional support needs of students. Student Services is responsible for the protection of student information and serves as the repository for student permanent records. For a complete description of the service units in Student Services, please refer to *The Student Services Policies and Procedures Manual*. The vice president of student services serves as the senior administrator of the Student Services division and reports directly to the executive vice president.

**Facilities Services**

Facilities Services provides capital project management, facility services, environmental services, landscaping and grounds maintenance, food service and vending, institutional vehicles maintenance, key management, college recycling, and campus safety and security for CCCTI.

Capital project management is key to college operations. New construction, renovation projects, and support in the college’s continuous master site planning initiatives are major activities that occur within this department.

The Facilities services staff consists of a team of multi-talented professionals dedicated to maintaining and improving the buildings at all campus sites. Facilities services range from basic, routine maintenance tasks to a proactive preventative maintenance program. Selected renovation projects are included among departmental work activities. This department also provides additional support services to environmental services, and landscape and grounds services.

Environmental services staff ensure that the buildings are cleaned and well-maintained at all campus sites. Services range from daily cleaning to other tasks completed on a scheduled basis. Environmental services staff also provide support to staff in facilities services, and landscape and grounds services.

The landscaping and grounds services team plays a vital role in making the campus grounds beautiful and well-maintained. They are responsible for the overall appearance of the grounds at the various campus sites. They also provide additional support to facilities services and environmental services staff.

Food service and vending services are provided to the college through a contractual agreement with a third party vendor.

Institutional vehicles are made available to college employees for official use in accordance with the established policy and procedures.

Access control of buildings and property owned by or operated by the college is managed by the Office of Administrative Support and Facilities Services. This office works closely with college employees to ensure that all college access needs are addressed and that provisions are in place to achieve maximum physical security of buildings and keys.
The college recycling program endeavors to reduce waste on campus sites, promotes the recycling of materials, and maintains and promotes a clean and environmentally conscious campus. All faculty, staff, and students are encouraged to participate in the recycling program of services.

Campus safety and security is of extreme importance as the college strives to provide the safest educational and work environment possible for students, faculty, staff, and visitors at all campus sites. The college’s security services are provided by third party vendors.

The director of facility services and capital projects is responsible for facility services operations and reports directly to the executive vice president.

**Finance and Administration**

Finance and administration includes the business office (office of the controller, accounts payable and accounts receivable), human resources, purchasing, payroll and the college stores.

In addition, finance and administration is responsible for budgeting, financial reporting, construction financing, and special project billing and reimbursement. Finance and administration is responsible for relations with the Office of the State Auditor, finance division of the system office, Office of the State Treasurer, and the Office of the State Controller. Finance and administration is administered by the vice president of finance and administration who reports to the executive vice president.

**Office of Institutional Effectiveness, Research, and Grants**

The Office of Institutional Effectiveness, Research, and Grants serves as the administrative support unit assigned responsibility for carrying out institutional effectiveness, research, and grants functions at the institution. This office is responsible for planning, research, institutional effectiveness, assessment activities, data management, data storage, and institutional archives. The director of institutional effectiveness, research, and grants reports directly to the executive vice president.

**Councils and Committees**

CCCTI has established councils, standing committees, ad hoc committees, and task forces to facilitate our offering quality programs and services to internal and external stakeholders. Committee membership for the executive, instructional, and planning councils is defined by position. Membership of standing committees and ad hoc committees (including task forces) is comprised of individuals holding positions related to the purpose of the committee, as well as staff, faculty, and students appointed to represent their respective constituencies.

Appointments of faculty and staff representatives to standing committees are made each spring for the upcoming academic year. Each committee has a liaison from College Executive Council who calls the first meeting of the year, gives the committee its charge, and serves as a consultant to facilitate the work of the committee. At the first meeting of the standing committee, the members elect from the membership a facilitator and a recorder. The facilitator is responsible for conducting meetings, but the work of the committee is a shared responsibility. Committee recommendations are made directly to the Executive Council, from whom action is to be rendered in a timely and thoughtful manner. The first meeting of each standing committee must occur prior to November 1.
College Executive Council
In an effort to improve coordination in overall institutional planning and operation, the president makes use of the College Executive Council. The purpose of this council is primarily one of intermediate and long-range institutional planning. The Executive Council has a primary duty to review how various resources are brought together and effectively allocated in order to accomplish institutional goals. The council deals with operational matters, as well as coordination of ongoing activities and actions about to be taken. Meetings of the College Executive Council are open and visitors are welcome. Minutes of the College Executive Council are posted on MyCCCTI Portal.

Members of this group are responsible for two-way communication with all college employees. The membership includes the following:
- president
- executive vice president
- vice president, finance and administration
- president, faculty senate
- vice president, student services
- vice president, curriculum and adult education
- vice president, continuing education and workforce development
- vice president, technology and instructional support services
- president, student government association

Instructional Council
The purpose of the Instructional Council is to provide overall coordination of the college’s academic program. The council reviews academic and institutional issues and concerns, and when appropriate, recommends action to the College Executive Council or other administrative areas. The council meets bi-monthly with the executive vice president serving as chairperson. Minutes of the Instructional Council are posted on MyCCCTI Portal.

The membership includes the following:
- executive vice president (chair)
- vice president, continuing education and workforce development
- vice president, curriculum and adult education
- vice president, technology and instructional support services
- department chair, humanities and social sciences
- department chair, science, technology, engineering, and math (STEM)
- department chair, career and technical education (CTE)
- department chair, health sciences
- department chair, continuing education and workforce development
- department chair, college and career readiness
- director, distance learning
- executive director, Watauga campus
- director, learning resource center
- assistant to vice president, technology and instructional support services
- president, faculty senate
- director, TRIO programs
- representative, student government association
College Planning Council

The College Planning Council is charged with responsibility for steering the entire institutional effectiveness effort, including strategic planning, annual review of the institutional mission statement, preparation of the institutional effectiveness plan (which includes annual plans of action and evaluation of institutional performance as measured against goals and measurable objectives established in the plan), measuring institutional performance against the North Carolina Community College System’s critical success factors, assuring compliance with the Principles of Accreditation of the Commission on Colleges of the Southern Association of College and Schools including a review of substantive change, and other such duties as may be necessary to demonstrate that the institution is carrying out its stated mission. Minutes of the College Planning Council are available on MyCCCTI Portal.

The overall mission of the College Planning Council is to foster an “expectation of excellence” within the institution and to lead the college in continuously improving the quality of educational services offered to students and other constituencies. Planning council membership includes the following:

- president
- executive vice president (chair)
- vice president, student services
- vice president, finance and administration
- president, faculty senate
- vice president, curriculum and adult education
- vice president, continuing education and workforce development
- executive director, Watauga campus
- representative, student government association
- director, institutional effectiveness
- institutional researcher

Academic Affairs Committee

The Academic Affairs Committee is responsible for continuously appraising all facets of the curriculum and has the prerogative of initiating action that deals with the institution’s educational programs. The committee’s actions will be consistent with the purposes and objectives of the institution and must ensure the overall effectiveness and quality of the college’s educational program consistent with the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Academic Affairs Committee plays a central role in actions concerning the creation, modification, and termination of courses and programs. Minutes of the Academic Affairs Committee are posted on MyCCCTI Portal.

Twelve voting members comprise the Academic Affairs Committee as follows:

- public information officer, ex-officio
- director, financial aid, ex-officio
- registrar, ex-officio
- director, enrollment management services
- six faculty members appointed by the faculty senate president (three college transfer and three technical areas)
- president, faculty senate
- one staff or faculty member from continuing education and workforce development appointed by the vice president of the division of continuing education and workforce development
- one student appointed by the president of the student government association
The vice president of curriculum and adult education attends the meetings to serve as an advisor to the committee regarding compliance, institutional impact, etc. Other than ex-officio members, each member should serve on the committee for two consecutive years. A chair and a recorder are elected at the first meeting of the academic year.

**Admissions Advising Committee**
The Admissions Committee has a responsibility to review all proposed changes in admission policies and procedures, including changes in program admission requirements; to review and recommend appropriate advising methods for all faculty and staff; and to hear appeals on residency status. The committee evaluates and makes recommendations to the president of the college on the above policies and procedures and makes final decisions on any questionable student admissions. Committee meeting minutes will be posted on MyCCCTI Portal.

The Admissions Committee is composed of nine members selected from students, faculty, and staff. The facilitator and a recorder will be selected at the first meeting, which will be called by the designated liaison from the Executive Council. Composition of the committee is as follows:

- three administrative staff members appointed by the vice president of student services
- three faculty or administrative staff members appointed by the executive vice president
- director, enrollment management services
- three faculty members appointed by the president of faculty senate
- two students appointed or elected by the student government association

**Grade Appeal Committee**
If a dispute over a course grade cannot be resolved through the informal process as outlined in the grade appeal policy and procedures (Section 7 of this manual), the student may submit a grade appeal form, available in Student Services chair.

a. Once the formal grade appeal is received, the executive vice president will appoint a grade appeal committee to hear the appeal within ten business days of the receipt of the appeal.

b. The grade appeal committee will be chaired by the executive vice president, or a designee, who will be a non-voting member except in the case of a tie. Voting members will consist of four faculty members not associated with the appeal, one student representative with a minimum GPA of 2.50 or greater, and the vice president of the instructional area in which the grade appeal has occurred.

c. The grade appeal hearing will be conducted in closed session in accordance with the Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal hearing.

d. The committee will be made up of members from the campus of attendance to assure a fair and equitable hearing.

e. The committee will hear all parties involved and render a written decision that is considered to be fair and educationally sound within ten business days. The decision of the committee will be the final binding decision for the institution.

**Grievance Committee**
The Grievance Committee is convened in situations where grievances are not resolved at a lower level as outlined in the college’s grievance policy and procedures (Section 7 of this manual).

The chair of the Grievance Committee will be appointed at the first meeting called by the president or by the chair of the Board of Trustees if the grievance is related to the president. The grievance committee will consist of four standing members and three members selected at the time a grievance is presented. In
addition to the committee members, a recorder will be assigned. The four standing members will serve for two years. In order to provide continuity, initially two members will be appointed for two years and two members will serve one year. The parties involved may challenge the impartiality of any of the seven members selected by the president or by the chairman of the Board of Trustees. The committee will act as a hearing committee for all student grievances.

Global Diversity Committee
The Global Diversity Committee has been established to evaluate and update, as necessary, the diversity plan. The committee’s focus is to disseminate knowledge of diverse populations in the service area and to integrate global awareness into instruction, operations, and opportunities at CCCTI. As indicated through the college’s strategic planning process, diversity and global awareness have been identified as key directions and initiatives for the college as it prepares the citizens of our service area for the future.

The global diversity committee works on three segments: process, attitudes/awareness, and actions/behaviors. Implementing each of these segments throughout the college community is the goal of the diversity plan and global awareness initiatives. The committee is comprised of volunteers and was established in March 1995 as the diversity committee. The college revised the structure of this committee in 2005 as a result of our strategic planning and changing socio-economic environment. Minutes of the Global Diversity Committee are posted on MyCCCTI Portal. The first meeting of the global diversity committee is called by the designated liaison from Executive Council Executive Council approved the inaugural diversity plan on July 29, 1996 and the revision of the committee on November 28, 2005.

Health and Safety Committee
The Health and Safety Committee is charged with the responsibility for overall implementation and evaluation of the college’s comprehensive Health and Safety Program. Each individual committee member is charged with the responsibility for compliance in his or her particular area. The purpose of this committee is both reactive (accident investigation and emergency response) and proactive (safety training, employee involvement, safety awareness, inspections, and recommendations for continuous improvement in health and safety programs and practices).

Specific responsibilities of the Health and Safety Committee include reviewing employee suggestions for workplace or job procedure improvements; taking an active part in prioritizing safety related issues; planning and contributing to safety education; communicating safety and health information to students and employees; identifying problems, suggesting solutions and helping communicate; analyzing accidents, evaluating performance, and highlighting areas for improvement; reviewing work areas and specific jobs (e.g., audits, inspections); identifying and discussing ways to eliminate hazards; making safety observations and interventions; reviewing and monitoring the college compliance with all federal, state and local laws and regulations related to health and safety issues; and assisting in the annual review and update to the College Health and Safety Plan.

The Health and Safety Committee is representative of all areas of the college. Membership term is one-year and members are selected as follows:

- student services staff member appointed by vice president, student services
- SGA president or his/her designee
- three faculty members appointed by faculty senate president of which two should have experience in health or emergency services
- three division of continuing education and workforce development staff appointed by vice president, continuing education and workforce development
- one administrative support staff appointed by executive vice president
- safety officer (permanent member, chair)
Committee meeting minutes will be posted on MyCCCTI Portal.

Teaching Excellence Team
This committee is concerned with issues related to quality classroom instruction throughout the institution. It makes recommendations to the executive vice president in this regard. Committee members and the committee facilitator are instructors recommended by the vice presidents of the various instructional areas and approved by the executive vice president. All instructional areas, as well as the student services area, are to be represented by at least one member. Committee meeting minutes will be posted on MyCCCTI Portal.

The goals of the committee are as follows: to promote and encourage the use of teaching techniques and student assignments which involve critical thinking by the students; to promote and encourage the use of new and developing technologies in the classroom; to develop suggestions for improving the orientation of new faculty, as well as part-time faculty orientations, training, and involvement; to assist in the identification and promotion of professional development activities for faculty; to address and make suggestions relative to other issues regarding classroom instruction.

Technology Committee
The Technology Committee seeks to provide guidance and direction to all members of the college community to help expand the use of technology and better fulfill the college's overall mission. The purpose of this committee is as follows: to take concerted action to incorporate appropriate technology for information distribution on and between both campuses for administrative and instructional purposes; review/redefine committee and/or institutional structure to assure that efforts are sustained on a continuing basis; develop (and periodically update) a technology plan for college instruction and administration to include appropriate technology and applications; include recommended training for students and staff; and indicate a sequence and time line for college committees, divisions, and offices to assure all technology is an integrated part of the institution and community.

In order to effectively address technology issues at CCCTI, the Technology Committee has developed technology “teams” consisting of core members of the technology committee as well as faculty and staff directly involved with various technologies at the institution. The teams are as follows: data management and imaging, infrastructure, webpage, distance learning, and instruction.

Technology team and committee membership will be evaluated each year in order to provide timely, innovative ideas and information. The first meeting of the technology committee is called by the vice president of technology and instructional support services. Minutes of the technology committee are posted on MyCCCTI Portal.

Program Review and Administrative Committees
Program review is a peer review process designed to promote student success through quality instructional and support programs. With the assistance of the Office of Institutional Effectiveness, Research and Grants, individual program directors develop periodic program reviews that detail the quality of their instructional or support programs through careful analysis of institutional data. The program review committee considers the results of this analysis and meets with the program director to discuss possible program improvements. Recommendations are then made to an administrative committee.
that consults with the director before making final recommendations to college Planning Council. All programs will be reviewed at least once every five years.

Program review committee members are professionals who represent each organizational area, each campus, and serve for two years. The membership of the program review committee is as follows:
  • four members, curriculum and adult education
  • two members, continuing education and workforce development
  • two members, student services
  • one member, technology and instructional support services
  • one member in alternate terms; facilities services, finance and business services, or administration
  • director, office of institutional effectiveness, research, and grants (ex-officio)

Resource personnel shall be consulted as necessary.

The administrative committee includes those who provide administrative oversight for the program: appropriate director or department chair, vice president of the division, and executive vice president. Planning Council will evaluate the effectiveness of institutional program review on an annual basis.

*Approved by Planning Council on May 5, 2014; does not require Board/Executive Council approval

**Ad Hoc Committees and Task Forces**
The president and the executive vice president will appoint ad hoc committees and task forces to review, study, and make recommendations on appropriate subjects. The formation of these committees will be announced by the Office of the Executive Vice President through an official campus-wide communication. Members of ad hoc committees and task forces receive a memorandum outlining the purposes, duration, and nature of their assignment. Any employee of the institution having an interest in matters likely to be acted upon by these ad hoc committees and task forces should make his/her views known to committee members. Examples of committees and task forces which may be appointed are the building committee, calendar committee, purposes and objectives committee, compensation task force, selection committee, and similar groups. Committee meeting minutes will be posted on MyCCCTI Portal.
SECTION THREE: EMPLOYMENT

Hiring Policies and Procedures

Compliance Statement
Caldwell Community College and Technical Institute (CCCTI) is an affirmative action, equal opportunity employer. All decisions to recruit, employ, promote, compensate, transfer, and dismiss individuals are made without regard to race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. The College takes affirmative action to recruit, employ and advance minorities, females, disabled veterans and veterans of the Vietnam era. Reasonable accommodations will be made for otherwise qualified veterans and disabled persons. CCCTI employ uniform procedures for the recruitment, evaluation and selection of qualified candidates for positions at the college.

It is the policy of Caldwell Community College and Technical Institute not to discriminate on the basis of sex in its educational programs, admissions, activities, or employment policies as required by Title IX of the 1972 educational amendments. Inquiries regarding compliance with Title IX may be directed to the coordinator of Title IX, Caldwell Community College and Technical Institute, 2855 Hickory Boulevard, Hudson, NC (726-2200 or 328-8697) or the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

*Amended and approved by the Board of Trustees on December 17, 1992

A compliance statement for Title VI of the Civil Rights Act of 1964 may be found in the institution’s Affirmative Action Plan adopted by the Board of Trustees on June 30, 1979, amended on February 19, 1981, further amended January 19, 1984, and further amended February 10, 1986.

Job Descriptions
Job descriptions have been prepared for all full-time positions. These job descriptions are comprehensive, written statements concerning all duties, responsibilities, and facts about the job. The jobs have been identified and defined, lines of authority have been clarified, and major duties have been described.

Copies of all job descriptions are maintained in the human resource office. Each staff member responsible to the president or executive vice president will provide updated copies of job descriptions to the human resource office as position responsibilities are changed. The director of human resources is responsible for ensuring that a job description is prepared and on file for each new full-time position prior to the position’s being filled.

Employment Announcements
Open positions are filled in the following manner
1. by direct internal transfer/reassignment at the discretion of the president
2. by internal candidates who successfully compete on the basis of internal postings
3. by internal or external candidates who successfully compete for positions that have been advertised externally
4. by appointment at the discretion of the president.

When a vacancy occurs, the respective administrator initiates the recruitment process by submitting all required documentation on approved forms. The required forms include the following: Job Description, Position Vacancy Announcement; Position Vacancy Advertisement; and Screening Committee Selection Form. All requests must be signed by all parties, including the president, prior to receiving final approval. If a position vacancy is approved, the president will notify the approved selection committee via email of their appointment.
Job Posting

Vacancies will be advertised as follows:

- **Internal Applicants**: Many vacancies are initially posted to the attention of internal candidates. Employees interested in posted vacancies must apply by the deadline. With few exceptions, positions are posted internally for five workdays.

- **Posting is Not Required** (a) for internal transfers/reassignments to existing vacant positions, (b) for positions which are difficult to fill, or (c) under extenuating circumstances which may adversely affect operation of the institution.

- **Outside Applicants**: If sufficient pools of qualified applicants exist internally, there may not be a need to advertise externally. If an insufficient pool of qualified applicants exists, there may be need to broaden the field of applicants, in which case the position will be advertised on the open market with all qualified applicants receiving equal consideration.

- **Application Procedure**: Interested persons who meet at least the minimum job requirements should apply by submitting (a) an official Caldwell Community College and Technical Institute application form, (2) a current resume or curriculum vitae with cover letter, (3) official copies of college transcripts (if applicable), and (4) three current letters of recommendation.

- **EOE/AA Plans**: The advertising and selection process will contribute to the college’s EOE/AA plan.

**Internal Transfer/Reassignment**

Internal transfers or reassignments involve a change in position or status resulting from assignment to a position other than the one presently occupied by the incumbent. When vacant positions are filled through internal transfer or reassignment, postings are not necessary.

If the change in position results from the personal needs of the employee (i.e., choice of the employee, mutually agreed upon arrangement, etc.), the action is considered a **transfer**.

If the change results from needs of the college (i.e., reorganization, etc.), the action is considered a **reassignment**.

The college reserves the right to transfer or reassign existing full-time employees to meet personnel needs. The transfer or reassignment may involve promotions, demotions, or lateral moves.

With consideration of the needs of the college, the president may elect to fill open positions through the transfer or reassignment of employees. Departmental/division administrators may recommend an interdepartmental transfer or reassignment to the president with consideration given to the needs of the department or division and the transferring employee’s work record, experience, and ability to perform the required job functions.

In some cases, it may be possible that such transfers or reassignments do not result in a position vacancy, but instead result in a reorganization or alteration of positions within that department.

A position vacated by transfer or reassignment will be subject to the normal screening process as outlined in the policies and procedures section for the employment of all full-time institutional personnel.

When an employee is promoted or reassigned to a higher-level position and the employee’s current monthly salary falls within the range of the higher class, it may remain the same or be increased to a salary in the higher range. Exceptions are made only by the president.
When an employee is demoted or reassigned to a lower-level position and the employee’s current monthly salary falls within the range of the lower class, it may remain the same or be decreased to a salary in the lower range. Exceptions are made only by the president.

When the employee’s present monthly salary is above the maximum of the range for the lower class, the salary should be reduced at least to the maximum of the lower range. Exceptions are made only by the president.

**Advertising Procedures Based Upon Job Classifications**
The following advertising process is based on classifications as defined by the Fair Labor Standards Act.

- **Exempt Positions:** (a) Post on institutional bulletin boards, including college web site, (b) Notify the North Carolina Employment Security Commission, (c) Notify the North Carolina Community College System, (d) Notify placement offices at graduate schools in North Carolina, and (e) Advertise in local and regional newspapers and/or publications for specialized skills or unique disciplines.

- **Non-exempt Positions:** (a) Post on institutional bulletin boards, including college web site, (b) Notify the North Carolina Employment Security Commission, and (c) Advertise in local newspaper.

**Screening/Selection Processes**
The administrator who has the vacancy recommends the composition of an employee screening committee to the president. The committee’s size depends upon the position and typically ranges between three and nine employees. The senior administrator is an ex-officio, non-voting member. The president will make final selection and appointment of the screening committee.

The director of human resources calls the first screening committee meeting and acquaints the committee with their responsibilities and EEO/ADA considerations. Applicant packages that are complete, meet minimum qualifications, and are received within posted time limits are provided to the committee.

The committee chairperson is provided with acceptable pre-employment inquiries under EEOC guidelines. Each committee develops a set of criteria and uniform questions to ask each applicant to assure equality in the interview process. The director of human resources reviews the proposed questions for EOE compliance. After an extensive screening process, the committee chairperson contacts all of the applicants selected for the interview process to schedule interviews.

Interviews are conducted as open dialogues, giving the applicant as much time as necessary to answer questions. Interviews consist of open-ended questions designed to allow applicants to relate their experiences with as much accuracy and detail as possible.

Upon completion of interviews for full-time vacancies, the screening committee chairperson and at least one other committee member contact the references of the “best qualified” finalists for full-time employment—a minimum of two reference checks will be conducted on all persons recommended for the position vacancy.

**Veteran’s Preference Policy**
In accordance with 23 NCAC 02C.0210, it shall be the policy of Caldwell Community College and Technical Institute that, in appreciation for their service during a period of war and in recognition of the time and advantage lost toward the pursuit of a civilian career, veterans shall be granted the following preference in employment when the qualifications and experience of the final candidates for a position are generally equal.
As used in this policy

1. “A period of war” includes World War I (April 16, 1917, through November 11, 1918), World War II (December 7, 1941, through December 31, 1946), the Korean Conflict (June 27, 1950, through January 31, 1955), the period of time between January 31, 1955, and the end of the hostilities in Vietnam (May 7, 1975), or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

2. "Veteran" means a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions.

3. "Eligible veteran" means:
   a. A veteran who served during a period of war; or
   b. The spouse of a disabled veteran; or
   c. The surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such service; or
   d. A veteran who suffered a disabling injury for service-related reasons during peacetime; or
   e. The spouse of a veteran described in subdivision d. of this subsection; or
   f. The surviving spouse or dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who dies for service-related reasons during peacetime.

4. “Applying Preference” means the eligible veteran shall be hired when overall qualifications are substantially equal to the nonveterans in the most qualified applicant pool. Substantially equal qualifications occur when the employing agency cannot make a reasonable determination that the qualifications held by one or more applicants are significantly better suited for the position than the qualifications held by another applicant.

This preference applies to initial employment with CCCTI and extends to other employment events including subsequent hiring, promotions, reassignments and lateral transfers.

Nothing in this policy shall prevent CCCTI from selecting the best qualified applicant or candidate for any position whether by initial hiring, promotion, reassignment or lateral transfer. In order to claim veterans’ preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.

To claim veteran’s preference, all eligible persons shall submit to the college a completed application in which the applicant checked or indicated “veterans’ preference” as a qualifier for the position.

*Approved by the Board of Trustees on March 18, 2009

Criminal Background Checks

Hiring and continued employment of qualified individuals is important to the success of CCCTI. Therefore, background checks will be used to obtain additional applicant information to help determine an applicant’s overall employability and may be obtained on employees for the purposes of protecting college assets and for promoting a safe environment for employees and students. Background information will be researched and evaluated in a consistent non-discriminatory manner and in accordance with the Fair Credit Reporting Act.

Offers to final recommended applicants for full-time or permanent part-time jobs will be made contingent upon, or after successful completion of, a background investigation. The director of human resources will be responsible for working with a third party provider to conduct background checks. The third party provider is responsible for checking a range of sources depending on the position, including (but not limited to) criminal conviction records, civil litigation records, and national sex offender registry.
The following factors will be considered for those applicants with a criminal history in determining whether to hire the applicant and when necessary, in determining the continued employment of an employee: the nature of the crime and its relationship to the position; the time since the conviction; the number (if more than one) of convictions; whether hiring the applicant would pose a risk to the college, students, or personnel; the actions and activities of the applicant since the conviction or other determination; explanations and/or other information provided by the candidate and whether the candidate has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position.

If any applicant is found to have falsified or withheld any information regarding conviction history, the applicant will not be considered for employment and any offer of employment will be withdrawn. Applicants who refuse consent to a criminal background check will be considered to have withdrawn their application for employment at CCCTI. False or omitted information on an employment application of an employee or employee failure to report criminal history information may be grounds for disciplinary action up to and including termination.

The applicant or employee will be given an opportunity to review the results of the background investigation and will be given an opportunity to dispute the accuracy or completeness of any information contained in the report by contacting the third party provider that conducted the background check.

The director of human resources will review the findings of the background checks with the vice president of the respective department and with the executive vice president. The executive vice president will present the information to the president of the college. The president will make the final decision concerning the employability of the applicant or when necessary, the continued employment of an employee. Background checks will be maintained in a secure location and disposed of within 5 years of the date of receipt.

*Approved by the Board of Trustees on June 20, 2012

Final Selection
The screening committee reviews the qualifications of the candidates and recommends at least two candidates (and not more than three, except in unusual situations) to the president. The screening committee chairperson will provide the director of human resources the name of the person(s) recommended, race, gender, and a brief rationale for the selection. Also included are the names, race, and gender of those who were not selected and the reason for the non-selection.

The office of human resources submits to the executive vice president a listing of all applicants interviewed, along with a hiring summary and the interview committee's recommendations. The information is then forwarded to the president for consideration. The president then selects one candidate (who may or may not be the top recommendation of the committee) for recommendation to the Board of Trustees at the next regular (or special) meeting. Exempt positions are approved by the Board of Trustees through a presidential recommendation; non-exempt positions are approved solely by the president.

After candidates receive board approval, the director of human resources contacts the person selected for the job and extends the job offer based on the current salary plan.

Any salary negotiation between the applicant and director of human resources is conducted based on advice from the executive vice president and president. If negotiation is unsuccessful, the selection steps above are repeated. If negotiation is successful, the president sends an “offer of employment” letter to the applicant for signature. If the applicant accepts the position, the office of human resources then advises all unsuccessful applicants of the employment decision by letter. A contract of employment is generated for employee signature.
Every newly-hired employee receives an orientation conducted by the human resource department and by appropriate supervisors from the division or department to which the new employee has been assigned. As part of orientation, the new employee receives important information regarding performance expectations, policies and procedures, compensation, benefits, and other relevant information.

**Orientation of New Curriculum Faculty**

All newly hired employees receive an orientation from Human Resources. New faculty members receive an additional orientation consisting of three elements: introduction to key personnel; introduction to relevant campus facilities, services, and policies; and mentoring. The breadth and depth of the implementation of each of these elements may vary, depending upon a faculty member’s full-time or part-time status, prior experience, and individual needs. A general outline of the orientation process is described below.

*Part-Time Faculty*

Each supervisor is responsible for the orientation of his/her part-time faculty. As part of the orientation process, each instructor is provided with a copy of the *General Guidelines for Part-time Faculty and Staff*. This handbook serves as a ready reference to the philosophies and policies of the institution. The handbook also provides guidelines for teaching, testing, using audio-visual aids, library use, classroom management, and student advisement. Special orientation sessions for part-time faculty are held on the Caldwell and Watauga campuses each year before the fall academic term. These sessions provide opportunities for interactions with full-time faculty and staff, as well as for clarifying and updating college policies.

*Full-Time Faculty*

It is the responsibility of the appropriate academic vice president or appropriate supervisor and the designated mentor to provide an orientation for each new full-time instructor. Please refer to the *Mentoring Handbook* available in the office of the executive vice president for a complete description of the CCCTI mentoring program.

**Employment Categories**

Employment categories are established according to the type of work performed and anticipated duration of employment.

*Full-time Categories*

Regular Full-Time (RFT) – A position established in the budget as a regular, recurring position. Employment must be for nine or more months per fiscal year and weekly employment must be more than 30 hours per week. Regular full-time employees receive all benefits including, but not limited to longevity, State Retirement and the State Health Plan, paid leave and holidays.

Temporarily Funded Full-Time (TFF) – A full-time position established in the budget as temporarily funded and the employment period is established by grant funding and weekly employment must be more than 30 hours per week. Employee receives all benefits granted to a regular full-time employee.

Temporarily Appointed Full-Time (TAF) – A full-time position where the employee was appointed to a permanent full-time position without benefit of the normal employment screening process. Temporarily appointed full-time employees are eligible for the same benefits as regular full-time employees. At the end of the appointment contract period, the position will be declared vacant and the hiring process will come into effect. Or, upon the recommendation of the divisional vice president, the president may change
the employee’s classification from temporary full-time to regular full-time at the beginning of the next contract period.

An employee may only be considered temporary for a maximum of 12 months for staff positions and for a maximum of three out of four consecutive academic terms for instructional positions.

Temporary Full-Time (TFT) – If it is determined that any employee is qualified for ACA health coverage based on hours worked during the college’s measurement period, the employee will be categorized as Temporary full-time for the established stability period. Temporary full-time employees are eligible to enroll in the State Health Plan High Deductible Plan.

An employee may only be considered temporary for a maximum of 12 months for staff positions and for a maximum of three out of four consecutive academic terms for instructional positions.

Part-time Categories
30-Hour Part-Time (30PT) – A position established in the budget as a regular recurring position. Employment must be for nine or more months per fiscal year and must be for a maximum of 30 hours per week.

30-hour part-time employees are eligible for limited benefits to include longevity and eligibility in the State Retirement and State Health Benefit Plan and other voluntary benefits. This category of employees does not receive vacation, holiday or leave pay. 30-hour part-time employees will be considered regular part-time employees and thus ineligible for benefits after being regularly scheduled for less than 30 hours per week for 12 consecutive weeks for staff or for one semester for faculty.

Regular Part-Time (RPT) – A position with employment of nine or more months per fiscal year and weekly employment of 25 or less hours per week. These positions are not established in the budget. Part-time curriculum faculty employees are paid by course rather than by the hour. Other part-time positions are paid by the hour and must complete timesheets. Regular part-time employees earn no benefits and have no expectancy of re-employment.

Regular part-time employees may work concurrent jobs at the college, provided that the cumulative total of weekly hours worked is 25 hours or less. Supervisors and department chairs are responsible for monitoring hours worked by part-time employees in their area and for coordinating any hours their employee may work in other departments.

Work-Study Students (WSS) – A position through the Federal College Work-Study Campus Based Program that provides a job for students who need additional financial aid. Work-study students may work a maximum of ten hours per week. Positions are coordinated and filled by the financial aid office.

Probationary Employees
Newly hired or newly re-hired faculty or staff are classified as “probationary employees” for a period determined by their position category. The probationary period allows an employee to adjust and adapt to the job demands and the work situation, and allows the supervisor to observe firsthand whether the employee will be able to meet the demands of the job and become a contributing member of the department and a successful part of the institution as a whole. The length or duration of their period is determined by their job classification:

- Staff (non-instructional) probationary period is 30, 60, and 90 days.
- Faculty (instructional) probationary period is the 1st and 2nd semesters.
Employment during this period shall be considered “at will,” meaning that during this period an employee may be terminated without notice and without the disciplinary process outlined below.

Employment is voluntary and employees are free to resign without notice during this time without penalty. An employee successfully completing the probationary period of employment will be categorized as a permanent full-time or temporary full-time employee.

Compensation
The objectives of the college’s compensation system are to attract and retain qualified individuals and to motivate them to perform at a high level. To accomplish these goals, the office of human resources will periodically assess the relevant external markets for various occupational groups and establish pay practices for CCCTI that reflect a competitive position in those markets. On an individual basis, salaries will reflect qualifications, skills, performance, and competitiveness with the appropriate job market.

The North Carolina General Assembly considers salary increases for State employees each year, and in most years, has approved increases for all State employees in the form of a cost of living increase (COLA). These increases are a percentage of gross salary. These cost of living increases do not change your salary grade. Typically, salary will be reviewed on an annual basis or during the annual performance appraisal. Should an employee be granted a salary increase, it will normally be effective on July 1st of every year.

An employee’s total compensation at CCCTI consists not only of the salary paid, but also of the various benefits offered.

Questions regarding the salary administration program or individual salary should be directed to the employee’s supervisor or to the director of human resources.

Salary Plan Administration
Guidelines for placing new personnel on the salary plan are as follows:

Faculty
In the recent past, the General Assembly has established minimum salaries for nine-month, full-time curriculum college faculty based on educational levels. These minimum salaries are likely to change annually. For information on the most recent minimum salaries, employees are encouraged to inquire in the office of human resources.

As a general rule, no full-time faculty member shall earn less than the minimum salary for his or her education level. The pro rata hourly rate of the minimum salary for each education level shall be used to determine the minimum salary for part-time faculty members.

Education levels as determined by the NC General Assembly:
1. Vocational Diploma/Certificate or Less – This education level includes faculty members who are high school graduates, have vocational diplomas, or have completed one year of college.
2. Associate Degree or Equivalent – This education level includes faculty members who have an associate degree or have completed two or more years of college but have no degree.
3. Bachelor’s Degree
4. Master’s Degree or Education Specialist
5. Doctoral Degree
Though not required by law, entry-level faculty are also given additional compensation (percentage increase) above and beyond that for the minimum education levels for years of credible experience (previous teaching experience and/or directly related work experience) not to exceed eight years.

Creditable experience will be given under the following guidelines:

a. For full-time teaching-related experience that is directly related to the area of instruction, credit (in years) will be given at a ratio of 2:1, meaning for every two years of creditable external experience, we will award one year credit.

b. For full-time job-related experience that is applicable to and enhances an instructor's teaching capabilities, credit (in years) will be given at a ratio of 3:1.

c. For part-time teaching-related experience over 20 hours per week that is directly related to the area of instruction, credit (in years) will be given at a ratio of 4:1.

d. Maximum years of creditable experience cannot exceed eight years. Each year of progression represents a percentage increase (which may change annually as determined by the college), up to the maximum number of years.

The established procedures have been developed to lessen the likelihood that a new employee is not hired at a salary level above that of other instructors here at the institution unless significantly higher qualifications or market demand dictate otherwise.

Special Pay Guidelines
Additional compensation for faculty may be awarded for the following:

Coordinator/Director levels (faculty only)
Program coordinators and directors are assigned responsibility for a specific program within the college, including program development, coordination and management. Distinctions between coordinator levels are expressed in terms of the general amount of responsibility (e.g., scope of duties, independence of action, nature of supervision received and exercised) assumed within each level.

- Level I – 2.5%
  Coordination/direction function only
- Level II – 5%
  Coordination of major function or direction of moderate size program, regulatory agencies usually not evident, some supervision of personnel
- Level III – 7.5%
  Coordination/direction of significant sized program, significant number of outside contacts with agencies and regulatory agencies, supervision of full- and part-time faculty
- Level IV – 10%
  Supervision of major program, expertise at master’s level, contacts with external agencies and regulatory agencies, directs full and part-time personnel, critical decision-making, large number of students

The entry level for instructional coordinator position 1–4 should begin at Coordinator/Director 1 with a rate of 2.5 percent above that level determined for an instructional position with the same degree requirement, and then progress up at 2.5 percent increments for each category 2, 3, and 4. The coordinator/director levels are determined by the department administrator and recommended to the executive vice president for approval.

Additional degrees (incumbent faculty only)
If the additional degree received by an incumbent faculty member is relevant to the teaching area, the faculty member will be granted a salary increase which corresponds to the level of education which has
been attained. If the employee obtains additional degrees while still under an existing contract, he or she must satisfy the existing contract before any salary increase is granted. Any salary increase to be given will become effective with the issuance of a new contract.

Educational increases for incumbent faculty are based on the following guidelines in Table 1.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma</td>
<td>High School Diploma + 30 hours</td>
<td>2.5%</td>
</tr>
<tr>
<td>High School Diploma + 30 hours</td>
<td>Associate Degree</td>
<td>2.5%</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>Bachelor’s Degree</td>
<td>5.0%</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Master’s Degree</td>
<td>10.0%</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>Master’s Degree + 30 hours (Ed.S)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Master’s Degree + 30 hours (Ed.S)</td>
<td>Doctorate Degree</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

Staff

Presently, there are no minimum salaries established in legislation for community college professional staff; however, there are minimum salaries established annually for the lowest-paid regular, full-time state employees. All staff positions are classified using an internal ranking structure. Each job is assigned to a band number which corresponds to a salary range comprised of a minimum and maximum value. Compensation starts with the appropriate classification of the position. The following general compensation factors also referred to as knowledge, skills, and abilities (KSA) are utilized in this analysis:

a. Expertise – knowledge, skills, and ability acquired through education and experience
b. Decision-Making – responsibility in terms of consequences, independence, latitude to exercise judgment and discretion
c. Supervisory Responsibility – nature and type exercised, evaluating, delegating
d. Contacts – type and purpose of contacts required, internal/external
e. Working Conditions – nature of work environment, physical effort

Employees will generally be hired at the minimum rate of the assigned range to ensure equity with current employees with greater tenure. Hiring above the recommended start rate requires additional consideration, justification, and approval by the president.

As stated above, an employee may be hired above the minimum of the salary range or above an established special minimum rate in accordance with that individual’s related qualifications and only when warranted by an institutional need or market pay justification. Justification might include the lack of qualified applicants willing to accept the job for the stated salary, a candidate with experience directly applicable to the position being filled that is substantially beyond that required in the advertised qualification, or a key managerial position critical to business operations.

Definitions of Terms

Reevaluation – A reevaluation is an upgrade of a position to a higher salary band range. An individual's salary must be increased to at least the minimum of the band of the new position. If the individual's current salary exceeds the minimum, the salary may be adjusted accordingly commensurate with the new position with prior approval from the president.
Promotion – A promotion is a permanent reassignment from a position evaluated in a lower salary band range to another position evaluated in a higher salary band range. An individual's salary must be increased to at least the minimum of the band of the new position. When an employee is promoted to a higher-class position and the employee’s current monthly salary falls within the range of the higher class, it may remain the same or be increased to any equitable salary in the higher range as deemed appropriate by the president. If increased, the new salary should be as much above the minimum salary as is necessary to provide a reasonable promotional increase.

Demotion – A demotion is a permanent reassignment from a position evaluated in a higher salary band range to another position evaluated in a lower salary band range. When an employee is demoted, salary may remain unchanged provided it does not exceed the salary band range maximum of the lower position. If the individual's salary exceeds the maximum, salary shall be reduced at least to the maximum of the lower range. The president must approve exceptions to this policy.

Downgrades – It is not the college's practice to reduce an employee's salary simply because of position reevaluation into a lower salary grade. This action is not considered a demotion, and the employee's existing salary shall continue.

Transfer/Reassignment – A transfer or reassignment is a change from one position to another within the same salary band range or a change from a position in one department to a position of equal value in another department. The president may elect to transfer or reassign employees with consideration given to the needs of the college. Transfers will not normally be rewarded by a salary adjustment. The president must approve exceptions to this policy.

Staffing Areas – Staffing areas are established according to the type of work performed and anticipated.

Faculty (instructional) Employees – Persons employed primarily for instructional duties. At least 51% of work time is devoted to classroom-related instructional duties.

Staff (administrative) Employees – Persons employed primarily for administrative positions related to the educational function of the institution. At least 51% of the work time is devoted to administrative and supervisory duties.

Staff (technical) Employees – Persons employed primarily to perform functions of a specialized or technical nature. Examples are bookkeeper technician, data processing technician, library technician, and similar positions.

Administrative Support Employees – Persons employed primarily to perform functions related to support of instructional and non-instructional areas.

Maintenance/Environmental Employees – Persons employed primarily to perform functions related to the upkeep of buildings, grounds, and equipment.

Policies Related to Employment

Dual/Secondary Employment
An employee may not receive additional pay for services rendered during that employee’s regular hours of work (normally 8:00 a.m. until 5:00 p.m.) Monday through Friday. If the work is performed outside the
employee’s regular work schedule, he or she may receive additional pay. All dual employment questions for staff employees should be discussed with the director of human resources.

Secondary employment is defined as “outside” employment held by a regular full-time staff or faculty employee. Secondary employment is permitted unless it impairs in any way the employee’s ability to perform all of the expected duties and responsibilities of his/her position, or if it directly or indirectly creates a conflict of interest. If an employee is uncertain about the acceptability of any current or anticipated secondary employment, he or she is encouraged to review the matter with their supervisor. All secondary employment must be approved by the college president.

**Employment of Relatives**
State Board of Community Colleges Code 1C SBCCC 200.98 addresses the employment of relatives.

It is the policy of the state board that present and prospective employees shall be evaluated on the basis of individual merit, without respect to race, sex, religion, national origin, or any other factors not involving professional qualifications and performance. In accordance with the policy principle, the following restrictions are adopted to avoid the possibility of favoritism based on family relationship for all employees in the system.

1. An institution shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which would result in one person of such family relationship supervising another closely-related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative.

2. “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, first cousin, stepparent, stepchild, stepbrother, stepsister, guardian, or ward. This term may also be taken to refer to those people residing within the same household or otherwise so closely identified with each other as to suggest difficulties.

3. With respect to the concurrent service of closely related persons within the same academic department or other comparable institutional 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.

*History Note: Statutory Authority G.S. 115A-5, 115A-6, 115D-5, 115D-20; amended effective August 17, 1981
*Amended and approved by the Board of Trustees on October 21, 2009

**Conflict of Interest Policy**
It is the policy of Caldwell Community College and Technical Institute that the administration and members of the Board of Trustees of Caldwell Community College and Technical Institute shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety when exercising their responsibility with regard to the expenditure of funds. The By-Laws of the Board of Trustees contains the following statement:

In compliance with G.S. 115-D-26, all local trustees and employees of Caldwell Community College and Technical Institute will adhere to the conflict of interest provisions as stated in G.S. 14-234 which prohibits public officials and firms in which they have a financial interest from conducting business with the College.

34
In no event shall the administrative staff or board members directly or indirectly benefit from the organization’s disbursing of funds except in their role as employees or board members. If any other benefit is derived, the matter shall be brought to the attention of the board members for resolution. In order to avoid conflict of interest and the appearance of impropriety, all employees and board members shall be informed of this policy and compliance with this policy shall be a matter of review in the annual independent audit of the program.

*Amended and approved by the Board of Trustees on July 14, 2005

**Political Activities of Employees**

As an individual, each employee of Caldwell Community College and Technical Institute retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the Board of Trustees encourages employees of the college to exercise their rights and obligations of citizenship.

1. The Board of Trustees, as required by 1C SBCCC 200.99, has developed a policy on the political activities of its employees, except for the president, that meets the following criteria required by the state board of community colleges. The policy provides that:
   a. Any employee who decides to run for a public office shall notify the Board of Trustees through the president of his/her intention to run and certify that he/she will not campaign or otherwise engage in political activities during his/her regular work hours or involve the college in his/her political activities.
   b. Any employee who is elected to a part-time public office shall certify through the president to the Board of Trustees that his/her office will not interfere with his/her carrying out the duties of his/her position with the college or will request leave.
   c. Any employee who is elected or appointed to a full-time public office or the General Assembly must either resign from his/her position with the college or have approval from the Board of Trustees for a leave of absence without pay upon assuming that office. If a leave of absence is granted, the length of the leave of absence without pay shall be determined by the Board of Trustees.
   d. Any employee who becomes a candidate for public office shall be prohibited from soliciting support on college property unless otherwise authorized by the Board of Trustees.

2. Political activities of the college president
   a. If the college president decides to run for public office, he/she shall notify the Board of Trustees of his/her intention to run and certify that he/she will not campaign or otherwise engage in political activities during his/her regular work hours or involve the college in his/her political activities.
   b. If the college president is elected to a part-time public office, he/she shall certify to the Board of Trustees that his/her office will not interfere with his/her carrying out the duties of his/her position with the college or will request leave.
   c. If the college president is elected or appointed to a full-time public office or the General Assembly, he/she must either resign from his/her position with the college or have approval from the Board of Trustees for a leave of absence without pay upon assuming that office. If a leave of absence is granted, the length of the leave of absence without pay shall be determined by the Board of Trustees.
   d. If the college president is a candidate for public office, he/she is prohibited from soliciting support during his/her regular work hours. The president is prohibited from soliciting support on college property unless otherwise authorized by the Board of Trustees. The authorization must be on a case-by-case basis.
e. The Board of Trustees shall notify the state board if the college president should become a candidate for public office or if the college president is elected or appointed to a public office.

3. Definitions as used in this rule.
   a. Public office means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute, or ordinance.
   b. Membership in the General Assembly is a full-time public office under this rule.

4. Application of this rule.
   The requirements of this rule shall apply prospectively only. No change in the employment status of an employee who was an incumbent in public office on the effective date of this rule shall be required under this rule for the remainder of that term of office; provided, however, this rule shall not apply to any employee who was a full-time public officer on the effective date of this rule.

*Approved by the Board of Trustees on July 20, 1989*

**Drug-Free Workplace Policy**
In 1988, Congress enacted the Drug-Free Workplace Act. This statute requires that all institutions of higher education receiving any funds from any federal agency certify to that agency that they will maintain a drug-free workplace by taking certain required action. The policy and procedure for Caldwell Community College and Technical Institute is as follows.

**Statement**
CCCTI is committed to maintaining an environment that supports and encourages the pursuit and dissemination of knowledge. All members of the college community—students, faculty, and staff—share in the responsibility of protecting that environment, and all are expected to exemplify high standards of professional and personal conduct. The illegal or abusive use of alcohol/drugs by members of the college community adversely affects this educational environment. Federal and North Carolina laws prohibit the illegal or abusive use of alcohol/drugs. The illegal or abusive use of alcohol/drugs is not compatible with personal welfare and pursuit of academic excellence and will not be tolerated by CCCTI at any of its locations.

CCCTI will take formal disciplinary and legal procedures to control the illegal or abusive use of alcohol/drugs.

I. Conduct Prohibited by CCCTI
   Faculty/staff are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes. Any faculty/staff member who violates pertinent state or federal law, either within the school community or in a manner that otherwise affects the school community, thereby violates school policy. The college will initiate its own disciplinary proceedings against a faculty/staff member when the alleged conduct is deemed to affect the interests of the school.

   Faculty/staff members who violate the school’s policy on the illegal use or abusive use of alcohol/drugs will be subject to disciplinary action in accordance with the provisions as stated in this document.

II. Legal Penalties
   The illegal or abusive use of alcohol/drugs by faculty/staff members may subject them to criminal prosecution by governmental agencies, in addition to disciplinary action by the school. Status as a
faculty/staff member in no way insulates a law breaker from criminal prosecution and punishment. The constitutional concept of “double jeopardy” does not prevent both state or federal prosecution and CCCTI punishment for conduct that violates both CCCTI policy and state or federal policy.

III. Trafficking in Illegal Alcohol/Drugs

The following minimum penalties shall be imposed for the particular offenses described:

A. Illegal Manufacture, Sale, or Delivery of Alcohol/Drugs
   1. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell, or deliver, of any controlled substance identified in Schedule I, North Carolina General Statutes 90-89, Schedule II, North Carolina General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any faculty/staff member shall be fired.
   2. For a first offense involving the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedules III through VI, North Carolina General Statutes 90-91 through 90-94, (including, but not limited to marijuana, phenobarbital, codeine) the minimum penalty shall be suspension from employment for a period of at least one semester. For a second offense, any faculty/staff member shall be fired.

B. Illegal Possession of Alcohol/Drugs
   1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, North Carolina General Statutes 90-90, the minimum penalty shall be suspension from employment for a period of at least one semester.
   2. For a first offense involving the illegal possession of any controlled substance identified in Schedule III through VI, North Carolina General Statutes 90-91 through 90-94, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A faculty/staff member on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as his/her supervisor or his/her designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from employment for any unexpired balance of the prescribed period of probation.
   3. For a second or other subsequent offense involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion.
   4. Faculty/staff members must notify their supervisor in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

C. Suspension Pending Final Disposition

When a faculty/staff member has been charged by the school with a violation of policies concerning illegal alcohol/drugs, he/she may be suspended from employment before initiation or completion of regular disciplinary proceedings, if, assuming the truth of the charges, his/her supervisor or his/her designee concludes that the faculty/staff member’s continued presence with the school community would constitute a clear and immediate danger to the health or welfare of other members of the school community, provided that, if such a suspension is imposed, an appropriate hearing of the charges against the suspended faculty/staff member shall be held as promptly as possible thereafter.

IV. Counseling
CCCTI encourages faculty/staff members to make use of available third party counseling in dealing with alcohol/drug abuse problems. CCCTI assures faculty/staff members who voluntarily avail themselves of these services that applicable professional standards of confidentiality will be observed.

*Approved by the Board of Trustees on August 16, 1990

**Unlawful Workplace Harassment**

Harassment based upon race, color, religion, creed, sex, national origin, age or disability is a form of discrimination in violation of federal and state law and college policy, and will not be tolerated.

Retaliation against any person complaining of harassment is in violation of federal and state law and college policy, and will not be tolerated. The college will respond promptly to all complaints of harassment and retaliation. Violations of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

Every individual is encouraged, and should feel free, to seek assistance, information and guidance from their supervisor or the Director of Human Resources.

**Sexual Harassment Policy and Procedure**

*Definition*

For purposes of this policy, sexual harassment is defined as a prohibited act of sexual discrimination and is unlawful. It can be verbal, visual, physical, or communicated in writing or electronically. Acts constitute sexual harassment under the following conditions:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic standing;
- Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual’s employment or academic standing; or
- Continuous incidents of unwelcome sexual behavior, such as sexual comments, sexual advances, gestures, or touching, result in a pattern of behavior that creates a hostile environment and impairs an individual's ability to work, learn, or participate in workplace functions.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power, such as a faculty member and student or a supervisor and employee, it may also occur between individuals of equal power, such as fellow students or co-workers.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Threats or insinuations that a person’s employment, wages, academic grade, promotional opportunities, work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal, written or electronic expressions of a sexual nature, including graphic sexual commentaries about a person’s body, dress, appearance or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds.
- Use of sexually-oriented photos, posters, cartoons, materials, or themes unrelated to instruction and/or the pursuit of knowledge.
- Unwelcome and inappropriate touching, patting or pinching; obscene gestures.
• Favoritism based on a sexual relationship (or adverse impact on other members of a group).

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments and by the policy of Caldwell Community College and Technical Institute.

Any employee or student found to have engaged in sexual harassment, whether or not the harassment rises to the level of a civil rights violation, will be subject to appropriate disciplinary measures commensurate with the offense, including, but not limited to, termination of employment as an employee or expulsion as a student.

**Reporting Procedure**

All employees and all students are encouraged to promptly report complaints before the situation becomes severe or pervasive.

Any and all incidents or complaints of sexual harassment must be reported as follows:

**Employee Grievance Procedure**

Any staff or faculty member who believes herself or himself to be subjected to sexual harassment should contact the director of human resources. The director of human resources is located in H.E. Beam Hall, A Building, 1st floor, room 121 or by calling 828-726-2269.

Any staff or faculty member who receives notice of an employee complaint of sexual harassment or suspects sexual harassment is occurring shall immediately refer the complainant or personally report the incident to the director of human resources. In cases of allegations against the director of human resources, the matter shall be reported to the vice president of finance and administration.

Any employee, whether in a supervisory role or not, who receives a complaint of sexual harassment from another employee or student and fails to report the complaint to the proper office shall be subject to appropriate disciplinary action including, but not limited to, termination of employment. CCCTI supervisors may be responsible under federal or state law if they know or should have known about sexual harassment and failed to take appropriate action.

**Student Grievance Procedure**

Any student who believes herself or himself to be subjected to sexual harassment should contact the vice president of student services. The vice president of student services is located in Forlines Building, F Building, 1st floor, room 132 or by calling 828-726-2737.

In cases of a complaint involving an employee and a student, the incident may be reported to either the director of human resources or the vice president of student services. The director of human resources and the vice president of student services will work in conjunction to investigate and resolve the complaint.

**Retaliation**

No employee, student, or member of the public may be subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, or to serve as a witness or a panel member in the investigation of a sexual harassment complaint.

Any employee or student found to have retaliated or threatened to retaliate against any person pursuing his or her rights under the institution’s Sexual Harassment Policy and Procedures shall be subject to
appropriate disciplinary measure including, but not limited to, termination of employment or, if a student, expulsion.

**Malicious, False Accusations**
A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action or expulsion.

**Investigation Procedure**
Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.

The complaint investigator, as outlined under “Responsibilities” section, will put his/her findings in writing. The findings will be communicated with the complainant and the alleged harasser as expeditiously as possible.

Appropriate corrective measures will be decided by the President or designee upon consultation with the investigator and the appropriate administrators or supervisors involved. Persons found to be in violation of this policy shall be subject to disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension, expulsion or dismissal.

Results may be indeterminate. If so, the matter will be recorded as unresolved and the record of the investigation will be maintained by the college separate and apart from any student or personnel file.

Information will be entered in the personnel or student file only to the extent that a formal reprimand or other disciplinary action has been taken against the accused.

If the complaint or the alleged harasser disagrees with the determination or the appropriateness of the corrective measures, that individual may contest those measures through the Employee Grievance Procedure or through the Student Grievance Procedure, as appropriate. Complaints involving a student allegation against an employee will be handled through the Employee Grievance Procedure. Complaints involving an employee allegation against a student will be handled through the Student Grievance Procedure.

*Amended and approved by the Board of Trustees on June 16, 2010*

**Employee Grievance Policy and Procedure**
CCCTI is committed to mutual respect among all constituents of the college community.

*Definition*
A grievance exists in any situation which employees feel that there has been a violation of an existing policy including complaints alleging discrimination or harassment on the basis of race, color, age, religion, sexual orientation, national origin or ethnic origin, or disabling condition. Every attempt should be made to resolve violations of policy in an informal manner and only when these attempts are not successful should the formal procedure be utilized.

Persons involved in the grievance procedures shall not be coerced, intimidated, or suffer any reprisal. Employees will not be penalized for proper use of the grievance procedure. However, it is not considered proper use if an employee raises grievances in bad faith or solely for the purposes of delay or harassment, or repeatedly raises meritless grievances. Implementation of the grievance procedure by an employee
does not limit the right of the institution to proceed with any disciplinary action that is not in retaliation for the use of the grievance procedure.

The purpose of this procedure is to provide CCCTI employees an equitable and orderly process to resolve grievances other than sexual harassment complaints, disciplinary action, non-renewal of contract, suspension, or dismissal. These issues are addressed under separate policies and procedures.

**Informal Procedure**
Prior to filing a formal grievance, employees are strongly encouraged to discuss their grievances with the person alleged to have caused the grievance. The purpose of this informal discussion is to provide the faculty, staff, or other person with authority the opportunity to address and resolve the grievance at the lowest possible level.

The employee shall first informally discuss the matter in question with the college faculty or staff member most directly involved. If the meeting with the college employee fails to produce a satisfactory settlement, the employee may appeal directly to the employee’s immediate supervisor who will attempt to reach a resolution. If these informal discussions do not satisfactorily resolve the grievance, the employee may initiate the formal grievance procedure.

**Formal Procedure**

**Step One:** In the event the matter is not resolved informally, the employee may submit the grievance in writing using CCCTI’s employee grievance form (available on MyCCCTI Portal) to the appropriate vice president. The vice president will hear all parties involved in the grievance and render a written decision.

a. A copy of the grievance must be filed as provided in Step One within 20 business days from the date on which the act or purported act which is the subject of the grievance occurred.

b. The vice president will meet with all parties involved in the grievance and render a written decision within five business days of receipt of the grievance. If the grievance is against the vice president, the executive vice president will perform the functions of the vice president as required by this policy. The vice president should document the result of the meeting and maintain this record in the event the appeal proceeds further.

c. Should a grievance not be satisfactorily resolved or should no decision be forthcoming in the time prescribed above, the grievance may, within ten business days, be submitted to the next step.

d. If the finding or resolution of a grievance at any step in the grievance procedure is not appealed within ten business days, the grievance will be considered settled on the basis of the last answer provided, and there shall be no further appeal or review.

**Step Two:** If the grievance is not resolved satisfactorily in Step One, it may be appealed to the Grievance Committee, who will make a decision regarding the grievance. This decision shall be binding to all parties.

a. The employee must submit the following to the director of human resources.
   - A written letter appealing the decision of the vice president.
   - A copy of the original CCCTI Employee Grievance Form.
   - A copy of the vice president’s written decision.

b. The director of human resources will present the grievance to the president, who will call a grievance committee to hear the grievance.
The grievance committee will hear all parties involved in the grievance and render a written recommendation to the president within ten business days of receipt of the appeal from the Step One decision.

The chair of the grievance committee will be appointed at the first meeting called by the president or by the chair of the board of trustees if the grievance is related to the president. The grievance committee will consist of CCCTI full-time administrators, faculty, and staff including four standing members (assigned by Executive Council) and three members (at-large) selected at the time a grievance is presented. In addition to the committee members, a recorder will be assigned. The four standing members will serve for two years; and, in order to provide continuity, initially two members will be appointed for two years and two members will serve one year. The parties involved may challenge the impartiality of any of the seven members selected by the president or by the chair of the board of trustees. A simple majority of the committee will suffice to determine the recommendation of the grievance committee. A statement of non-concurrence may be included if deemed appropriate by a member. All members will sign the submitted recommendation.

In addition to the person who filed the grievance, the chair of the grievance committee may allow other individuals to present relevant testimony or evidence. An audio-recording will be kept of all the hearings. This committee will act as a hearing committee for all employee grievances.

The time limits specified in this procedure are necessary to provide a speedy resolution of matters. Reasonable extensions of time should be requested in writing to the chair of the grievance committee.

*Approved by the Board of Trustees on March 18, 2009

**Reduction-in-Force (RIF)**
A Reduction in Force (RIF) occurs when state revenue shortfalls, audit exceptions, legislated budget cuts, or enrollment declines require the college to eliminate positions. If it becomes necessary to cut personnel budgets, the following steps would be taken, generally in the order they are listed:

- Vacant positions would be held open as long as possible.
- Overload pay policies for faculty and staff would be suspended; faculty and staff would be assigned emergency teaching loads during the impacted period.
- Part-time non-instructional budgets would be decreased.
- Part-time instructional budgets would be decreased.
- Faculty and staff would have mandated employment furloughs.

If the decrease is drastic enough to require cuts in full-time budgets, full-time personnel cuts would generally occur among non-instructional staff before full-time instructors would be affected, unless a particular instructional program was experiencing minimal enrollment. The foregoing procedures describe only probable courses of action to be used in the event of drastic budget cuts.

*Approved by the Board of Trustees on May 13, 2009

**Minimum Expectations for Staff**
1. Have an expectation of excellence in the performance of your duties and the overall function of the college.
2. Be passionate about your role in serving those who come to us on a daily basis.
3. Maintain a consistent work schedule in order to create accessibility to our stakeholders (student, public, partners, and community). Be at your area of work when you are scheduled to be there.
4. Show respect and support to your colleagues at CCCTI without exception.
5. Be professional in dress, actions, and attitudes.
6. Pursue ideas with vigor and complete tasks associated with your position efficiently and effectively.
7. Follow policies and regulations, but be willing to challenge those that create barriers for our stakeholders.
8. Provide stakeholders with accurate information. If you don’t know, find someone that does.
9. Return all phone calls, emails, and correspondence in a timely manner.
10. Don’t be afraid to make mistakes, but be sure to learn from them.
11. Don’t be afraid to try new things, but be willing to try something else if they don’t work.

Work Schedules
Most employees work a 40 hour week, 8:00 a.m. to 5:00 p.m., Monday through Friday. To continue normal functioning of facilities and to provide service to students and the public, it is necessary for some employees to work evenings, nights, or weekends. Supervisors have the responsibility of defining the schedule of those employees who report to them. (See Section 4 for discussion of faculty workload.)

Reporting Absences from Work
Employees must promptly report all absences from work to their supervisor. If an employee is going to be late or is unable to attend due to illness, he or she must notify the supervisor before the start of the workday or as soon as possible. Employees failing to report absences for five consecutive days may be separated from employment as a voluntary resignation.

Personnel Files
Employees have access to all information in their personnel files, except for letters of reference solicited prior to appointment. An employee objecting to specific information may add a personal statement to the file or request removal of the material in question. If such material is not removed, the employee may appeal its presence in their personnel file through the Employee Grievance Procedure.

All information in an employee file is open to inspection by the employee’s supervisor, an agent designated in writing by the employee, a party under authority of a court order, and state and federal agencies.

North Carolina General Statues prescribes the requirements for maintenance and release of state employee personnel records. State employee personnel records are confidential except for certain information that is available to the general public upon written request to the Director of Human Resources. The available information is

- name
- age
- date of original employment
- current salary
- date and amount of each increase or decrease in salary (defined as pay, benefits, incentives, bonuses, deferred and all other forms of compensation paid) for the duration of the employee’s service to CCCTI
- date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with CCCTI
- date and general description of reason(s) for promotion
- date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by CCCTI
- for dismissals only, a copy of the final written notice of dismissal containing the specific reasons for the dismissal
- agency and location of employee’s current assignment
Records are stored as follows:
Curriculum Faculty (Full-time, Permanent Part-Time and Part-Time) – Per SACS requirements, a copy of the CCCTI application, resume and the original official transcripts are kept in the Office of the Executive Vice President. The original application, copies of the transcripts and employee data forms are kept in the Human Resources Department for full-time and permanent part-time curriculum employees. The original application, copies of transcripts and employee data forms are kept by the appropriate department supervisor for part-time curriculum faculty.

Non-Curriculum Faculty and Staff (Full-Time Permanent Part-Time) – The Human Resources Office maintains the personnel file.

Part-Time Non-Curriculum Faculty and Staff – The appropriate department supervisor maintains the personnel file.

*Amended and approved by Board of Trustees on September 15, 2010

Benefits

Longevity Pay

Longevity pay is provided to recognize long term service. An eligible employee who has at least ten years of aggregate state service shall receive a lump sum payment annually as provided by 1C SBCCC 400.98.

I. Eligibility
The following classifications of employees are eligible for longevity payment:
   a. Full-time regular employee
   b. Full-time temporary employee
   c. 30-hour part-time employee

II. General Rule and Regulations
   a. Annual longevity pay amounts are based on the length of total state service to agencies, community colleges, and school administrative units as designated in Paragraph (b) of 1C SBCCC 400.98 and a percentage of the employee’s annual rate of pay on the date of eligibility.
      i. It is the employee’s responsibility to provide proof of prior service with the state of North Carolina. Longevity pay will be calculated and paid beginning on the date of receipt of the Record of Aggregate State Service in the Human Resources Department. If the employee fails to produce evidence of prior state service at the time of employment and later produces such evidence, credit will be allowed for the service and the longevity earning rate will be adjusted. However, under no circumstances will retroactive payments for prior periods be made.

Longevity pay amounts are computed by multiplying the employee’s annual base or contract salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with Table 2.

<table>
<thead>
<tr>
<th>Years of Total State Service</th>
<th>Longevity Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ten but less than 15 years</td>
<td>1.50%</td>
</tr>
</tbody>
</table>

*44*
i. Longevity pay is not considered a part of annual base or contract pay nor is it to be
represented in personnel and payroll records as a part of annual base or contract salary.
(Salary increases effective on the same date as the longevity eligibility date shall be
incorporated in the base pay before computing longevity).

b. The payment of longevity pay to eligible employees is automatic after the employee has satisfied
all eligibility requirements. Payment shall be made in a lump sum, subject to all statutory
deductions, during the month of the employee’s longevity date.
i. Eligible employees on worker’s compensation leave shall receive longevity payment in
the same manner as if they were working.
ii. If an employee retires, resigns, dies, or is otherwise separated on or after the date of
becoming eligible for a longevity payment, the payment shall be made to the employee or
to the estate of the employee in case of death.

c. If, on the effective date of this policy, an employee has completed the qualifying length of service
but is between eligibility dates, longevity payment will be made on the next longevity anniversary
date.

d. If the employee has worked part but not all of one year since qualifying for longevity payment,
the employee shall receive a pro-rata payment in the event of:
i. separation from the institution
ii. change in employment status to temporary part-time, or to a position not covered in this
policy

e. If an employee separates from a community college and receives a partial longevity payment and
is employed by another community college, school administrative unit, or state agency, the
balance of the longevity payment shall be made upon completion of additional service totaling 12
months for an employee having a 12 month period of employment, or upon completion of a lesser
term for an eligible employee on less than a 12 month period of employment. The balance due is
computed on the annual or contract salary being paid at the completion of the requirement.

f. If an eligible employee at the time of separation has a fraction of a year toward the next higher
percentage rate, payment shall be based on the higher rate; however, that basic eligibility for
longevity requirement must have been satisfied before this provision can apply.

g. Leave without pay in excess of one-half the work days in a month (with the exception of
authorized military leave and worker’s compensation leave) will delay the longevity anniversary
date on a month-for-month basis.

III. Exclusions
Total service for the longevity pay plan does not include:

a. Temporary service, that is, service by an employee who works in a temporary position, or who is
working temporarily in the absence of another full-time employee on leave of absence.

b. Periods of out-of-state employment with other states, schools, colleges or universities.

c. Periods of employment with agencies of the federal government.

d. Periods of military service other than those categories described in North Carolina Administrative
Code 02D.0109.

e. Periods of employment for employers other than the State of North Carolina even though credit in
the North Carolina retirement system has been purchased for such employment. (October 2009)

Compensatory Time

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 but less than 20 years</td>
<td>2.25%</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25%</td>
</tr>
<tr>
<td>25 years or more</td>
<td>4.50%</td>
</tr>
</tbody>
</table>
It is the policy of Caldwell Community College and Technical Institute that all overtime work at the college for nonexempt employees will earn compensatory time-off for each hour at the rate of one and one-half hours of compensatory time-off for each hour of overtime worked in accordance with the provisions of the Fair Labor Standards Act and the regulations of the Department of Labor.

Overtime is defined as working in excess of 40 hours in any workweek. A workweek is a period of 168 hours during 7 consecutive 24-hour periods. The college’s workweek is that 7-day period beginning at 12:01 a.m. on Sunday through 12:00 p.m. on Saturday night.

Employees are not due overtime for work in excess of eight hours in a day. Further, only actual hours worked are counted when determining overtime: Vacation, sick, holiday, and/or jury pay are not counted as workdays since the employee was not physically at work.

With the exception of the meal period when an employee has been relieved of all duties, hours worked are comprised of all time during which an employee is required to be on the employer’s premise, on-duty or at a prescribed workplace.

The following lists of activities are examples of work performed:
- Performing regular duties during scheduled hours.
- Performing regular duties when not working scheduled hours (if approved by supervisor).
- Time spent on special projects (if job-related and approved by supervisor).
- Performing duties at or away from the campus (if job-related and approved by supervisor).
- Travel (except from home to work and back again) for official business during normal/regular hours of work.
- Time spent attending meetings, seminars, and in-service training (except when attendance is voluntary, occurs outside regular working hours, and/or is not related to the employees’ present job).

A “non-exempt” employee cannot volunteer to work unpaid hours to perform the same type of work for which they are employed. Employees may volunteer hours of service to their public employer provided such services are not the same type of services which the individual is employed to perform on their job.

Compensatory time (hours earned) must be used before using vacation and/or sick leave.

Compensatory time-off must be taken within the pay period unless insufficient time remains within the pay period to take the time earned without unduly disrupting college operations. In that event, the time-off should be scheduled in consultation with and prior approval of the immediate supervisor within the next pay period. Further, compensatory time must be taken before the employee leaves employment of the college.

(October 2009)

**Legal Holidays**
The college shall observe the following as legal holidays:
- New Year’s Day
- Martin Luther King Day
- Easter (one workday)
- Memorial Day
- July 4
- Labor Day
- Veteran’s Day
• Thanksgiving (Thursday and Friday)
• Christmas (four workdays) and an additional workday in years when Christmas falls on a Tuesday, Wednesday, or Thursday.

*Amended and approved by the Board of Trustees on March 20, 1997
NC Administrative Code: 2D.0105 Statutory Authority G.S. 115D-5

Vacation (also called “Annual”) Leave

Purpose and Uses
The primary purpose is to allow and encourage every employee to renew their physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose.

This leave may also be requested for other periods of absence for personal reasons, for absences due to adverse weather conditions, and for personal illnesses in the immediate family, in lieu of sick leave. Time lost for late reporting may be charged to the vacation leave account. Deductions should be made from the employee’s pay where excessive tardiness or absenteeism occurs.

Scheduling Leave
a. Supervisors must approve all vacation leave requests for personnel in their work group. Supervisors may approve up to ten (10) consecutive work days for one vacation leave period. Every effort should be made to see that employees take vacation leave at times that will least interfere with their regular duties. Due to institutional requirements, requests for more than ten days of vacation leave at any one period normally will not be approved even though the individual concerned may have more than that amount of time accumulated; any exceptions must be approved by the president.

b. Vacation leave request forms (Form CCC-213) are available in the offices of supervisors or in the human resource office.

c. Hours taken are cumulative to and reported as the nearest hour.

<table>
<thead>
<tr>
<th>Service Years*</th>
<th>Hours granted monthly</th>
<th>Hours granted yearly</th>
<th>Days granted yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>9.33</td>
<td>112</td>
<td>14</td>
</tr>
<tr>
<td>5 but less than 10</td>
<td>11.33</td>
<td>136</td>
<td>17</td>
</tr>
<tr>
<td>10 but less than 15</td>
<td>13.33</td>
<td>160</td>
<td>20</td>
</tr>
<tr>
<td>15 but less than 20</td>
<td>15.33</td>
<td>184</td>
<td>23</td>
</tr>
<tr>
<td>20 years or more</td>
<td>17.33</td>
<td>208</td>
<td>26</td>
</tr>
</tbody>
</table>

Employees who were appointed prior to July 1, 1976, shall receive credit for unused vacation which would have accumulated up to the maximum allowable; i.e.; 14 days or 20 days with prior approval of the president under provisions of the policy in effect at the time.
An employee’s earning rate will change in the month of his/her total service anniversary.

**Total State Service**

Total state service shall include on a month-for-month basis, all permanent employment with the State of North Carolina. Employees with periods of interrupted service receive credit for the total state service they earned for prior periods of employment.

Credit toward total state service shall also be given for:

a. Employment with other government units which are now State agencies (for example: county highway maintenance forces, War Manpower Commission, the Judicial System)
b. Authorized military leave from any of the governmental units for which service is granted, provided the employee is reinstated within the time limits outlined in the State Military Leave policies
c. Employment with the county Agricultural Extension Service, Community College System, and the public school system of North Carolina, with the provision that a school year is equivalent to one full year
d. Employment with a local Mental Health, Public Health, Social Services or Emergency Management Agency in North Carolina if such employment is subject to the State Personnel Act
e. Employment with the General Assembly (except for participants in the Legislative Intern Program and pages). All of the time, both permanent and temporary, of the employees will be counted, and the full legislative terms of the members.

**Accounting for Creditable Service**

The college shall be responsible for informing each employee of the types of prior service which are eligible to be counted as total state service. If the employee fails to produce evidence of prior service at the time of employment and later produces such evidence, it creates a cumbersome, time-consuming process to adjust records. When this occurs, credit will be allowed for the service, and the earnings rate will be adjusted; however, retroactive adjustments will only be allowed for the previous twelve months. Exceptions will be made if the agency is at fault or fails to properly detect prior service.

**Maximum Accumulation**

Vacation leave may be accumulated without any applicable maximum until December 31 of each calendar year. However, if the employee separates from service, payment for accumulated vacation leave shall not exceed 240 hours. On December 31, any employee with more than 240 hours of accumulated vacation leave shall have the excess accumulation converted to sick leave in accordance with the Sick Leave Technical Conversion Act as approved by the General Assembly in 1993.

**Advancement**

New employees with the approval of the president may be advanced that amount of vacation leave he/she would earn during the current contract.

**Leave Charges**

a. Hours taken are cumulative and reported on an hour-to-hour basis.
b. Only scheduled work time shall be charged in calculating the amount of leave taken. Saturdays and/or Sundays are charged if they are scheduled work days.
c. The employee has the option of using any combination of sick and vacation leave to cover absences due to the illness of an employee’s immediate family member provided the leave meets the requirements of other provisions of this policy.
d. Vacation leave to be paid as terminal leave and vacation leave to be exhausted before disability, retirement or vacation leave without pay shall be in units of one hour.

Leave Transferable
Unused vacation leave may be transferred to a public school, community college, technical institute, or a local SPA Mental Health, Public Health, Social Services or Emergency Management agency, if the agency is willing to accept the leave; otherwise, the employee leaving the state service will be paid in a lump sum for accumulated vacation leave not to exceed 240 hours. If the local agency or educational institution accepts a part of the vacation leave, the combination of the amount transferred and paid for shall not exceed 240 hours.

Leave without Pay
An employee must exhaust all accumulated annual/vacation leave prior to requesting leave without pay. In the event the employee is on leave without pay for more than one-half of the work days in the month, the employee must pay the employer share of the monthly hospitalization premium.

Separation - Payment of Vacation Leave
a. Lump sum payment for vacation leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours when separated from State service due to resignation, dismissal, reduction in force, leave without pay for military purposes, or death. An employee is not entitled to any scheduled holiday occurring after the last day of work, except when the last day of the month is a holiday and the employee is in pay status through the last available work day. The employee ceases to accumulate vacation leave and ceases to be entitled to take sick leave. The last day of work is the date of separation. Employees separating from State service due to service retirement or early retirement may elect to exhaust vacation leave after the last day of work but prior to the effective date of retirement. All benefits accrue while vacation leave is being exhausted. If vacation leave is exhausted, the last day of vacation leave is the date of separation; and any unused vacation leave not exhausted must be paid in a lump sum not to exceed 240 hours. If no vacation is exhausted, the last day of work is the date of separation. (Example: An employee retiring effective January 1, 2005, could establish the last day of work as December 15, 2004; then exhaust 64 hours of vacation leave through the end of December and receive the unused balance, up to 240 hours, in a lump sum. The date separated would be December 31.)

b. If an employee separates and is overdrawn on vacation leave, it will be necessary to make deductions from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn.

c. Payment for vacation leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of hours of vacation leave and the amount of payment. Vacation leave may be paid through the last full hour of unused leave. This will be charged to the budget subhead to whom the employee reports. A separate check must be issued for any travel due.

d. Retirement deduction shall be made from all vacation leave payments.

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

f. In the case of a deceased employee, payment for unpaid salary, vacation 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.
**Vacation Leave Records**

It is the responsibility of the president to maintain annual vacation leave records for each employee. It shall be optional by the president as to when and how often the crediting and balancing of an employee’s vacation leave record is to be done. However, it must be done at least once by the end of each calendar year. The president will notify employees of vacation leave balances at least once a year. The institution will retain vacation leave records for all separated employees for a period of at least four years from the date of separation.

*Amended and approved by the Board of Trustees on December 19, 1996

**Sick Leave Policy**

*Sick Leave Credits: Amount Earned*

A full-time employee who is working on or paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave with pay, computed at the following rates.

<table>
<thead>
<tr>
<th>Hours earned each month:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours earned each year:</td>
<td>96 hours</td>
</tr>
</tbody>
</table>

Employees appointed prior to July 1, 1976, shall receive credit for properly-documented unused sick leave which would have accumulated at the above rate during the entire period of employment at this institution. A part-time employee with a contract who is employed on a permanent basis for as much as half time shall earn sick leave with pay on a pro rata basis if he/she works one-half or more of the scheduled work days in a month. The leave shall be computed as a percentage of total amount earned by a full-time employee.

**Accumulation**

Sick leave is cumulative indefinitely.

**Advancement**

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

**Verification**

To avoid the abuse of sick leave privileges, the president may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, family illness or death in the family.

**Use of Sick Leave**

Sick leave may be used for illness or injury which prevents an employee from performing usual duties, including the actual period of temporary disability connected with childbearing or recovery.

It may also be requested for:

- a. medical appointments
- b. illness of a member of the employee’s immediate family - For this purpose, immediate family is defined as spouse, parents, and children (including step relationships). Leave may also be taken for the illness of other dependents living in the employee’s household.
- c. death of a member of the employee’s immediate family. - For this purpose, immediate is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren. Also included are the step, half, and in-law relationships.
Transfer of Sick Leave
Sick leave is nontransferable to any other type of leave.

Transfer of Sick Leave Balances Upon Initial Employment
Personnel employed by the college on July 1, 1986, and thereafter and who were formerly employed by other North Carolina state or local government agencies may transfer accumulated sick leave balances from those agencies to CCCTI provided the employee was a member of either the Teachers’ and Employees’ Retirement System of North Carolina or the Local Government Employees’ Retirement System, and further provided that such leave balances are currently in effect as specified by the North Carolina Administrative code. Employees are responsible for documenting sick leave balances to be transferred. (Amended by Board of Trustees June 26, 1986)

On November 20, 1986, the Board of Trustees approved the retroactive transfer of sick leave balances for CCCTI personnel employed prior to July 1, 1986 from North Carolina school systems and other eligible agencies as specified in the State Personnel Act (eligible agencies are previously listed in this Leave Policy under “Vacation Leave.”) It is the responsibility of each employee to obtain appropriate documentation of leave balances from former employers. Personnel eligible for such retroactive sick leave transfers must have pertinent documentation to the college prior to March 1, 1987, in order for such retroactive transfers to be considered.

*Amended by the Board of Trustees on November 20, 1986; Amended by the Board of Trustees on October 15, 1987

Sick Leave Transferable
Unused sick leave shall be transferred when an employee transfers between state agencies. Sick leave may also be transferred to or from a local SPA agency of Mental Health, Public Health, Social Services, or Emergency Management, a public school, community college, or technical institute if the head of the employing agency or school administrative unit is willing to accept it.

Leave Charge
a. Hours taken are cumulative and reported on an hour-to-hour basis.
b. Only scheduled work time shall be charged in calculating the amount of leave taken. Saturdays and/or Sundays are charged if they are scheduled work days.
c. The employee has the option of using any combination of sick and vacation leave to cover absences due to the illness of an employee’s immediate family member provided the leave meets the requirements of other provisions of this policy.

Separation
Sick leave is not allowable in terminal leave payments when an employee separates from institution service. It may be exhausted prior to participation in the Disability Income Plan. If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final salary check. It will be deducted in full hour units; i.e., a full hour for any part of an hour overdrawn. Sick leave shall be exhausted before going on leave without pay because of extended illness. While an employee is exhausting sick leave, he/she earns all benefits for which he/she is entitled.

Reinstatement of Sick Leave
Sick leave shall be reinstated when an employee returns from authorized leave without pay or when reinstated within five years from any type of separation.

Sick leave may be reinstated when an employee returns to state employment within five years after separating from SPA employment with a local government, public school, community college, or technical institute.
Retirement Credits
One month of credit is allowed for each 20 days, or any portion thereof, of sick leave to an employee’s credit upon retirement.

Sick Leave without Pay
Accumulated sick leave shall be exhausted during the waiting period required prior to short-term disability. Additional sick leave may be exhausted, or it may be retained for future use. The employee may also exhaust vacation leave or may retain part or all of accumulated vacation leave. While exhausting leave, all benefits for which the employee is entitled are credited.

Sick leave without pay up to one year may be granted by the president for the remaining period of disability after sick leave has been exhausted. Extension of sick leave without pay beyond one year must be approved by the Board of Trustees and shall be managed by and documented by the president.

Leave Records
It is the responsibility of the institution to maintain annual records for sick leave for each employee. It shall be optional by the president as to when and how often the crediting and balancing of an employee’s leave record is to be done. However, it must be done at least once by the end of each calendar year. Employees will receive official notification of leave balances at least once each year. The college will retain sick leave records for all separated employees for a period of at least five years from the date of separation.

*Amended and approved by the Board of Trustees on October 21, 1993; effective November 1, 1993

Child Involvement Leave

Purpose
The purpose of Child Involvement Leave is to promote employees’ involvement in the education of youth and to bolster employees’ assistance to schools. Accordingly, the college shall grant four (4) hours paid, and four (4) hours unpaid leave for a total of eight (8) hours leave per contract year to a full-time employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child’s school.

Procedure
Leave under this policy is subject to the following conditions:

1. Employees may take child involvement leave to meet with a teacher or administrator of an elementary school, middle school, high school or child care program authorized to operate under the laws of the State of North Carolina concerning the employee’s children, step-children, or children over whom the employee has custody.

2. Employees may attend any function sponsored by the school or child care program as defined in paragraph 1 above in which the children, step-children, or children over whom the employee has custody are participating. This provision shall only be used in conjunction with non-athletic programs that are a part of or supplement to the schools’ or daycares’ academic or artistic program.

3. Employees may perform school-approved volunteer work, approved by a teacher, school administrator, or program administrator.

Leave Entitlements
1. Full-time employees may take up to four (4) hours paid, and four (4) hours unpaid leave for a total of eight (8) hours leave per contract year regardless of the number of children. The eight hours will be credited to employees on July 1st of each year.
2. Leave shall be taken in increments of no less than one (1) hour.

Guidelines
1. Employees must receive prior approval from their immediate supervisor to use their leave. The college may require acceptable proof that the employee attended or was otherwise involved at that school during the time of the leave.
2. Time away from work, pursuant to this policy, shall not exceed eight hours. The college will endeavor to grant the leave as requested, but may require the leave to be taken at a different time, based on the institutional needs of the college.
3. For the purpose of this policy “school” means any (a) public school, (b) private church school, church of religious charter, or nonpublic school that regularly provides a course of grade school instruction, (c) preschool, or (d) child care facility.
4. Leave not taken in the contract year will be forfeited; it will not be carried over into the next contract year.
5. Employees will not be entitled to payment for this type of leave upon separation, nor is it considered transferable to other employees.

*Approved by the Board of Trustees on June 18, 1998

**Limited Free Tuition for Employees**

Full-time employees of the college may enroll in one curriculum or continuing education course offered by the college per semester without paying tuition or registration fees.

An employee taking advantage of this benefit must have prior written approval from their immediate supervisor when the course is scheduled during the employee’s normal work hours. Approval to take a course during normal work hours will be based on the relationship of the course to the job requirements of the employee and the needs of the college. If an employee enrolls in a course during work hours and the course meets more than three hours per week, the employee must arrange an alternate work schedule with their supervisor to the extent of the excess hours.

**Tuition Reimbursement Policy as Employees Pursue Advanced Coursework**

Caldwell Community College and Technical Institute recognizes the mutual benefits derived from personal growth and increased work competence; therefore, it is the policy of the college to reimburse employees interested in furthering their education for tuition up to a maximum of $500 per semester dependent upon availability of funds. This program supports the institution’s commitment to encourage employee performance and enhance professional development.

**Procedures**

An employee applies for tuition reimbursement by completing the Tuition Reimbursement Request (Form CCC-295) and submitting it to his/her supervisor; employees are encouraged to apply as early as possible due to limited funding.

The employee’s supervisor is responsible for approving or denying the request. If the supervisor or designated official rejects the request, the form is returned to the requesting employee indicating that the request was not approved with reason(s).
If approved, the immediate supervisor sends the Tuition Reimbursement Request Form back to the employee who then forwards it to the appropriately designated official. If the designated official (see below) approves, he/she signs the request form and then forwards it to the employee.

A signed form indicates funds are available and being encumbered. If the request is denied, the form will be returned to the employee with reason(s) for denial.

A. The “appropriately designated official” for faculty is the executive vice president. The designated official for staff employees is the director of human resources.

B. The employee shall be responsible for scheduling class and class preparation times, with the concurrence of the immediate supervisor, in such a way that it does not interfere with job performance.

C. Upon completion of the course and having met all satisfying requirements, the employee then generates a requisition (CCC-89) for reimbursement to the vice president of instruction or director of human resources. A copy of the fee receipt and final grade report must accompany the requisition. The appropriate official retains a copy.

**Eligibility**

A. Subject to availability of funds and continuous satisfactory job performance, full-time employees become eligible for this benefit 90-days after their full-time employment begins (exceptions for part-time may be considered).

B. The employee’s supervisor must verify that the employee’s attendance at classes will not adversely affect department services or activities if course work is taken during regularly scheduled work hours.

C. Employees are encouraged to schedule classes during off-duty hours whenever possible. When a desired class cannot be scheduled during off-duty hours, the department may adjust the employee’s work schedule to satisfy job requirements.

D. The employee must agree to satisfactorily complete the course(s) and to show evidence of completion. An employee cannot receive additional tuition assistance or educational reimbursement until these requirements are met.

E. The only courses acceptable under this policy are those that are job-related or career-related.

**Reimbursement**

A. Employee is reimbursed for tuition only (not for books or fees) from an accredited educational institution that the employee has paid, provided that the employee earns a “C” or better in the course.

B. Employee will be eligible for a maximum of $500 per semester dependent upon availability of funds.

C. Tuition shall be reimbursed only upon successful completion of the course if the employee is still employed at the institution. Any financial aid, including grants and scholarships received by the employee for tuition and fees shall be taken into account when determining the amount to be reimbursed. The following three items must be submitted within 30-days of the successful completion of courses:

1. A completed requisition form (CCC-89) (approved prior to enrollment).
2. Evidence of having paid reimbursable fees (a fee receipt).
3. Evidence of successful completion of the course work or training (grade report or certification of completion).

**Successful Completion**

Successful completion shall be defined as a grade of “C” or better in the course(s) or “pass” in a “pass/fail” course.

**Job-related Courses**

A. Job-related courses are defined as those in which the course content is of direct and significant assistance to the employee in carrying out present duties and responsibilities or in his or her
professional development. Courses that are not directly related to a specific job, but form part of a job-related degree program (career-related), also qualify for this benefit. Course work or training undertaken at an employee’s initiative for self-enrichment does not qualify.

B. Courses should normally be taken outside of normally scheduled working hours; however, if the course is not offered at that time and the course is taken during working hours, the employee must have the approval of his or her supervisor. The supervisor must verify that the employee’s attendance at classes will not adversely affect department services. Enrollment in courses by an employee should be managed so that it does not create extra work for co-workers.

Incomplete/Withdrawal
A. If an employee receives an “Incomplete” or “Withdrawal” from a course, the employee has until the end of the “second” semester in which to complete the work.
B. Failure to complete the work by the end of the second semester or to obtain a “C” will result in the employee’s not being reimbursed. Additionally, failure to complete the work by the end of the second semester will be taken into consideration in approving future requests.

All professional development opportunities except educational leave, free classes, and tuition reimbursement are open to eligible part-time faculty.

Performance Evaluations

All full-time employees and part-time employees employed twenty hours or more per week will receive a performance evaluation annually. Its primary purpose is the review and evaluation of an employee’s job performance. It is to be completed in conjunction with all probationary reviews and annual performance reviews. A completed evaluation form may also be used as an objective basis for making personnel decisions, determining merit increases, identifying training needs, and validating selection procedures.

Performance evaluations are considered an ongoing process and are due in the human resource office no later than April 1, each year. The employee and the employee’s immediate supervisor should schedule a time to meet to discuss the employee’s job description and primary job responsibilities and to set specific employee-oriented goals and objectives. The employee will have the opportunity for a self-evaluation before the final evaluation conference. During the final evaluation meeting, the supervisor will prepare a written “Job Description and Performance Evaluation” and discuss the contents with the employee.

Professional Development

Opportunities for professional growth are provided through educational leave, institutional sponsorship in leadership development programs, on-campus training activities, off-campus conferences/workshops/seminars, back-to-industry work experiences, and visitation to other institutions. Funds from the state budget, the North Carolina Community College System Tier A staff development funds, and private funds, including the John Forlines Staff Development Fund, are made available for these activities. A small pool of grant funds, subsidized by the Foundation of CCCTI, assists faculty in pursuing higher academic degrees.

Departmental supervisors are responsible for assisting instructors in arranging class coverage and staff in meeting their work responsibilities as necessary.

Opportunities for professional growth and development follow:
Institution-Wide Professional Development Activities: The Executive and Instructional Councils solicit from all members of the faculty and staff suggestions for workshops, speakers, or presentations on subjects of institution-wide interest. Utilizing these suggestions and selected emphases, the Executive Council coordinates the program for faculty/staff orientation day, which is held at the beginning of the fall academic term. In addition to orientation day, additional days during the year are designated on the college calendar for professional development activities. The instructional departments, college committees, and/or the Executive Council may plan programs to be presented on these days and at other times during the academic year.

Departmental Professional Development Support: College departments may schedule field trips or programs of professional interest during the year. State and other funds are made available for workshops, conferences, visitation to other institutions, development of new teaching techniques, and procurement of new teaching materials. College personnel are also permitted and encouraged to attend meetings appropriate to their departmental work presented by the NCCCS. Selected college instructors participate in state curriculum improvement projects, distance learning conferences, and the North Carolina Community College Conference.

Individual Professional Development: Faculty and staff are encouraged to take the initiative in promoting their own growth as teachers, scholars, and (especially in professional and occupational fields) practitioners. The administration encourages ongoing professional growth through attendance at professional conferences and workshops, as well as through membership and participation in appropriate professional organizations. At the beginning of each school year and/or prior to employee evaluation, each member of the faculty and staff should analyze his/her own needs and develop short and long-term goals for professional development activities. In the case of faculty, this plan should take into consideration basic faculty standards, development of teaching skills, currency in one’s academic discipline, and student and supervisor evaluations from the previous year.

Long-Term Professional Development

Educational Leave with Pay
A faculty or staff member is eligible to take educational leave for one semester after being employed for three years at the college. The granting of educational leave with pay will be contingent upon evidence that study or work is related to improving job-related or discipline-related competencies, availability of a qualified substitute, and availability of funds to pay the substitute.

For full compensation, the employee is expected to complete a minimum of nine semester hours during the period of educational leave. Partial leave for fewer hours may also be considered and approved after a joint recommendation by the department chair, the division vice president, and the executive vice president.
An application form must be submitted in writing to the appropriate supervisor no later than 60 calendar days prior to the proposed period of leave. The application must be approved by both the appropriate supervisor(s) and the executive vice president and recommended to the president.

Institutional funds may be used to pay employee salaries while they are on educational leave if all the following conditions are met:

- each request for educational leave must be approved by the president, approved requests provide evidence that the studies or activities engaged in during the leave period are directly related to improving the competencies of the employee in the position he/she occupies at CCCTI
- the employee has not taken educational leave in the last three years (exceptions may be made if the institution has a compelling need to upgrade the qualifications of the employee)
- the employee must be employed full-time on a 9, 10, 10.5, 11 or 12 month basis
- the employee must be under contract for the next academic year (if contracts have not been issued, a statement of commitment will meet this requirement)
- the educational leave will not exceed a period of one academic semester in a calendar year

An employee who fails to honor the contract stipulated in “e” above shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a prorated portion (e.g., if an employee works four months of a twelve-month contract, a repayment of 66.7% of the educational leave funds would be required).

Value Rating Scale for Required Criteria for Educational Leave Points
A rating system is used in assigning priority rankings to applicants. Most of the rating points are objective, but it is recognized that there is always a possibility of subjective influence in some of the items.

<table>
<thead>
<tr>
<th>Points</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>for each semester employed since last date of educational leave</td>
</tr>
<tr>
<td>2</td>
<td>if no paid substitute necessary</td>
</tr>
<tr>
<td>3</td>
<td>if period does not exceed 80 working days and the institution has a compelling need for the person to advance their educational level</td>
</tr>
<tr>
<td>4</td>
<td>for education courses for instructional personnel</td>
</tr>
<tr>
<td>5</td>
<td>for administrative courses for administrative personnel</td>
</tr>
<tr>
<td>6</td>
<td>for courses directly related to subject either taught or under supervision of the administrator</td>
</tr>
</tbody>
</table>

Applicants are ranked on the following items:

a. compelling institutional need for the applicant and/or the degree sought
b. academic credits earned toward completion of degree

Educational Leave without Pay
The granting of educational leave without pay will be contingent upon evidence that study or work is related to improving competencies of the instructor or administrator, seniority, availability of a substitute (if necessary), and availability of funds to pay the qualified substitute.

The employee is expected to complete a minimum of nine semester hours of credit during the period of educational leave. Any deviation from this schedule must have the president’s prior approval.
Request for Educational Leave Applications (CCC-214), must be submitted in writing to the appropriate supervisor no later than 60 calendar days prior to the proposed period of leave. For purposes of the policy, educational leave without pay refers to the release from institutional duties of full-time personnel to pursue educational goals for a specified period of time. During the leave period, an employee may be released from part or all of the responsibilities assigned to his or her position. This policy does not apply to off-duty activities of employees.

Eligible employees may apply for educational leave if all the following conditions are met:

- Each request for educational leave must be approved by the president approved requests must show how the studies or activities engaged in during the leave period are directly related to improving the competence of the employee in the position he or she occupies at CCCTI
- Educational leave will not be approved for an employee more often than every third year unless the institution has compelling need to upgrade the qualifications of the employee.
- The employee must be employed full-time on a 9, 10, 11, or 12 month basis, and have completed at least one academic year of service with the institution.
- The employee must be under contract for the next academic year. If contracts have not been issued, a statement of commitment will meet this requirement.
- Educational leave will not exceed a period of 12 calendar months.
- At least 30 days prior to the end of the leave, the employee shall give written notice of intention to return to work so arrangements can be made if the position vacated by leave was filled by temporary appointment.
- The employee must agree to return to the institution for a period of one year following completion of the leave unless the provision is specifically waived by the president. Failure to return to work when scheduled will be considered a voluntary resignation and may make the employee ineligible for rehire.

While on unpaid leave, eligibility to accrue sick or vacation leave during the leave ceases. However, the employee may continue coverage under the state’s health insurance program by paying the full premium cost (no contribution by the state).

Applications approved by the supervisor(s) concerned will be forwarded to the president for his approval no later than April 1. The educational leave application form (CCC-214) is available in the Human Resources Office. Applicants are ranked based on:

a. compelling institutional need for the applicant and/or the degree sought
b. academic credits earned toward completion of a degree

Workshops on Campus: Periodic workshops, in-service training opportunities, and telecourses are available to all employees.

Tier A Staff Development: Categorical funds are provided from the state budget for faculty upgrading and back-to-industry experiences. Back-to-industry enables faculty to return to the workplace to upgrade their skills and knowledge of the jobs for which they are training their students.

Letter Of Intent

A letter of intent is a document in which one party expresses an intention to enter into an employment contract with the other at some time in the future.

Typically, the president issues letters of intent in the spring prior to employment contracts. The letter is considered non-binding in the sense that at any point, re-employment can be broken off by either party.
Even though the letter of intent is not a legal document, it states the intention of the college to employ the individual for the upcoming fiscal year, subject to the availability of continuing funds.

**Progressive Discipline**

Progressive discipline is a series of disciplinary actions, corrective in nature, taken to provide employees the opportunity to improve job performance and comply with departmental and college policies. Such actions range from counseling/coaching, verbal and written warnings, disciplinary probation/disciplinary suspension without pay, to discharge, as deemed appropriate by the president. The intent of this policy is to assist and encourage employees to correct their conduct and to achieve satisfactory work performance.

**Resignation and/or Termination Process**

Employees wishing to terminate their employment with the college should present a letter of resignation to the president at least 30 calendar days prior to the resignation.

Caldwell Community College and Technical Institute requires each employee who terminates his/her service with the college to obtain clearance from those departments from which materials and services may have been received while on duty. Final paychecks will not be issued until the human resources office receives a properly executed exit interview form (CCC-178) from the employee’s appropriate supervisor reporting to the president. Final paychecks cannot be prepared until the employee’s leave record, including that for the final pay period, is in the human resources office.

The office or department head under whom the employee worked will complete the exit interview form (CCC-178) and will indicate the date of termination.

Signatures will be secured by the appropriate department head certifying that accounts have been cleared. The exit interview notice will be routed to the appropriate administrator reporting to the president for final approval. The approval notice will be forwarded to the human resources office as authority to issue the employee’s final paycheck.

**Employee Dismissal Procedure**

I. **Overview** – This policy outlines the procedures to be followed in recommendations to dismiss any employee for reasons related to fitness for continued employment. The college reserves the right to dismiss any employee on grounds of immorality, insubordination, sexual harassment, incompetence, or such act or acts causing embarrassment to the college. Personnel employed under a full-time contract do not have any expectancy of employment beyond the contract period. Since there is no legitimate expectation of employment beyond the contract period, employees do not possess property rights or interest. Failure to renew an annual contract shall not be considered a dismissal and is at the discretion of the college. Therefore, a non-renewal of contract will not be subject to appeal or grievance.

II. **Scope** – This policy is applicable to all employees except the president. By law the president serves at the pleasure of the Board of Trustees. The procedure described below is for use only after normal corrective conferences and/or other actions have failed to produce desired results. Also, the appropriate administrative staff member shall provide adequate written and other
evidence to substantiate a recommendation of dismissal before the proceedings described below will be initiated.

III. Definitions of Terms– For purposes of this policy, the Executive Council will define the terms:
   a. Administrator – all vice presidents and the executive director of the Watauga campus
   b. Faculty – a full-time employee who teaches not less than half of a full teaching load and/or qualifies for membership in the Faculty Senate
   c. Support staff – all full-time employees other than administrators and faculty as defined above.
   d. Work days – days the college is normally in operation (Monday through Fridays)
   e. Administrative leave – leave allowing continuing employment without physical attendance on the job

IV. Procedure – Before any official dismissal action is instituted, the appropriate supervisor will review the case thoroughly with the executive vice president. If the executive vice president and president agree that sufficient evidence exists to consider dismissal, the matter will be reviewed in a confidential conference between the appropriate supervisor and the employee concerned. The matter may be resolved at this point by mutual consent. If additional action is necessary, the following steps will be taken:
   a. Commencement of proceedings – A certified letter shall be mailed to the employee by the president informing the employee of the grounds proposed for dismissal and informing him/her that, if he/she so requests, a hearing to determine whether he/she should be removed from his/her position on the grounds stated will be conducted by a committee at a specified time and place. The employee will be informed of the procedural rights. The employee must state in reply whether he/she wishes a hearing and, if so, must answer in writing no less than one week before the date set for the hearing. The president’s certified letter will be mailed a minimum of two weeks prior to the date of the hearing.
   b. Administrative leave – An employee may be placed on administrative leave with pay pending until the hearing takes place. The decision on administrative leave shall be made by the president upon recommendation of the appropriate supervisor.
   c. Hearing committee – The committee to conduct the hearing and reach a decision should consist of two administrators, two faculty members, and two members of the support staff, none of whom were previously concerned with the case. The president, in consultation with the Executive Council, will select members on the basis of their objectivity, their competence, and the regard with which they are held in the academic community. The employee in question will be extended the courtesy of challenging any one member of the hearing committee. A replacement for the challenged member will be selected by the president. The committee will elect its own chairperson and recorder. The recorder has responsibility for the confidentiality of the hearing committee’s documents.
   d. Committee proceedings – The committee will proceed by considering the statements of grounds for dismissal already formulated and the charged individual’s response written before the time of the hearing. The hearing will be private unless a public hearing is requested in writing by the affected parties. The president may designate any employee of the college to be his/her representative to assist in the proceedings. The employee and the institutional representative will have the option of assistance by counsel. When witnesses are necessary, both parties will have the right to question all witnesses orally. All of the evidence will be recorded in print and made available to all parties upon request.
   e. Consideration by hearing committee – The committee will reach its decision in conference on the basis of the facts disclosed at the hearing. The charged individual or counsel and the president or his/her representative will have an opportunity to make final statements to the
committee. The committee will make definite findings with respect to each of the grounds for removal. Any committee recommendation for dismissal shall be by two-thirds majority. The president and the charged individual will be notified of the committee recommendation in writing. Any public notice concerning the committee’s decision will be made by the president. The committee’s recommendation will be submitted by the end of the fifth working day following the conclusion of the hearing or the date a typed record of the hearing is available, if the committee requests such a typed record.

f. Consideration by the president – The president’s review should be based on the record of the committee hearing, accompanied by opportunity for argument, oral or written or both, by the parties. The decision of the hearing committee with objectives specified will be submitted within five work days. The committee will arrive at its decision and communicate in the same manner as before within five work days following the return of the proceedings to the committee. Only after study of the committee’s reconsideration may the president make a final decision overruling the committee. The president’s decision to overrule the committee will be made within five work days. If the president overrules the committee, the charged individual and/or the committee shall have the right to appeal to the Board of Trustees. If the hearing committee recommends dismissal and this action is sustained by the president, the charged individual shall have the right of appeal to the Board of Trustees. Appeals to the Board of Trustees must be submitted in writing to the president, for purposes of scheduling, within five work days following the receipt of the president’s written decision by the grievant or his/her agent. The board’s review will be held within ten work days of the president’s receipt of the grievant’s notice to appeal.

g. Review by the Board of Trustees – The Board of Trustees’ review should be based on the record of previous hearings accompanied by opportunity for argument, oral or written or both, by the parties to the appeal. The decision of the board will be final. The board’s decision will be made within five work days following the conclusion of their review.

V. Revision responsibility – The president or his representative and the Executive Council will review this procedure annually and revise it if necessary, subject to the ratification of the Board of Trustees.

VI. Effective date – The effective date of this dismissal procedure will be upon approval by the Board of Trustees.

*Amended and approved by CCCTI Board of Trustees on September 17, 1998

Exit Interview

Employees leaving the college are required to schedule an exit interview with the office of human resources. This interview allows the college to formally out-process an employee and understand the reasons employees leave employment.

Emeritus Status Designation

The purpose of the emeritus status designation is to grant honorary standing to retired faculty or staff for faithful and distinguished service. Emeritus status is the highest honor bestowed to our former employees and will only be considered in those cases when a former employee’s contributions, outstanding personal and professional achievements, and unselfish devotion to the college are exemplary.
Procedure
A. By letter of nomination to the president, a college employee or group of college employees may
nominate a former employee of the college for emeritus status. The following conditions must apply:
   1. The nominee must be in a retired status, not employed in any capacity at the college at the
time of consideration.
   2. The nominee must be retired from full-time employment for at least one year before
consideration is given.
   3. The nominee must have completed a minimum of 15 years of cumulative full-time service at
CCCTI.
B. The president will forward the nomination to Executive Council for review and consideration. All
nomination requests must be supported by a nomination package developed by the originator which
includes rationale for the nomination including, but not limited to, a chronological work history
during the nominee’s tenure at the college, specific achievements/accomplishments, and other
supporting documentation.
C. The Executive Council will review the merits of the request.
   1. If the request warrants consideration, Executive Council will submit their recommendation to
the president.
   2. If the request for nomination is denied, Executive Council will return the nomination package
to the originator with reasons for the denial.
   3. If denied, the originator may resubmit the nomination package one additional time, but no
sooner than six months after the package was initially denied.
D. The president of the college, upon recommendation from Executive Council, will have the following
options:
   1. If approved, the president will send the nomination to the Board of Trustees.
   2. If disapproved, the president will send the nomination package back to Executive Council for
further analysis with reasons for the denial.
   3. Executive council will then have the option to resubmit the request to the president or return
the nomination package to the originator with reasons for the denial.
E. The Board of Trustees is the sole entity with the authority of conferring emeritus status, and the
decision to grant such a request rests solely within its powers. Due to the uniqueness of this
prestigious honor, emeritus status must be approved by a majority of the trustees with a “quorum”
present.
F. The recipient of emeritus status may enjoy many privileges including, but not limited to, participation
in college-related activities (e.g., academic processions, guest attendance at functions/conferences,
and holiday gatherings) sponsored by the college and continued use of the college facilities (e.g.,
library, bookstore, and recreation)

Family and Medical Leave (FMLA)

It is the policy of CCCTI to provide family and medical leave to eligible full-time permanent and
permanent part-time employees in accordance with the Family and Medical Leave Act of 1993 (FMLA).
This act provides reasonable unpaid (1) Family and medical leave for the birth of a child and to care for
adoption or foster care; for the care of a child, spouse or parent who has a serious health condition; for the
employee’s own serious health condition; (2) Qualifying Exigency Leave for families of covered
members, and (3) Military Caregiver Leave (also known as Covered Service member Leave).

Definitions of Terms
Parent – a biological, adoptive, step or foster father or mother or an individual who is in the position or
place of a parent to an employee when the employee was a child
Child – a son or daughter who is: under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability and who is a biological child, an adopted child, a foster child (a child for whom the employee performs the duties of a parent as if it were the employee’s child, a step-child (a child of the employee’s spouse from a former marriage), a legal ward (minor child placed by the court under the care of a guardian), or a child of an employee standing in loco parentis

Spouse – a husband or wife

Covered Service Member for Military Caregiver Leave – A covered service member is a member of the Armed Forces, including the National Guard or Reserves who, as a result of a serious injury or illness sustained while on active duty in support of a contingency operation, is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

Covered Service Member for Exigency Leave – an employee’s spouse, son, daughter, or parent who is a member of the National Guard or Reserves who is on active duty or has been called to active duty in support of a contingency operation

Active Duty or Call to Active Duty for Exigency Leave – a call or order to active duty (or notification of an impending call or order to active duty) of a member of the National Guard or Reserves in support of a contingency operation

Contingency Operation – a call or order to, or retention on, active duty of service members during a war or during a national emergency declared by the President or Congress

Service Member’s Next of Kin – The nearest blood relative of the service member, other than spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver live, in which case the designated individual shall be deemed to be the next of kin. To confirm that the employee and service member share one of the familial relationships or to confirm that the employee has been specifically designated as the service member’s next of kin, the agency may request a statement from the service member outlining the familial relationship or indicating that the employee has been designated as the next of kin.

Serious Health Condition – an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical facility, including any period of incapacity (defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such impairment; or
2. continuing treatment by a health care provider involving one or more of the following:
   a. a period of incapacity as defined above of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
   b. any period of incapacity due to pregnancy or for prenatal care, even when the employee or family member does not receive treatment from a health care provider during the absence and even if the absence does not last more than three days (prenatal examinations, severe morning sickness). The period of actual physical
disability associated with childbirth is considered a serious health condition and must be taken as FMLA, whether as paid or unpaid leave.

c. any period of incapacity or treatment due to a “chronic serious health condition,” even when the employee or family member does not receive treatment from a health care provider during the absence and even if the absence does not last more than three days, which is defined as one:

- treatment two or more times (within 30 days of the beginning of the period of incapacity and the first visit must take place within seven days of the first day of incapacity) by a health care provider, by a nurse or physician’s assistant under the direct supervision of a health care provider, or a provider of health care services (e.g., physical therapist) under orders of, or on referral by a health care provider, or
- treatment on a least one occasion resulting in a regime of continuing treatment (the first visit must take place within seven days of the first day of incapacity) under the supervision of the health care provider (course of prescription medication, i.e., antibiotic, or therapy requiring special equipment to alleviate the health condition, i.e., oxygen)
- requiring periodic visits (at least two visits per year) for treatment by a health care provider, or by a nurse or physician’s assistant under the direct supervision of a health care provider,
- continuing over an extended period of time (including recurring episodes of a single underlying condition), and
- which may cause episodic rather than continuing period(s) of incapacity (e.g., asthma, diabetes, and epilepsy)

d. incapacity for a permanent or long-term condition for which treatment may not be effective (Alzheimer’s, a severe stroke or terminal stages of a disease)

e. multiple treatments for restorative surgery or incapacity for serious conditions that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy, radiation, and dialysis)

f. in case of a member of the Uniformed Services, “serious injury or illness” means an injury or illness incurred by the member in line of duty on active duty in the Uniformed Services that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

NOTE: Treatment includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. Ordinarily, unless complications arise, the following are examples of conditions that do not meet the definition: common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, cosmetic treatments, etc.

Outpatient Status of Covered Service Member – Outpatient status with respect to a covered service member, means the status of a member of the Uniformed Services assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of the Uniformed Services receiving medical care as outpatients.

Qualifying Exigency – The reasons for which an employee may take leave because of a qualifying exigency are divided into eight general categories.

1. Short-notice deployment – leave to address any issue that arises from the fact that the employee is notified of an impending call or order to active duty seven or less calendar days prior to the date
of deployment. This leave can be used for a period of seven calendar days beginning on the date the employee is notified.

2. Military events and related activities – leave to attend any official ceremony, program or event sponsored by the military and to attend family support and assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of the employee.

3. Childcare and school activities – leave to arrange alternative childcare when the active duty or call to active duty status necessitates a change in the existing childcare arrangement, to provide childcare on an urgent, immediate need basis when the need arises from the active duty or call to active duty, to enroll the child in or transfer the child to a new school or day care facility when necessitated by the active duty or call to active duty, and to attend meetings with staff at a school or a day care facility when such meeting are necessary due to circumstances arising from the active duty or call to active duty status.

4. Financial and legal arrangements – leave to make or update financial or legal arrangements to address the employee’s absence such as preparing and executing financial and healthcare powers of attorney, transferring bank account signature authority, enrolling in DEERS, obtaining military identification cards, or preparing or updating a will or living trust.

5. Counseling – leave to attend counseling provided by someone other than a healthcare provider for oneself, for the covered military member, or for the child provided that the need for counseling arises from the active duty or call to active duty status of a covered military member.

6. Rest and recuperation – leave to spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five days of leave for each instance of rest and recuperation.

7. Post-deployment activities – leave to attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the employee’s active duty and to address issues that arise from the death of a covered military member while on active duty status, such as meeting and recovering the body of the military member and making funeral arrangements, and

8. Additional activities where the agency and employee agree to the leave – leave to address other events which arise out of the covered military member’s active duty or call to active duty status provided the agency and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

Health Care Provider – a Doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the state of North Carolina, or any other person determined by statute, credential or licensure to be capable of providing health care services which include: Physician assistants, podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, nurse practitioners, nurse midwives, chiropractors, Christian Science practitioners listed with First Church of Christian Scientists in Boston, MA.

Workweek – the number of hours an employee is regularly scheduled to work each week, including holidays.

Reduced Work Schedule – a work schedule involving less hours than an employee is regularly scheduled to work.

Intermittent Work Schedule – a work schedule in which an employee works on an irregular basis and is taking leave in separate blocks of time, rather than for one continuous period of time, usually to accommodate some form of regularly scheduled medical treatment.
12 Month Period – the 12 month period measured forward from the date of any employee’s family and medical leave begins.

Covered Employees and Eligibility
An employee’s eligibility for family and medical leave shall be based on the employee’s months of service, hours of work and employment classification as of the date leave is to commence. To be eligible for family and medical leave an employee must have worked for CCCTI for at least twelve months prior to the date on which the leave is to commence and have worked at least 1,040 hours for CCCTI in the 12 months preceding the leave.

Amount of Leave and Qualifying Reasons for Leave
1. An eligible employee is entitled to a total of 12 workweeks, paid or unpaid, leave during any 12-month period:
   a. For the birth of a child and to care for the newborn child after birth, provided the leave is taken within a 12-month period following birth. Parents who are both employed by the college may take a maximum combined total of 12 weeks of family care leave in 12-month period for the birth of their child. Family care leaves for the birth of a child must be concluded within one year of the birth. Or,
   b. For the placement of or to care for a child placed with the employee for adoption or foster care, provided the leave is taken within a 12-month period following placement. Parents who are both employed by the college may take a maximum combined total of 12 weeks of family care leave in 12-month period for the adoption or foster care of their child. Family care leaves for the adoption or foster care placement of a child must be concluded within one year of the adoption or placement. Or,
   c. For the employee to care for the employee’s child, spouse, or parent, where that child, spouse, or parent has a serious health condition, or
   d. Because the employee has a serious health condition that prevents the employee from performing one or more essential functions of the position, or
   e. Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
2. Military Caregiver Leave (Covered Service Member Leave) - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period (commencing on the on the date the employee first takes leave) to care for a covered service member who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation or therapy; or otherwise in outpatient status; or on the temporary disability retired list. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this “single 12-month period,” the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited. The 26-workweek entitlement is to be applied as a per-covered service member, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or to care for the same member with a subsequent serious injury or illness.

During the single 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave under 1 and 2.

Use of Paid and Unpaid Leave
Employees are required to use all accrued paid leave (vacation, sick, compensatory, donated voluntary shared leave) during FMLA absence. If an employee exceeds their accrued paid leave while on FMLA, the employee will be placed on unpaid FMLA leave status.

All approved periods of paid leave and any periods of leave without pay count towards the 12 (or 26, as appropriate) workweeks to which the employee is entitled.

Calculating the Leave Entitlement
Holidays occurring during a FMLA period of a full week count toward the FMLA leave entitlement. Holidays occurring during a partial week of FMLA leave do not count against the FMLA leave entitlement, unless the employee was otherwise scheduled and expected to work during the holiday.

Intermittent Leave or Reduced Work Schedule
Leave may be taken intermittently (take a day periodically when needed over the 12 month period) or on a reduced schedule for the following:

a. When medically necessary, to care for the employee’s child, spouse, or parent who has a serious health condition, or because the employee has a serious health condition. This would also apply to next of kin to care for a service member.

b. Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty.

c. For childbirth or adoption, the supervisor and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a schedule with reduced hours.

d. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member or to care for a service member, the employee may request permission to work on reduced or intermittent schedule to receive treatment or to provide care.

e. When medically necessary the employee may use leave to reduce the workweek or work day, resulting in a schedule with reduced hours. In all cases, the leave may not exceed a total of 12 weeks (or if appropriate, 26 weeks) over a 12 month period.

f. If intermittent or reduced work schedule is requested, the college may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

g. Only the time actually taken as leave may be counted toward the leave entitlement. Example: An employee normally works 40 hours each week. The employee is on a reduced work schedule of 20 hours per week. The FMLA leave may continue for up to 24 calendar weeks. However, if an employee works a reduced or intermittent work schedule and does not have paid leave to make up the difference between the normal work schedule and the new temporary schedule to bring the number of hours worked up to the regular schedule, the supervisor must contact the Human Resources office about the change in the number of hours the employee is scheduled to work. This will result in an employee earning pay and leave at a reduced rate.

Employee Responsibilities
The employee shall give notice to the supervisor and to the Human Resources Department of the intention to take leave under this policy unless the leave is a medical emergency. The notice of absence must follow the college’s usual and customary call-in procedures for reporting an absence. The employee must explain the reasons for the needed leave in order to allow the college to determine that the leave qualifies for FMLA. The employee shall provide a copy of the health care provider’s certification within the time frame requested by the college (which must be at least 15 calendar days), unless it is not practicable under the particular circumstances to do so despite the employee’s diligent, good faith efforts.
If the reason for leave is foreseeable and is for the birth, adoption, or foster care, the employee shall give the agency at least a 30-day notice, in writing. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. Adoption and foster care must be supported by reasonable proof of adoption or placement, such as documentation from the licensed adoption agency or court documents.

If the reason for leave is for planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations and shall give at least a 30-day notice. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

If the reason for leave is due to active duty of family member, the employee shall provide such notice as is reasonable and practicable.

If the employee will not return to work after the period of leave, the college shall be notified in writing. Failure to report at the expiration of the leave may be considered voluntary resignation.

**Second and Third Opinions**
The college may require the employee to obtain a second opinion. The second opinion will at the expense of the college and the health care provider will be designated by the Human Resources Department. Pending the receipt of the second (or third) opinion, the employee is provisionally entitled to FMLA leave.

If the employee’s and the college’s designated health care opinions providers differ, the college may require the employee to obtain certification from a third health care provider, again at the college’s expense. This third opinion shall be final and binding. The third health care provider must be designated or approved by the college and the employee.

The college is required to provide the employee, within two business days, with a copy of the additional medical opinions, where applicable, upon request by the employee.

**Return to Work**
The college may require an employee on FMLA leave to report periodically on their status and intent to return to work. An employee returning after his/her own serious medical condition will be required to present a “fitness-for-duty” certificate to be restored to employment. If such certification is not received on or before the date the employee is to return to work, their return to work may be delayed until certification is provided.

**Health Benefits**
The college shall maintain coverage for the employee under the group health plan for the duration of FMLA at the level and under the conditions coverage would have been provided if the employee had continued employment. Any share of health plan premiums or other optional voluntary benefits which an employee had paid prior to FMLA must continue to be paid by the employee during the leave period.

The total for any additional health coverage and other optional benefit deductions is due on or before the 1st day of each month that and employee is on unpaid FMLA leave status. Employees are given a 30 day grace period in which to make payment. Failure to make timely payments will result in the suspension of the employee’s dependent health and/or other optional coverage(s).
An employee may be required to reimburse the college for the employee share of the group health insurance premiums paid on their behalf during their FMLA leave if you fail to return to work following FMLA. Reimbursement will not be required if a continuation, recurrence, onset of a serious health condition, or circumstances beyond the control of the employee have occurred.

**Reinstatement**
The employee shall be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits, and other conditions of employment. Reinstatement is not required if an employee is reduced in force during the course of taking FMLA leave. The college has the burden of proving that the reduction would have occurred had the employee not been on FMLA leave.

The employee shall be reinstated without loss of benefits accrued when the leave began. All benefits accrue during any period of paid leave; however, no benefits will be accrued during any period of leave without pay.

**Voluntary Shared Leave**

This policy is designed to provide a means of continued income for full-time employees experiencing serious and prolonged medical conditions. This policy allows for the transfer of leave from one employee to another only in medical situations that would otherwise cause the employee to be placed on leave without pay.

Leave must be donated on a one-to-one personal basis. Establishment of a leave “bank” for use by unnamed employees is expressly prohibited.

An employee may not intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving or using leave under this policy. Such action shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct.

**Definitions of Terms**
Prolonged Medical condition or prolonged period of time—a medical condition that is of a serious or critical nature and is for a period of at least 20 consecutive workdays. If an employee has had previous random absences for the same condition that have caused excessive absences, or if the employee has had a previous, but different prolonged medical condition within the last 12 months, the college may make an exception to the 20 day period.

Recipient – the employee who receives the leave

Donor – the employee who donates the leave

Immediate family –
- Spouse – husband, wife
- Parent (Mother/Father) – biological, adoptive, step, in loco parentis, in-law
- Child (daughter/son) – biological, adoptive, step, in loco parentis, in-law
- Brother/Sister – biological, adoptive, step, half, in-law
- Grand/Great – parent, child, step, in-law

**Qualifying to Receive Leave**
In order to receive voluntary shared leave an employee must have be in a full-time position that earns leave and:
   a. have a prolonged, serious medical condition; or
   b. a member of the employee’s immediate family has a serious, prolonged medical condition that requires the employee’s absence for a prolonged period of time; and
   c. apply for or be nominated to become a recipient and
   d. produce medical evidence to support the need for leave beyond the available accumulated leave, and
   e. be approved by the college to participate in the program.

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

This policy will not apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, 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.

**Application Procedure**

An employee shall apply or be nominated by a fellow employee to participate in the program. Employees shall complete a Voluntary Shared Leave Request Form, attach supporting documentation and submit the information to the director of human resources. The director of human resources will review the validity of such requests. The college president, or designee, shall review the merits of the request and approve or disapprove. The employee will be notified by the director of human resources of the decision to either grant or deny the request for participation in the shared leave program.

**Confidentiality**

The Privacy Act makes medical information confidential. When disclosing information on an approved recipient, only a statement that the recipient or a family member has a prolonged medical condition needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.

Donation and receipt of leave shall also be kept confidential. Only individual employees may reveal their donation or receipt of leave.

**Recipient Guidelines**

1. The employee must be in a position that is eligible to earn leave.
2. An employee may begin using voluntary shared leave only after all their available sick/vacation/bonus leave/compensatory time has been exhausted.
3. An employee on workers’ compensation leave who is drawing temporary total disability compensation may be eligible to participate, but would be limited to use with the supplemental leave schedule issued by the Office of State Human Resources.
4. An employee on maternity leave may be eligible to receive voluntary shared leave to cover the period of disability related to the pregnancy and/or birth as documented by a physician.
5. Voluntary shared leave cannot be used for parental care of a newborn child absent a documented prolonged health condition.
6. The maximum amount of leave an employee may receive is 1,040 hours either continuously or, if for the same condition, on a recurring basis. However, the college may grant employee
continuation, on a month-to-month basis, to a maximum of 2,080 if the college would have otherwise granted leave without pay.

7. Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee’s combined vacation and sick leave balance as of the beginning of the recovery or treatment period. Family members employed by a state agency, public school system or a community college may donate sick/vacation/bonus leave to employees of the college.

8. The combined total of sick leave donated to a recipient from a non-family member shall not exceed 20 days per year.

9. Donated leave (sick/vacation/bonus) shall be credited to the recipient’s sick leave account and charged according to the Sick Leave Policy.

10. Leave donated may be retroactive for up to 60 calendar days to substitute for advanced vacation or sick leave already granted to the recipient or leave without pay. Donated leave will be applied to advanced leave before applying it to leave without pay.

11. At the expiration of the medical condition as substantiated by a doctor’s certificate, unused leave in the recipient’s leave account shall be returned and credited to the donors on a pro-rate basis according to each employee’s donated leave. Fractions of one hour shall not be returned to the donor.

12. Donated sick leave cannot be used for retirement purposes; donated vacation/bonus leave will not be included in the final payout for employees that separate from the college due to resignation, death or retirement.

13. If the recipient separates from the college due to resignation, death or retirement, participation in the program ends.

Family Member Donor Guidelines
1. An immediate family member employed by any state agency, public school system, or community college may donate vacation, bonus or sick leave to another family member in any state agency, public school or community college.

2. The minimum amount of sick/vacation/bonus leave to be donated to a family or non-family member is four hours.

3. The maximum amount of sick leave donated to a family member is 1,040 hours but the donor may not reduce their sick leave account balance below forty hours.

4. Bonus leave may be donated without regard to limitations.

5. Unused donated leave shall be returned on a pro-rata basis to the donor’s leave account from which originally came: Unused donated sick leave is returned to the donor’s sick leave account; unused donated vacation leave is returned to the donor’s vacation leave account. Excess vacation leave (any amount above the 240 maximum allowable carry over) that is donated and not used by the recipient will be returned to the donor and converted to sick leave.

6. Donors must complete a voluntary shared leave donation form and submit the form to the human resources department.

7. Shared leave donations must be received, documented, and appropriately accounted for within 30 days of the expiration of the disability.

Non-Family Member Donor Guidelines
1. An employee of the college may donate vacation/sick/bonus leave to another employee in any agency.

2. An employee of the college may donate vacation/sick/bonus leave to another employee of the college’s immediate family member who is an employee in a public school or a community college.

3. The minimum amount of sick/vacation/bonus leave to be donated to a family or non-family member is four hours.
4. The maximum amount of sick leave donated to a non-family member is five sick leave days per calendar year.
5. Bonus leave may be donated without regard to limitations.
6. Unused donated leave shall be returned on a pro-rata basis to the donor’s leave account from which originally came: Unused donated sick leave is returned to the donor’s sick leave account; unused donated vacation leave is returned to the donor’s vacation leave account. Excess vacation leave (any amount above the 240 maximum allowable carry over) that is donated and not used by the recipient will be returned to the donor and converted to sick leave.
7. Donors must complete a voluntary shared leave donation form and submit the form to the Human Resources Department.
8. Shared leave donations must be received, documented, and appropriately accounted for within 30 days of the expiration of the disability.

**Reporting**
The Human Resources Department shall report shared leave activity each year to the NC Community Colleges System Office. The report shall include the total number of days or hours of vacation leave and sick leave donated and used by voluntary shared leave recipients and the total cost of the vacation leave and the sick leave donated and used.

*Approved by the Board of Trustees on February 20, 1997
*Amended and approved by the Board of Trustees on February 8, 2004

**Civil Leave**

**Jury Duty**
When an employee serves on a jury, he/she is entitled to leave with pay for the period of absence required. He/she is entitled to his/her regular compensation plus fees received for jury duty.

**Military Leave**
Leave with pay is granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military guard. Details concerning this leave are found in the State Board of Community Colleges Code 1C SBCCC 400.97.
SECTION FOUR: FACULTY AND INSTRUCTION

Instructional Information
Caldwell Community College and Technical Institute (CCCTI) is authorized by the State Board of Community Colleges to offer a wide variety of planned educational courses and programs. Curriculum programs lead to certificates, diplomas or associate degrees and include the associate in applied science, associate in arts, associate in fine arts, associate in science, and associate in general education. CCCTI also offers courses in Adult Education and Continuing Education and Workforce Development.

Duties and Responsibilities of Instructional Personnel
Quality instruction is a primary function of CCCTI. It is the policy of CCCTI to place primary responsibility for the content, quality, and effectiveness of its curriculum with the faculty. Instructors exercise this responsibility through their active participation in division, department, and subject-area meetings; in meetings with advisory committees; in the Faculty Senate; and through institutional committees. It is the direct responsibility of each instructor to provide effective teaching in every class. Each faculty member is encouraged to share any ideas for improving instruction or the curriculum with his/her appropriate director, department chair, and/or vice president.

Job descriptions defining teaching, advisement, and other responsibilities for the faculty are provided to instructional staff on an annual basis. Job descriptions are maintained in the Office of the Director of Human Resources.

Standards for CCCTI Instructional Personnel
CCCTI has expectations of its faculty beyond the minimal academic requirements for employment. These expectations fall into four categories: knowledge of the adult learner, technology, life-long learning, and professional/ethical behavior.

The Adult Learner
All students at CCCTI are to be considered adults. As adults,
- they should be respected for the knowledge and experience they do possess, and this knowledge should be viewed as a valuable classroom resource
- their values and beliefs should be treated with respect; much of the information presented in classes may conflict with their prior experience, and learning may be slowed as students re-evaluate old concepts and integrate new information and values
- they respond well to application examples and to information for which they see a direct need
- many are under stress from life-changing events, and instructors should acknowledge their stress and offer assistance in the form of appropriate referrals
- their rights to privacy and personal dignity should be protected with regard to their classroom performance, grades, and personal information.

Technology
All CCCTI instructional personnel are expected to have sufficient technological and information literacy skills as required by the position including accessing information from student information systems, effectively using electronic communications, and navigating learning management systems. Training will be provided as needed to ensure that faculty members remain up-to-date as changes in technology occur.

Life-Long Learning
Life-long learning is ideally a choice motivated by a love of learning. It is also a necessity created by changing technologies in the workplace and by the changing demands of the marketplace. In both regards, CCCTI faculty should act as models for students by presenting themselves as active learners, as well as experts in their respective disciplines.

Guidelines for Professional/Ethical Behavior
As employees of CCCTI and as professionals, instructors are expected to uphold certain standards of professional and ethical behavior. These standards include, but are not limited to, the items listed below. Any questions concerning these guidelines should be directed to the appropriate supervisor or mentor.

- commitment to excellence in all work
- understanding and supporting the mission of the institution
- behaving in ways that reflect integrity and honesty
- encouraging student learning
- adhering to institutional policies and procedures
- exercising responsible stewardship of resources
- staying professionally current
- contributing productively in partnerships and collaborative efforts
- managing personal life so that overall professional effectiveness is maintained

Advisory Committees
An advisory committee at CCCTI is a diverse group of citizens selected from area employers, employees, and students to advise the appropriate college faculty/staff about designated educational programs. Individuals who serve on advisory committees at CCCTI are appointed by the president and serve on a voluntary basis. Advisory committees generally meet twice per year with the appropriate program areas. Minutes from advisory committee meetings are housed in the Office of the Executive Vice President.

Faculty Senate
The Faculty Senate is an organization through which the instructional personnel of CCCTI convey their opinions and make recommendations to the administration. The minutes of the Faculty Senate are archived on MyCCCTI Portal.

Faculty Senate Constitution

Preamble
Because cooperative relationships between instructors and administrators are essential to the success of our institution, it has been deemed prudent and logical to establish a senate to ensure involvement of faculty in an advisory capacity to the administration.

Article I  MEMBERSHIP

Section 1  Membership of the Faculty Senate will be made up of all full-time and 30-hour part-time personnel of CCCTI whose duties are primarily instructional. "Full-time" is defined as employment for a nine-month or longer contract. "Thirty-hour part-time" is defined as employment for a minimum of nine months per year and a minimum of 30 hours per week. "Primarily instructional" is defined as having at least one of the following duties: (a) teach at least 15 contact hours per week (curriculum faculty), (b) teach an average of 9 to 15 hours per week (continuing education and workforce development faculty), or (c) work at least 51% of the time in classroom-related instructional duties.
Eligibility for membership will be determined by the following procedures.

1. Department chairs and directors (or appropriate supervisors) will submit nominations for membership in the faculty senate to the membership committee in a timely manner (within one month of employment). The membership committee includes the faculty senate officers.
2. The membership committee will determine if the nominee meets the minimum requirements for membership as stated in Article 1, Section 1.
3. If nominee meets required criteria, nominee's name will be presented at the next scheduled faculty senate meeting for membership approval.
4. The membership committee will notify the nominee of membership.

Section II Members shall decide by vote any motion before the group or any amendment to this constitution.

Article II OFFICERS

Section I The officers of the senate shall be the president, the vice president, and the secretary elected by members of the senate. They shall hold office for one year.

Section II The president shall preside at all meetings of the faculty senate; he/she shall appoint members of the faculty senate to college standing committees; he/she shall be the official spokesperson for the faculty between meetings of the faculty senate; he/she shall transmit all records of office to his/her successor.

Section III The vice president shall assume all duties of the president (in case of absence or resignation of the president); he/she shall manage any monies obtained by the faculty senate and shall collect money from the faculty senate to support senate-designated activities; and he/she shall perform other duties as the president requests.

Section IV The secretary shall keep a record of the proceedings of the faculty senate, provide copies of minutes to each member, and conduct the correspondence of the senate.

Article III MEETINGS

Section I The faculty senate shall determine at its first meeting of each semester the regular time of meeting for that semester; it will make every attempt to vary meeting times to avoid continued exclusion of members because of conflicts. Any special called meetings shall be limited to the business for which it was called.

Article IV POWERS

Section 1 The senate's delegated powers are advisory powers and operate in areas of educational policies such as the following:

- admission standards
- curriculum revisions
- requirements for degrees and certificates
- class size
- academic calendar
- graduation ceremonies
- vacation schedule
- student recruiting
- student decorum
- social affairs—faculty and student
Since the senate is made up of the faculty, they must support its recommendations and resulting actions. Since the senate is an advisory body, the administration is not necessarily bound to concur with the recommendations, but it is obligated to give them careful consideration and report to the senate approval or disapproval, with justification.

Article V  
STANDING COMMITTEES

Section I  
The Faculty Senate shall appoint representatives to serve on the following college standing committees. The faculty senate president may appoint a designee to represent the senate at his or her discretion.
1. College Executive Council – president of the faculty senate
2. Academic Affairs Committee – six faculty members (3 from college transfer and three from technical areas) of the senate. The faculty senate president will serve as a representative from his or her area.
3. Admissions Committee – three faculty members of the senate
4. Financial Aid Committee – one faculty member of the senate
5. Health and Safety Committee – three faculty members of the senate
6. College Planning Council – president of the faculty senate
7. Trustee Students Awards of Merit – one faculty senate member
8. Scholarship Selection Committee – four faculty members of the senate and the faculty senate president
9. Calendar Committee – two faculty senate members from the Caldwell campus and two faculty senate members from the Watauga campus

Section 2  
The faculty senate shall elect members to the following senate standing committees:
1. Student Awards Committee – one faculty senate member from each department plus the faculty senate president
2. Membership Committee – current faculty senate officers

Article VI  
AMENDMENTS

Section I  
Proposed amendments shall be submitted in writing to the faculty at least ten working days prior to a special election on the amendment.

Section II  
Ratification of an amendment shall require an affirmative vote by two-thirds of the members present.

Article VII  
RULES/QUORUM

Section I  
The rules contained in Robert's Rules of order shall govern the senate in all cases where they are applicable and in which they are not inconsistent with the special rules of this group. (A quorum consists of twelve members except in the event of special or called meetings where a majority of the total membership will be required.)

Article VIII  
EFFECTIVE DATE
Academic Integrity Policy

It is the responsibility of every student, staff member, and instructor at CCCTI to maintain the highest standards of academic integrity. For this reason, the college will not tolerate any instance of plagiarism or cheating, or any act that violates standards necessary to maintain academic honesty.

Violations of the college’s Academic Integrity Policy include, but are not limited to:

1. Cheating includes taking, possessing, or using any academic material (test information including test banks, research papers, notes, etc.) without permission; receiving or giving help during tests; copying or attempting to copy another person’s paper, exam, assignments or similar materials, or other graded work; or allowing another to copy such paper, exam or graded work. In addition, use of any unauthorized electronic devices during a testing situation may be in violation of the policy as well.

2. Plagiarism is defined as representing as one’s own another’s work or ideas, or any part thereof, published or unpublished. It includes copying a phrase, sentence, or passage from another’s work and not identifying or citing that source; failing to cite a source fully, inadequate paraphrasing or summarizing; or attempting to pass off as one’s own a paper written by another.

3. Collaboration is intentionally helping or attempting to help another to commit an act of academic dishonesty. It includes intentionally allowing another to copy from one’s paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.

4. Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

Violations of this policy will result in failure of the course and academic probation for one semester. Subsequent violations will result in suspension or expulsion from the college. Any student who disagrees with the penalty associated with violations of the Academic Integrity Policy may file an appeal in accordance with the college’s Grade Appeal Procedure as outlined in the College Catalog and Student Handbook.

*Approved by the Board of Trustees on July 15, 2015

Grade Appeal Policy and Procedures

I. Statement of Policy

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to final course grades. A course grade
assigned in a manner consistent with CCCTI policy can be changed only by the instructor. College administrators can direct a grade to be changed only when it is determined through the procedure established by this policy that the faculty member assigned the course grade impermissibly or arbitrarily as defined below.

*Faculty Responsibility*

It is a fundamental principle of higher education that faculty members are expected to exercise their professional judgment in evaluating student performance. At the same time, faculty members have the responsibility to specify in each of their courses at the beginning of the academic term

a. course requirements and expectations for academic performance

b. procedures for evaluating performance (method(s) of evaluation and grading scales)

Faculty members must clearly document to all students in the course any subsequent additions to or changes in these requirements, standards, and procedures. Finally, faculty members have the responsibility to apply the specified grading criteria equitably to the academic performance of all students in the course regardless of their race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

*Student Responsibility*

Students have the responsibility to know and adhere to college policies and standards pertaining to them. As students willingly accept the benefits of membership in the CCCTI academic community, they are obligated to uphold and observe the principles and standards articulated in the *CCCTI Catalog* and the *CCCTI Student Handbook*.

### II. Applications and Definitions

For purposes of this policy, a course grade is deemed to have been assigned arbitrarily or impermissibly if, by clear and convincing evidence, a student establishes that the grade was based on one of the following:

- The course grade was based upon the student's race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student.
- The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other clearly documented communication directed to the class as a whole.
- The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades. Individual elements (e.g., assignments, tests, activities, and projects) which contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeal procedure. However, individual elements may be appealed under these procedures providing all of the following conditions are met:
  - The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds (defined in 1–3 above in this section)
  - Grounds can be established for determining a professionally sound grade for the appealed element(s)
  - The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

### III. Procedure
A student who believes his/her final grade in a course has been incorrectly assigned may seek corrective action through the following procedure.

**Informal Grade Appeal Process:** Every reasonable effort should be made to resolve the matter at the informal level.

**Step 1: Consultation with the faculty member**
The student should first request a meeting with the instructor to explain why he/she considers the grade to be incorrect. If the instructor is not available, the student should contact the program coordinator/director or department chairperson to schedule an appointment with the instructor. This meeting must occur within the first two weeks of the next semester. The instructor should document the result of the meeting and maintain this record in the event the appeal proceeds further.

**Step 2: Consultation with the program coordinator/director**
If the student and the instructor fail to reach a mutual agreement, the student may submit a written appeal to the program coordinator/director of the area within five business days. The coordinator/director should document the result of the meeting and maintain this record in the event the appeal proceeds further.

**Step 3: Consultation with the department chair**
If the student and program coordinator/director fail to reach a mutual agreement, the student may submit a written appeal to the department chair within five business days. The department chair should document the result of the meeting and maintain this record in the event the appeal proceeds further.

**Formal Grade Appeal Process:** If the dispute over the course grade cannot be resolved through the informal process outlined above, the student may submit a grade appeal form, available from Student Services, to the executive vice president within five business days of the consultation with the department chair.

**Step 4: Appeal to the executive vice president**
- a. Once the formal grade appeal is received, the executive vice president will appoint a grade appeal committee to hear the appeal within ten business days of the receipt of the appeal.
- b. The grade appeal committee will be chaired by the executive vice president, or a designee, who will be a non-voting member except in the case of a tie. Voting members will consist of four faculty members not associated with the appeal, one student representative with a minimum GPA of 2.5 or greater, and the vice president of the instructional area in which the grade appeal has occurred.
- c. The grade appeal hearing will be conducted in closed session in accordance with the Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal hearing.
- d. The committee will be made up of members from the campus of attendance to assure a fair and equitable hearing.
- e. The committee will hear all parties involved and render a written decision that is considered to be fair and educationally sound within ten business days. **The decision of the committee will be the final binding decision for the institution.**

**IV. Substitution Provisions**
In the event that the faculty member whose grade is being reviewed is also a department chair or program coordinator/director, the vice president of the instructional area shall do those things required by the chair or coordinator/director. In the event that the faculty member whose grade is being reviewed is also the vice president of the instructional area, the executive vice president can name an appropriate substitute to perform the functions of the vice president as required by this policy.

*Approved by the Executive Council on February 2, 2009
*Approved by the Board of Trustees on February 18, 2009

**Intellectual Property**

The college encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the college and/or to enhance the teaching and learning environment.

A college employee or student owns all rights to copyrightable or patentable independent works created by that employee or student without college support. Unless otherwise provided in a rights agreement, the college owns all rights to a copyrightable or patentable work created by an employee with college support. Students may not use college equipment or resources for works for hire. Both students and the college retain portfolio rights to the works that may result from student assignments.

The Board of Trustees of the college reserves the right to grant to others, including the creator of the qualifying item, copyrights or patents that are the property of the college. To secure the copyright or patent for an item covered under U.S. Code and created on the college’s time or with the college’s funds, resources, or facilities, a written request must be submitted to the Board of Trustees and its permission received.

**Procedure**

1. Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, discoveries, etc., are intellectual property.

2. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

   A. Ownership resides with the employee or student if the following criteria are met:
      a. The work is the result of individual initiative, not requested by the college.
      b. The work is not the product of a specific contract or assignment made as a result of employment with the college.
      c. The work is not prepared within the scope of the individual’s college job duties.
      d. The work involves insignificant use of college facilities, time, and/or other resources and is not derivative of any other college-owned copyright.
      e. The college’s name or symbols may not be used in the production or marketing of items not copyrighted or patented by the college.

   B. Ownership resides with the college if the above criteria are not met and/or if the following criteria apply:
      a. The work is prepared within the scope of an employee’s job duties.
      b. The work is the product of a specific contract or assignment made in the course of the employee’s employment with the college.
c. The development of the work involved significant facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance, or is derivative of any other college-owned copyright.

d. Notwithstanding these provisions, a student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity.

e. Students may receive token payments provided by the person or group that commissions such a work.

3. The college and the employee or the college and the student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or the college and the student should negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.

4. If an employee is granted full or partial leave with pay (e.g., release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.

5. Notwithstanding the provisions of this policy, the ownership provisions of the grant shall prevail in the case of a work created under a grant accepted by the college.

**Copyright**

Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The LRC strongly supports the Fair Use section of the Copyright Law. Researchers are expected to respect and comply with U.S. Copyright Law and the Library’s license agreements in their use of the collections, while fully exercising their Fair Use rights. Questions regarding copyright and use of library materials should be referred to the LRC director.

**Academic Freedom**

Academic freedom is fundamental for the protection of the rights of the instructor in teaching and of the student in learning. CCCTI conducts its programs for the combined good of the individual and not to further the interest of either the individual instructor or the college as a whole. CCCTI is dedicated to the exchange of knowledge, the development of skills, confidences and understandings, and to the nature of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall insure and protect academic freedom in the institute. The board shall also require the exercise of responsible judgment on the part of personnel of the institute as they exercise academic freedom in accomplishing the objectives of the institute.

*This plan was modified and reaffirmed by Faculty Senate, Instructional Council, Executive Council, and the Board of Trustees during fall semester 2005.*

**Tenure**

In accordance with State Board of Community Colleges Code, it is the policy in this institution that tenure will not be granted to any employee.
Academic Rank

There is no system of academic rank operating at CCCTI.

Instructor Absences

When an instructor is unable to attend his/her class for any reason, he/she must inform the appropriate supervisor immediately so arrangements may be made for a substitute or other appropriate procedures. Instructors (both full- and part-time) must notify the appropriate supervisor in writing of the absence even if they have made their own arrangements for substitutes. In all cases, substitutes must be qualified and competent and must be acceptable to department chairs and other college officials.

College Meetings

Full-time instructors are required to attend meetings when called by the executive vice president and other appropriate instructional administrators. Divisional vice presidents and department chairs may call division/department meetings when appropriate.

Off-Campus Meetings

Administrative staff and full-time instructional personnel should notify the appropriate administrative support personnel when there is reason to be away from the campus during the normal work day. Information should be left where the individual may be reached and when that individual will return to the campus.

Time Sheets

Employees in a position that is classified as full-time non-exempt must turn in a completed time sheet (CC-262) to their supervisor each month. Employees must indicate hours worked, meal times, holidays, leave taken and comp time earned or used during the month. The time sheet must be signed by the employee. The supervisor must verify the time sheet, sign, and forward to the Human Resources by the third day of the following month.

Work-study students must complete a part-time employee’s time sheet (CC-130) each month. The supervisor must verify the time sheet, sign, and forward to the payroll accountant by the fifth day of the following month.

Any variation from the established due dates will be outlined in a memorandum from the business office. Part-time employees (other than part-time curriculum instructors) must submit their hours worked via an electronic time sheet each month. The electronic time sheet must be verified and certified by the supervisor each month. Once approved the time sheet will pass electronically to the payroll accountant. Electronic time sheets are due per a schedule established and communicated by the payroll accountant. Some departments may require part-time employees to complete a part-time employee’s time sheet (CC-
130) for auditing purposes in addition to submitting their electronic time sheet. Part-time curriculum instructors are paid by the course and are not required to complete a time sheet.

**Course Outlines**

Students must receive a course outline within the first week of class. Course outlines are reviewed each semester, are approved by the appropriate department chair, and must follow the college standard format, which includes the following headings:

- course description
- related program and student learning outcomes
- textbook, related program and student learning outcomes
- course outcomes
- attendance
- course grading system
- assignments/requirements
- course sequence
- resources available

Each semester, instructors must submit copies of their official course outlines to the appropriate department chair and/or program director/coordinator and faculty administrative assistant who archives course outlines on MyCCCTI Portal. Any deviation from the above-listed procedures must have approval of the appropriate vice president, department chair, or director.

**Grading Scale**

Students enrolled in curriculum courses and continuing education courses that are 96 hours and above will be graded by the scale below:

- **A** = 90 – 100
- **B** = 80 – 89
- **C** = 70 – 79
- **D** = 60 – 69
- **F** = 59 and below

**Classroom Breaks**

To facilitate a climate conducive to learning, breaks should be scheduled in class sessions. Breaks should be scheduled based on 10 minutes for each hour of instruction. Breaks for one contact hour may be taken at the end of the first 50 minutes. Any exception to these guidelines must have the approval of the department chair.

**Field Trips**
Field trips that require students to miss other classes should be kept to a minimum. Planning such trips requires coordination with other instructors involved. Faculty members should submit to the appropriate instructional vice president the following information prior to making a field trip:

- nature and location of field trip
- objectives of the trip and its relationship to the courses being taught
- the date and hours students will be off campus
- a roster of students participating in the field trip

A field trip form must be completed, including student and coordinator/director signatures, and must be kept on file.

Curriculum Courses and Programs

Creating, Modifying, or Terminating Courses and Programs

Individuals seeking to initiate action to create, modify, or terminate a course or program at CCCTI must follow the proper channels of approval.

A. New Course, already included in the Combined Course Library

The procedures for initiating a new course differ according to whether the course is currently included in the Combined Course Library (CCL) or whether the initiator is petitioning for the approval of a completely new offering. If the course is included in the CCL, the initiator follows these steps:

1. Checks to make sure that the course is included in the curriculum standard for the program in which he seeks to include the course.
2. Submits the request on academic affairs change form to the department chairperson whose department will offer the course.
3. If approved, submits to the vice president of curriculum and adult education based on the department teaching the course and the program in which the course is to be included
4. If approved by the appropriate department chair(s) and vice president, the proposal is reviewed by the registrar and forwarded to the executive vice president.
5. The executive vice president forwards the proposal with the appropriate signatures to the Academic Affairs Committee.
6. If approved by academic affairs, the course is forwarded to NCCCS for approval and inclusion in the program of study. It is listed among the course descriptions and the programs of study in the CCCTI catalog.
7. If the proposal is not approved at any point along the administrative chain, the proposal will be returned to the initiator with a written explanation by Academic Affairs Committee, the executive vice president, or the division vice president.

B. Special Course – Selected Topics

Occasionally, in response to a particular need, a division may wish to offer a course that has not been validated by NCCCS for inclusion in the CCL. The division vice president must supply the executive vice president with information concerning the course title, description, and outline; credit and contact hours; a justification and the semester to be offered. (The course must be identified by a subject prefix, the numbers 191-193 or 291-293, depending on the first- or second-year level of the course, and the term “Selected Topics,” followed by the specific title; e. g., ENG 193, Selected Topics/The Romantic Poets.) In most cases, selected topic courses are considered one-time offerings. If a course needs to be taught again, the initiator must follow the process outlined under “C. New Course, not included in the CCL.”
C. **New Course, not included in the CCL**
Comprised of instructional administrators from throughout the NCCCS, the Curriculum Review Committee (CRC) is charged with maintaining and sustaining the viability of the CCL. The CRC recognizes its responsibility for assuring that colleges maximize the use of the CCL and voluntarily limit the proliferation of courses throughout the system. The CRC has authority for reviewing requests from individual colleges for the approval of additions, changes, and deletions to the CCL. The CRC meets twice each calendar year, once during the fall and once during the spring semester.

If a proposed new course is not included in the Combined Course Library, the initiator will follow steps 1–5 above. Then the process continues as described below.

If the new course is approved through all the proper channels, the college submits a request for approval to the Curriculum Review Committee (CRC), outlined in the Curriculum Procedures Reference Manual.

D. **Changes in Existing Courses**
Modifications to existing courses within the *College Catalog* are limited to changes in local prerequisites or changes in the wording of the fourth sentence of the course description designed to reflect slight differences in instructional emphasis. Data relevant to the revision must be submitted on the academic affairs change form.

Steps 2–7 outlined above must be followed in proposing changes to local prerequisites or to the fourth sentence.

More substantive changes must be approved by the CRC in accordance with the procedure described in section C, “New Courses, not included in the CCL.”

E. **Course Termination**
Courses are eliminated from the CCCTI catalog by the process described in section A, New Courses, steps 2–7. If the department chair(s), vice president of curriculum and adult education, executive vice president, and Academic Affairs Committee approve deletion of the course from the CCCTI catalog, this request for modification to the program of study is submitted to NCCCS for approval.

For additional information on Procedures for making revisions to the Combined Course Library, see the NCCCS Curriculum Procedures Reference Manual.

F. **New Programs**
Any employee of the college or any external stakeholder of the college who advocates creation of a new program should bring the idea before the appropriate department chair and/or vice president. If the division vice president determines the program to be viable, he/she will bring it to the attention of the executive vice president. After discussion and consideration, the executive vice president will determine if the proposal warrants further study. If so, the appropriate department chair will begin the program planning process by addressing the need for the program through annual planning procedures (POA) which allow input at the program, departmental, divisional, and institutional levels. At the annual planning retreat, Executive Council will determine whether to proceed with the program planning.

If results from the annual planning retreat are positive, the department chair will begin the program planning process for the new program. As part of this process, the executive vice
president will notify the NCCCS and all individual North Carolina community colleges of intent to initiate the planning process for a new program. If the proposed program receives approval from this group, the department chair will draft a curriculum program application which is reviewed by the vice president of curriculum and adult education and the executive vice president. As part of this process, the proposed program of study is also reviewed by the Academic Affairs Committee.

If the program receives approval from these groups, the application is also reviewed by the president, and if approved, the proposal is sent to the CCCTI Board of Trustees. If approved by the CCCTI board, the curriculum application is sent to NCCCS who forwards the application on to the State Board of Community Colleges. If at any point, a program is rejected, the proposal (along with reasons for disapproval) is returned through the channels to the initiator. In addition to the submission of the program application, the department chair will develop a substantive change prospectus to for the SACS liaison to submit to SACSCOC in keeping with the CCCTI substantive change policy.

G. Changes in Existing Programs
The modification of an existing program parallels many of the steps enumerated in section A New Courses. Typically, such changes will include the addition or deletion of a class, changes in which semester a given class will be offered, etc. The person seeking to make changes in the program begins by checking to make sure that the proposed change adheres to the guidelines set forth in the Curriculum Standard for the given program and then follows steps 2–7. Data supporting modifications to the program must be submitted on the academic affairs change form.

H. Termination of Programs
Termination of a curriculum program may be based on the following:
- advisory committee recommendations
- faculty comments/recommendations
- student/graduate evaluations/comments
- employer comments
- program review
- cost per FTE
- accreditation/licensure status (if appropriate)
- low enrollment

When questions of program viability occur, the department chair for the department that offers the program in question will analyze program data, research the level of interest, need, and/or commitment to the program. The vice president of curriculum and adult education will review a summary of findings, comments, and recommendations and will recommend to the executive vice president one of four courses of action:
- continue the program
- place the program on inactive status
- place the program on probationary status
- discontinue the program

Programs placed on inactive or probationary status will be monitored.

If the vice president of curriculum and adult education and executive vice president concur in the decision to terminate the program, this information is sent to the president for consideration. If the program termination is approved, the appropriate department chair submits the academic
affairs change form indicating the elimination of the program to the Academic Affairs Committee for review, comment, and/or recommendations. The committee’s comments and recommendations are presented to the executive vice president for consideration. All program terminations must be approved by the Board of Trustees. Once all segments of the leadership channel approve the termination, the executive vice president will notify the NCCCS of the final termination status. Since the termination of a curriculum program of study is considered a substantive change, the president will inform SACSCOC of the termination of the program of study detailing:

- how students and faculty members were notified concerning closure
- how students will be assisted in completing their program
- disposition of faculty members teaching in the program

Curriculum Classroom Observation
During the course of the semester, another faculty member, the coordinator/director, the department chair, vice president, or executive vice president may visit classes. This observation is designed to provide support and the professional contact necessary to help assure quality instruction.

Policy and Procedure for Awarding Credit Hours
CCCTI awards credit hours for courses and programs based on the definition of credit hours contained within the State Board of Community Colleges Code.

Specifically, credit hours are defined as:
- Credit of one semester hour is awarded for each 16 hours of "class work." Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor.
- Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
- Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory work." Faculty directed laboratory involves structured and coordinated demonstration by an instructor with immediate student application.
- Credit of one semester hour is awarded for each 48 hours of "clinical practice." Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
- Credit of one semester hour is awarded for each 160 hours of "work experience" such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.

*Approved by Board of Trustees 2-18-16

Credit by Examination
A student wishing to receive credit by examination must petition the department chair under whom the course is offered. If the department chair deems the course suitable for credit by examination, the student may receive permission to take the examination developed by the department chair and appropriate instructors. The department chair will decide the appropriate score demonstrating competence in the course. No fees will be charged unless the student attends class. For further information, refer to the College Catalog.

**Independent Study**

A student may apply to take a course on an independent study basis when it is listed in the school catalog but is not being offered during the designated semester. Permission must be obtained from the department chair responsible for the course before the student may register for the course.

An independent study request form is submitted to the department chair for approval. If the request is approved, the director of enrollment management services the request form and the student registers for the course.

**Instructor Class Reports: Attendance and Grade Reports**

Each instructor must maintain official attendance information for each class taught. Because this information is required for budgeting and funding purposes, accuracy and timeliness are of the utmost importance. For purposes of this procedure, curriculum instructors enter attendance information electronically. Currently, curriculum attendance reports are generated through WebAdvisor/Web Attendance Tracking and are available to faculty on the first day of the term.

Faculty members are required to verify class rosters at the beginning of the semester. Any student attending class whose name does not appear on the class roster and who does not have a schedule marked “paid” must report to Student Services. Individuals who are listed on the class roster but who do not report to class should be dropped by the instructor immediately after the 10 percent date through Web Attendance Tracking.

**Curriculum Class Attendance Policy**

Students are expected to attend all regularly scheduled classes. However, it is recognized that occasional absences may be necessary. A student who misses class is responsible for all work missed and is expected to be prepared for the next class. Academic departments establish their own class attendance policies; however, in most cases, students are dropped after missing 20 percent of class. The instructor will explain the attendance policy at the first class meeting. Students who have not attended at least one class by the 10 percent date will be dropped by the instructor as never attended.

At the end of the semester, curriculum instructors must enter final grades electronically through WebAdvisor. Faculty members are expected to maintain an archived record of how final grades are calculated. These records must be turned in to the appropriate department chair at the conclusion of employment.

Pursuant to G.S. 115D-5, students may request two excused absences per academic year for religious observances. Students shall be given the opportunity to make up tests or other work missed as required by this statute.

For non-curriculum classes, class rosters are to be completed by instructors and turned in to the appropriate director. Class record books (grade reports), encompassing the most recent three-year period of instruction, will be turned in to the division vice president upon the faculty member’s retirement or other termination of employment.
Detailed instructions and appropriate forms will be provided to all faculty members by the department chair.

**Inclement Weather Class Make-up Procedure**
In accordance with numbered memo (CC00-030m Feb. 8, 2000) from NCCCS, CCCTI is obligated to deliver the instruction for which students pay tuition and fees. Curriculum classes that are missed or not held for any reason, including inclement weather, should be rescheduled whenever possible.

CCCTI has determined that up to 20% of seated courses missed could be made up by other alternatives including extra assignments, individual conferences, etc. In some instances, but not limited to, the college may choose to add additional minutes to the current class schedule, utilize student breaks as instructional make-up days, or extend the length of the semester in order to meet instructional obligations.

In all circumstances, the college must be able to document how any instructional time that was not rescheduled was made up in order for the class hours to be reported for budget FTE reimbursement.

*Approved by the Board of Trustees on March 2010

**Curriculum Course Repeat Policy**
When a student repeats a course, the best grade is recorded as the final grade for the course and is used in the student’s grade point average. Students may take a course a total of three times, including courses for which they have received transfer credit, withdrawals, and audit. Exceptions to this policy must be approved by the appropriate academic advisor, the vice president of curriculum and adult education, and the executive vice president. Exceptions to this policy include:

- special disabled condition
- change in technology
- student failure of a course or to improve a grade
- for additional student improvement and learning

Veterans are advised that they cannot receive VA benefits for courses previously passed.

*Approved by the Board of Trustees on March 21, 1991

**Curriculum Faculty Evaluation**

**Full-Time Faculty**
All full-time faculty participate in an annual performance evaluation. Its primary purpose is the review and evaluation of the employee’s job performance. It is to be completed in conjunction with all probationary reviews and annual performance reviews. A completed evaluation form may also be used as an objective basis for making personnel decisions, determining merit increases/bonuses, identifying training needs, and validating selection procedures.

Performance evaluations occur during the first quarter of the calendar year and are due in the human resource office no later than April 1. Prior to the annual evaluation, the instructor and the instructor’s supervisor schedule a time to meet to discuss the instructor’s job description and primary job responsibilities, to assess progress toward the achievement of objectives for the current year, and to set specific employee-oriented goals and objectives for the upcoming year. The instructor completes a self-evaluation for review during the evaluation conference; also during this conference, the results of student
evaluations of instruction (SEIs) are reviewed and analyzed. Prior to and/or during the meeting, the supervisor prepares a written Job Description/Performance Evaluation and discusses the contents with the employee. At the conclusion of the evaluation meeting, the faculty member has opportunity to present any relevant comments in writing. A generic Job Description/Performance Evaluation for full-time faculty and part-time faculty employed 20 hours or more appears in APPENDIX A. This document serves to outline the published criteria against which the faculty member is evaluated.

**Part-Time Curriculum Faculty**

Part-time curriculum faculty are evaluated according to the following process:
Before the term begins, the part-time instructor submits a course outline for each course he/she is teaching for review and evaluation by his/her immediate supervisor. Concerns about content, requirements, or other matters are immediately addressed by the supervisor.

Each part-time instructor undergoes student evaluation of instruction (SEI) according to the system described below.

At least once during each academic year, the program director/coordinator, the department chair, or designee observes the part-time faculty member as he/she conducts class. In the case of distance learning courses, the appropriate supervisor “visits” the part-time instructor’s class via the learning management system (LMS). The observer completes a classroom evaluation form that defines the criteria against which the part-time instructor is evaluated. After reviewing and analyzing the results of the SEIs and classroom observation, the program director/coordinator or department chair provides the instructor with written comments and an evaluation conference. The instructor is invited to make written comments to the evaluation and/or to suggest strategies for improving instruction in his/her subject area. (See APPENDIX A).

The evaluation packet with SEI, evaluation of classroom instruction, and conference notes (signed by the instructor and supervisor) is reviewed by the appropriate department chair and vice president and filed in the office of the office manager, curriculum instruction.

**Curriculum Student Evaluation of Instruction**

This section outlines the policy and procedures to be followed in the administration of the Student Evaluation of Classroom, Clinical, and Lab Instruction instrument. Results are used for instructional improvement for all instructional personnel, both full- and part-time. The form is designed to evaluate instructional procedures and classroom effectiveness as interpreted and reported by students for use in instructional improvement.

The Office of Institutional Effectiveness, Research, and Grants (OIERG) is responsible for the administration of the SEI under the direction of the executive vice president. The curriculum department chairs verify faculty schedules while program directors/coordinators interpret results and report those results to the instructor. Individual instructors under direction from their director/coordinator and department chair are responsible for addressing identified areas of weakness. OIERG staff coordinates administration, compiles results, and delivers those results to the department chairs. Student workers are not used in the process, except to assist in preparing packets. The survey is administered during the 11th–14th week of each semester. Courses for evaluation, including distance learning courses, are determined according to the following schedule in Table 3.
### Table 3: Student Evaluation of Instruction Schedule

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Full-Time Instructors</th>
<th>Part-Time Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Classes Surveyed</td>
<td>Number of Classes Surveyed</td>
</tr>
<tr>
<td>1st year</td>
<td>all classes</td>
<td>all classes</td>
</tr>
<tr>
<td>2nd and 3rd year</td>
<td>3 classes</td>
<td>3 classes</td>
</tr>
<tr>
<td>4th–6th year</td>
<td>1 class per semester</td>
<td>1 class per semester</td>
</tr>
<tr>
<td>7th year forward</td>
<td>1 class in fall semester*</td>
<td>1 class in fall semester*</td>
</tr>
</tbody>
</table>

*Faculty will choose the course to be evaluated from the fall semester schedule. Supervisors may request additional or different classes for evaluation.

The OIERG will establish a due date for responses, communicate the date to faculty, and circulate a copy of the current SEI instrument.

There are some exceptions to the schedule. Faculty may request that any or all of their classes be evaluated. The results will be included in overall reports generated by the office of. Supervisory personnel in the organizational line may request that a faculty member’s courses be evaluated. When such a request is made, the faculty member will be notified of their course selection. Evaluation of courses in programs where accreditation or policies require the evaluation of all instructors will be handled on an individual basis. Staff in the Office of Institutional Effectiveness, Research, and Grants will work with program directors to formulate recommended administration of the instrument.

Every faculty member is evaluated in at least one class during fall semester. Spring semester evaluations are administered for spring faculty hires and all faculty with six years of employment or less. The OIERG determines courses to be surveyed for faculty who do not respond to the request for scheduling by the date established. A random sample chart and the following delimiters are used to determine these classes. Section 680 courses (hybrids) are evaluated as distance learning courses. Highway room courses (sections 700C and 700W) count as one course. Independent study courses (section numbers 450 and 890), cooperative education courses, and duplicate courses are omitted if possible. A mix of day and evening classes are included if the instructor teaches during both time periods. In lab classes where more than one course occurs during the same time in the same area, all the courses taught at one time count as up to two courses (studio art, cosmetology). Biology courses have lab components evaluated as separate classes. All other classes with lab components are asked to respond on the lab portion of the instrument.

The final evaluation schedule is circulated to department chairs. Contact is made requesting faculty choice of class(es) to evaluate, if applicable. Packets are prepared by the Office of Institutional Effectiveness, Research, and Grants (OIERG) with instructor name, course, location, time, and number of students. Faculty are responsible for identifying a student to follow the directions on the packet in administering the evaluation forms. Returned surveys are scanned by OIERG staff, and three copies of each report are generated. Reports are delivered immediately after the date grades are due. Reports are distributed to vice president and department chair, and retained in the OIERG.

Results are shared individually with instructors within the first two weeks of the following semester. Aggregate reports may be produced for use in decision-making.

Student comments are typed by OIERG staff only. One student comments report is filed in the OIERG director’s office, separate from survey reports. Individual instructor reports are available only at the request of the instructor’s supervisor.
Adult Education Student Evaluations of Instruction
The Department of College and Career Readiness is responsible for the administration of the instrument under the direction of the department chair and vice president of curriculum and adult education. During the term, the program director/coordinator or designee administers the adult education AHS/ABE/GED/ESL survey instruments provided by adult education office staff. The students complete the form by filling in the name of the instructor, the date, the location and the program area (AHS, ABE/GED, ESL) and then answer the questions. Completed survey instruments are collected from the students by the director/coordinator/designee and placed in a secure envelope. The secure envelope is returned to the adult education office. Adult education staff scans the instruments and provides reports to the program director/coordinator and the instructor. The vice president and department chair receive reports where action is indicated. Instructors consult with their supervisors for help in interpreting the results and/or seeking solutions where improvement may be needed.

Revision Responsibility
The executive vice president will recommend revisions to these procedures as needed. Revisions will be presented to Faculty Senate and to Instructional Council for information.

Curriculum Faculty Workload
A workload is defined as a minimum of 30 hours in direct service to the institution. These 30 hours may include, but are not limited to class contact hours, office hours, travel time (to and from scheduled classes, labs, etc.), preparation time, academic advisement, and standing committee assignments.

A curriculum teaching load is defined as 15–22 contact hours per week. A minimum of two office hours per day (five days per week) is required unless otherwise authorized by department chairs or vice president of curriculum and adult education.

Department chairs and the vice president of curriculum and adult education will have the authority to assign work/teaching loads subject to approval of the executive vice president. Possible exceptions for an assignment under 15 contact hours may include

- number and type of preparation
- number of students
- coordination of responsibilities
- special committee responsibilities
- guidance of student organizations
- research
- service to the public
- nature of course(s)
- clerical and technical support available

Any individual instructor assignment of less than 12 contact hours must be approved in writing by the executive vice president. Before requesting such an assignment, the vice president of curriculum and adult education will make efforts to assign classes in other curriculum departments, continuing education, or new and expanding industry. On days when classes are in session, instructors are required to be on campus for scheduled class meetings and office hours. When classes are not in session, faculty are expected to observe the normal institution work schedule unless on leave. When absent for an entire duty day, faculty shall be charged eight hours of leave. When absent for less than an entire duty day, faculty shall be charged for the hours he/she is scheduled to work according to his/her faculty workload. It is left
up to the instructor’s professional attitude and discretion to know when to spend additional time in preparation or other institutional activities.

*Approved and amended by Executive Council on May 6, 1996

**Release Time for Faculty Senate President**
The president of the faculty senate should be assigned an average of 12–15 hours per week during his/her term of office. A reduced teaching load would not be in effect (1) in times of limited college funding or (2) when a qualified teaching replacement cannot be obtained.

*Approved by Executive Council August 1990

**Overload Payment**
In order to take full advantage of specialized teaching and administrative skills of institution employees, the president is authorized to develop and implement uniform procedures for paying approved employees for contracted teaching or other highly specialized assignments over and above established workloads and/or during official vacation periods. Except as authorized above, the board expects the administration to continue its usual practice of providing employees with compensatory leave in lieu of overtime or supplemental wages.

Overload payment for curriculum faculty will be considered for either of these circumstances:
- teaching over 22 contact hours
- generating more than 23 FTE

If the overload assignment is in the currently assigned area of responsibility, the annual (12-month) salary of the individual will be divided by 2,080 hours to determine the hourly rate of pay. If the overload assignment is in an area of responsibility other than his or her assigned area, the employee will be paid according to the FLSA job pay classification policy. Overload payment will require the written approval of the executive vice president and the president.

**Continuing Education Courses and Program Areas**

**Creating, Modifying, or Terminating Courses**
Individuals seeking to initiate action to create, modify, or terminate a course at CCCTI must follow the proper channels of approval.

A. *New Course, already included in the Combined Course Library*
The procedures for initiating a new course differ according to whether the course is currently included in the Combined Course Library (CCL) or whether the initiator is petitioning for the approval of a new offering. If the course is included in the CCL which is found on the NCCCS website, the initiator follows these steps:
1. Ensure the appropriate course is included in the current CCL.
2. If included in the current CCL, it is available for immediate use upon approval by the direct supervisor, director, and/or department chair.
3. The CCL course number and description will then be used to schedule the course.

B. *New Course, not included in the CCL*
If a proposed new course is not included in the Combined Course Library and there is nothing similar to copy (COCO) the course from, the initiator will proceed with the following:
1. Confirm the course is not included in the current CCL by going to the NCCCS website to research for similar courses.
2. Submit the request to include the course title, course description, contact hours, program area, funding source, and projected start and end dates to the department chair and division vice president recommending a new course be created.
3. If approved, the proposal is forwarded to the continuing education office manager for electronic submission to NCCCS. In addition, the office manager will mail a hard copy with appropriate signatures to the NCCCS.
4. The continuing education office manager notifies appropriate NCCCS employees once a proposed new course is submitted electronically.
5. If approved by NCCCS and the state board, CCCTI is notified and the new course will be included in the current CCL.
6. The program may be offered for 90 days while waiting for approval from the system office.
7. If the proposal is not approved at any point through the process, the proposal will be returned to the initiator with a written explanation from the department chair or division vice president.

C. Changes/Modifications to Existing Courses
Changes/modifications to existing courses within the CCCTI College Catalog may include increase/decrease in contact hours, change in course title, and/or course description.

Steps 2–7 outlined above must be followed in proposing modifications to existing courses.

For additional information on Procedures for Making Revisions to the Combined Course Library, see the NCCCS CE CCL/POS Procedures Reference Manual.

D. Course Termination
Continuing education courses are not terminated in the CCL system by request of an individual college. Courses are eliminated or marked as obsolete only by NCCCS personnel. Proper notification is emailed to each college prior to elimination or marking as obsolete to ensure the appropriate amount of time is given to cycle through the use of the course number.

E. New Course(s)
Any employee of the college or any external stakeholder of the college who advocates creation of a new course should bring the idea before the appropriate director, department chair and/or vice president. If the director, department chair, and the division vice president determines the course to be viable, he/she will bring it to the attention of the executive vice president to determine what the next step should be depending on the specifics of the course and funding requirements. The program area expansion may warrant the research to include the program area in the planning process and begin addressing the need through the annual plan of action (POA) which allows input at the program, departmental, divisional, and institutional levels. At the annual planning retreat, Executive Council will determine whether to proceed with the program area funding.

If at any point, a course(s) is rejected, the proposal (along with reasons for disapproval) is returned through the channels to the initiator.

F. Termination of Courses
- termination of a course may be based on the following:
- advisory committee recommendations
• faculty comments/recommendations
• student/graduate evaluations/comments
• employer comments
• program review
• cost per FTE
• accreditation/licensure status (if appropriate)
• low enrollment

When questions of a course’s viability occur, the director and department chair will analyze course data, research the level of interest, need, and/or commitment to the course to determine whether to schedule additional course offerings. A recommendation will be made as to the continuation of the course to the division vice president. The division vice president will review a summary of findings, comments, and recommendations and will recommend to:
  • continue the course
  • place the course on inactive status
  • discontinue the course(s)

Courses are reviewed annually by NCCCS to determine their status on the CCL.

Procedure for Awarding Continuing Education Contact/Membership Hours

CCCTI awards contact hours for courses based on the definition of contact/membership hours contained within the SBCCC.

Contact/Membership hours are defined as

a. Contact hours are calculated based on the actual hours a student attends the course. Specific attendance hours per student are placed on the appropriate attendance record by the instructor and totaled per student and keyed accordingly into Colleague. Classwork is lecture and other classroom instruction. Classwork must be under the supervision of an instructor. Contact hours are used for multi-entry/multi-exit classes such as labs.

b. Membership hours are calculated on the intent that each student is expected to be in every class session for every hour scheduled. The section is keyed into Colleague with this intent. Membership hours for FTE purposes are calculated by the number of students officially enrolled and in attendance at the 10 percent point of the course multiplied by the total number of contact hours. Classwork may include lecture and other classroom instruction. Classwork must be under the supervision of an instructor.

Continuing Education Grading Scale (courses less than 96 contact hours)
The following grades will be recorded for continuing education courses less than 96 hours unless approved by the continuing education department chair:

S = Satisfactory
U = Unsatisfactory
W = Withdrawal by student or instructor
AU = Audit (seat time only) Public Safety area only
I = Incomplete

Continuing Education Instructor Class Reports: Attendance and Grade Reports
Each instructor must maintain official attendance information for each course taught. Because this information is required for budgeting and funding purposes, accuracy and timeliness are of the utmost importance. Instructors must pick up their instruction packet from the continuing education front desk no
later than the first class meeting. Included in the packet is the official pre-printed attendance form to be used to record attendance for each session the course is scheduled to meet. Attendance must be documented at the beginning of each class session.

Instructional personnel are required to verify class rosters at the beginning of the course. Any student attending class whose name does not appear on the class roster and who does not have a schedule marked “paid” must report to the continuing education front desk. Individuals who are listed on the class roster but who do not report to class should be dropped by the instructor immediately after the 10 percent date using the continuing education drop form. The instructor initiated drop form must be turned in to the appropriate administrative assistant to officially drop the student from the course. The form will be filed in the class folder for audit purposes.

**Continuing Education Class Attendance Policy**

Students are expected to attend all regularly scheduled classes. However, it is recognized that an occasional absence may be necessary. A student who misses class is responsible for all work missed and is expected to be prepared for the next class. Students are dropped after missing 20 percent of class. Some courses regulated by outside agencies may drop students at other predetermined percentages. The instructor will explain the attendance policy at the first class meeting. Students who have not attended at least one class by the 10 percent date will be dropped by the instructor as never attended. Students who stop attending class will be dropped by the instructor by completing the continuing education drop form and submitting it to the appropriate administrative assistant where the student will be officially withdrawn/dropped for the course in the college computer system. The form will be filed in the appropriate class folder for audit purposes.

Detailed instructions and appropriate forms will be provided to all instructional personnel by the director or department chair and is included in the instructor packet.

**Continuing Education Course Repeat Policy**

As of February 1, 2015, the course repeat policy was eliminated by the state legislature and NCCCS for continuing education.

**Continuing Education Classroom Observation**

During the course of the semester, the coordinator/director, department chair, vice president, executive vice president, or designee may visit classes as outlined in the accountability/credibility plan. This observation is designed to provide support and the professional contact necessary to help assure quality instruction. An audit form is completed by the person observing the class and is filed in the continuing education office. These are collected and compiled by an administrative assistant at the end of each semester. Once compiled, the class audit report is signed by the appropriate department chair(s) and division vice president where it is then submitted to the president’s office for board notification.

Each semester the following class visits/audits are completed with no pre-notification made:

- 50% of off campus classes are visited
- 25% of on campus classes are visited
- 10% of off campus continuing education classes are visited by the executive vice president and the division vice president or designee

The class audit report is signed by the appropriate department chair(s) and by the division vice president. It is then submitted to the president’s office at the end of each semester to be filed for audit purposes.
Continuing Education Instructional Personnel Evaluation

Full-Time Instructional Personnel
All full-time instructors participate in an annual performance evaluation. Its primary purpose is the review and evaluation of the employee’s job performance. It is to be completed in conjunction with all probationary reviews and annual performance reviews. A completed evaluation form may also be used as an objective basis for making personnel decisions, determining merit increases/bonuses, identifying training needs, and validating selection procedures.

Performance evaluations occur during the first quarter of the calendar year and are due in the human resource office no later than April 1. Prior to the annual evaluation, the instructor and the instructor’s supervisor schedule a time to meet to discuss the instructor’s job description and primary job responsibilities, to assess progress toward the achievement of objectives for the current year, and to set specific employee-oriented goals and objectives for the upcoming year. The instructor completes a self-evaluation for review during the evaluation conference; also during this conference, the results of student evaluations of instruction (SEIs) are reviewed and analyzed. Prior to and/or during the meeting, the supervisor prepares a written Job Description/Performance Evaluation and discusses the contents with the employee. At the conclusion of the evaluation meeting, the faculty member has opportunity to present any relevant comments in writing. A generic Job Description/Performance Evaluation for full-time faculty and part-time faculty employed twenty hours or more appears in APPENDIX B. This document serves to outline the published criteria against which the faculty member is evaluated.

Part-Time Continuing Education Instructional Personnel
Part-time continuing education instructional personnel are evaluated according to the following process: Before the course begins, the part-time instructor submits a course outline for each course he/she is teaching for review and evaluation by his/her immediate supervisor. Concerns about content, requirements, or other matters are immediately addressed by the supervisor. Each part-time instructor undergoes student evaluation of instruction (SEI) according to the system described below.

At least once during each academic year, the program director/coordinate, the department chair, or designee observes the part-time faculty member as he/she conducts class. In the case of distance learning courses, the appropriate supervisor “visits” the part-time instructor’s class via the learning management system (LMS). The observer completes a classroom evaluation form that defines the criteria against which the part-time instructor is evaluated. After reviewing and analyzing the results of the SEIs and classroom observation, the program director/coordinator or department chair provides the instructor with verbal or written comments and an evaluation conference. The instructor is invited to make comments to the evaluation and/or to suggest strategies for improving instruction in his/her subject area. The evaluation packet with SEI, evaluation of classroom instruction, and conference notes (signed by the instructor and supervisor) is reviewed by the appropriate department chair and vice president and filed in the records room in the instructor’s personnel folder.

Continuing Education Student Evaluation of Instruction
This section outlines the policy and procedures to be followed in the administration of the Student Evaluation of Classroom, Clinical, and Lab Instruction instrument. Results are used for instructional improvement for all instructional personnel, both full- and part-time. The form is designed to evaluate instructional procedures and classroom effectiveness as interpreted and reported by students for use in instructional improvement.

Continuing Education Student Evaluation of Instruction
During the final class period, instructors designate one student to administer the survey instruments provided by the office staff of continuing education. Instructors do not remain in the room during the administration of the SEI. At the time of evaluation, students write the name of the instructor, current date, and enter the course title, and course/section number. Completed survey instruments are placed in the envelope provided, and a security tab is signed by the designated student. If the class is on campus, the student returns the packet to the continuing education office. If off campus, the instructor delivers the packet to the continuing education office. Continuing education staff scan the instruments and provide reports to the department chair, program coordinator/director and instructor. Instructors consult with their supervisors for help in interpreting the results and/or in seeking solutions where improvement may be needed. Copies of SEI summaries are kept in the appropriate instructional personnel’s file located in the continuing education records room.

**Revision Responsibility**

The executive vice president will recommend revisions to these procedures as needed. Revisions will be presented to faculty senate and to Instructional Council for information.
SECTION FIVE: BUSINESS OPERATIONS

Curriculum Refund Policy

Students will receive a tuition refund in accordance with the NC State Board of Community Colleges Code 1E SBCCC900.1.

A 100 percent refund will be issued to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the college calendar.

The college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.

A 75 percent refund will be issued to students who officially withdraws or is officially withdrawn by the college from the course section prior to or on either of the following:

a. the 10 percent point of the academic period, or
b. the 10 percent point of the course section.

For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws or is officially withdrawn from the course section on or before the 10 percent point of the class.

Upon request of the student, the college will issue a 100 percent refund of tuition to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements, and buy back textbooks through the colleges' bookstore operations to the extent allowable under the college’s buy back procedures.

The college shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

If a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for that course section shall be refunded to the estate of the deceased upon the college becoming aware of the student’s death.

Refunds of student activity fees and campus services fees will be given if the student officially withdraws prior to the first day of the college’s academic semester or if the course section(s) are officially cancelled by the college. Fees not refundable (unless institutional error) are (1) insurance payment, (2) special course fees, and (3) graduation fees.

In order to begin the refund process, a student must complete the student portion of the drop/add form, including student, instructor and advisor signatures. These forms are available in Student Services on both campuses, Faculty Offices on the Caldwell campus, Watauga Instructional Facility, and online. The last date of attendance must be completed by the instructor.
Students enrolled in distance learning courses should complete the drop/add form electronically and submit to the Registrar through their student email account. Correspondence received from an email account not issued by CCCTI will not be considered official communication.

Present the completed form to a staff member in Student Services in order for the official drop date to be recorded.

In certain cases, e.g., institutional error, withdrawals before the first class, the vice president of student services or designee(s) may sign the official drop form.

Refunds will not be given if
- the drop/add form is incorrectly or incompletely filled out
- the date the drop/add form is officially received is past the appropriate deadline as indicated in the refund policy
- the drop is done by the instructor rather than the student
- the drop/add form is electronically submitted from an email account not issued by CCCTI.

*Amended and approved by the Board of Trustees on January 21, 2015

**Vending**

In accordance with the policy adopted by the Board of Trustees, funds generated from food service, vending machines, and other convenience concessions may be used for the following:
- supporting activities, programs, and services
- matching student aid funds and for other forms of student financial aid
- other expenditures of direct benefit to students
- other institution-related expenditures as authorized by the president

The total of all expenditures are not to exceed revenues generated from the prior fiscal year.

**Budget Management**

The vice president of finance and administration is responsible for the overall management of the college budget system. The vice president will periodically review all budgets and meet with senior administrators to answer questions and discuss potential problems.

Budget managers are responsible for periodically printing and reviewing their budgets and for making any necessary adjustments. Adjustments are made by preparing a budget transfer form and submitting it according to guidelines established by the vice president of finance and administration. Requisitions may only be prepared if sufficient budget is available in the account number assigned to the requisition.

**External Funds and Grants**

The college may receive grants from external entities, both governmental and non-governmental. When a grant is received by the college, the contract with the granting entity should specify the reason for the grant and directions and limitations on the expenditure of the funds provided. The college takes all necessary measures to assure that all grants and external funds are managed, expended, and accounted for according to the agreement with funding entity. The college employs all required internal control procedures in accordance with the Accounting Procedures Manual issued by the North Carolina
Travel Procedures

Purpose of Regulations
Statutory regulations for per diem, transportation, and subsistence allowances for state travel are contained in G.S. 138-5, 138-6, and 138-7 and apply to anyone traveling on official college business. It is the intent of this section to outline policies to reimburse allowable travel expenses pertaining to travel and subsistence for official college business. Official college business occurs when an employee or other person is traveling to attend approved job related training, work on behalf of, officially represent, or provide a service related to the college. Travel that does not directly benefit the college is not reimbursable.

All college employees and non-employees who travel on official college business are subject to these regulations. All travel is contingent upon the availability of funds in the proper budget line.

Employee Responsibility
An employee traveling on official college business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services for the convenience or personal preference of the employee are prohibited. If more than one trip is scheduled back to back, each trip should be accounted for separately.

Definitions of Terms
For purposes of these regulations, the following definitions apply:

Blanket Authorization for College President Only – G.S. 115D-20(1) requires college presidents to report to the college’s Board of Trustees. Therefore, the board shall pre-authorize the president’s routine travel in the manner they see fit and determine the level of detail they require before authorizing travel, subject to State Board of Community Colleges guidelines. In addition, in the interest of fiscal responsibility, it is the board’s responsibility to examine the president’s travel at their discretion.

Travel– all activities involving expenses for transportation, subsistence and/or registration.

Transportation – the means of moving from one physical location to another. The cost of transportation includes reimbursement paid for the use of private or public motor vehicles, the fare paid on public conveyance, tolls, and parking fees.

Subsistence – lodging, meals, registration, phone calls and all other items allowed that are not defined as transportation

Duty Station – the job location assigned by the college at which the employee spends the majority of his or her working hours

Conference – a formal gathering for the purpose of conducting business and exchanging information. Registration fees may be paid for the actual amount expended for such meetings as shown by a valid receipt or invoice.
Common Carrier – commercial scheduled airplane, train, or bus

In-State – within the borders of North Carolina

Out-of-State – all of the continental United States except North Carolina. Travel is determined to be out-of-state if the ultimate destination of the travel is out-of-state. For coding purposes this designation applies to all expenses for that trip. The employee should make no effort to segregate mileage or other charges incurred before reaching the state border. However, in-state allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the same travel period.

**Policies Governing Travel and Expenses Allowance**

Travel allowances for college employees, members of the Board of Trustees, students, or others approved to travel on behalf of the college.

Expenses for travel on official business shall be reimbursed, not to exceed the following rates:

a. For transportation by privately owned automobiles, the reimbursement rate shall not exceed the maximum rate established by the Internal Revenue Service as the business standard mileage rate. Executive Council will adopt a mileage rate at the beginning of each fiscal year. This rate may be less than the maximum as a result of limited budget availability for travel. The rate will be approved by the Board of Trustees. The actual cost of road, bridge, and ferry tolls will be reimbursed with a receipt.

b. For transportation by airline, bus, railroad, or other public conveyance, actual coach fare.

c. Subsistence rates are established annually by the State Board of Community Colleges. For the 2015 fiscal year, the subsistence rate is $103.20 for a 24-hour period when traveling in-state and $117.70 for a 24-hour period when traveling out-of-state.

**Stipends**

Employees of the college who are on payroll cannot receive additional compensation for attending conferences and/or workshops. Employees of the college who are off payroll, but are to return to work (such as nine-month instructors who are off payroll during the summer), may receive compensation for attending conferences and/or workshops during the time when they are off payroll.

**Authorization Procedure**

All travel on official college business, except for mileage reimbursement for routine local trips, must be authorized by the president or his designee. Authorization to travel is obtained by completing and submitting the travel request form. The following information must be included on the travel request form:

- name of the person(s) traveling
- Colleague ID number
- destination (include time of departure and arrival on the colleague reimbursement requisition)
- dates of travel
- purpose of travel
- registration
- transportation (mode of travel and mileage, if applicable)
- subsistence (meals and lodging)
- request for advance payments

The form may be obtained from the mail room, the purchasing office, or the office of an administrative assistant for the employee’s area. Requests should be accompanied by a copy of brochures, fee schedules,
or other material listing the costs included in the registration fee. The president or his designee must specifically approve requests for excess subsistence.

The travel request form should be completed substantially in advance of the planned date of travel. The form is subject to the normal approval process. If approved, the form will be forwarded to the purchasing office where it will be filed until the travel has been completed. The traveler will obtain reimbursement by submitting a colleague reimbursement requisition with the actual travel expenses and appropriate backup.

Payment of registration fees must be approved in advance by the president or his designee. Registration fees may be paid directly by the college or the employee may pay the fee and then be reimbursed. Employees may not claim separate reimbursement for meals included in registration fees.

**Advances**

It is anticipated that all travel on college business will be accomplished on a reimbursement basis. In unusual cases in which it would be a financial hardship for an employee to pay the cost of the travel and then be reimbursed, the college president may authorize an advance of funds which does not exceed the estimated out-of-pocket travel expense. Advances may be made for registration and subsistence. Advances will not be made for estimated mileage. All advances will be deducted from the employee’s travel reimbursement.

In the event that the advance exceeds the cost of the trip, the excess advance must be paid back within 30 days of the completion of the travel. Regardless of the date of travel, all advances must be settled no later than June 15.

Advance checks will not be prepared and given to employees earlier than one week prior to the beginning of travel. A log of advances and repayments will be maintained in the purchasing office.

**Prospective Professional Employees**

Approval for reimbursement of transportation expenses of prospective professional employees visiting the college for a call back employment interview may be approved by the college president or the president’s designee. These expenses are limited to transportation and subsistence for three days at the in-state rate. Amounts in excess of $1,000.00 must be approved by the NCCCS president and the Office of State Budget and Management.

**Students**

Students who travel on official college business are subject to these regulations, including statutory subsistence allowances, to the same extent as college employees. Travel by students for the purpose of participating in athletic events and activities of student organizations must be paid from funds supporting the particular organization or activity, not state funds. In addition, state funds shall not be used to charter transportation for student field trips, unless the trip is a mandatory course requirement and was part of the course outline from inception.

**Penalties and Charges Resulting From Cancellations**

Penalties and charges resulting from the cancellation of travel reservations (including airline, hotel reservations, and/or conference registration) shall be the college’s obligation if the employee’s travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the college. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee’s obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee’s immediate family or other critical circumstances beyond the control of the employee, the college may pay the penalties and charges.
Subsistence

24-Hour Period, Lodging, and Meal Allowance

Reimbursement for subsistence shall be limited to $103.20 for in-state or a total of $117.70 for out-of-state for each day.

Lodging

Reimbursement of actual costs of overnight lodging must be documented by a receipt of actual lodging expense from a commercial establishment. Lodging costs may not exceed the maximum listed above unless approved by the president or his designee. This documentation must be sent to the purchasing office to support the online requisition. Daily hotel allowances are to be reported as incurred on the date on which the night’s lodging begins.

Meals

Reimbursement for meals shall not exceed the amounts shown in Table 4.

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 8.30</td>
<td>$ 8.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$ 10.90</td>
<td>$ 10.90</td>
</tr>
<tr>
<td>Dinner</td>
<td>$ 18.20</td>
<td>$ 21.30</td>
</tr>
<tr>
<td>Total</td>
<td>$ 37.40</td>
<td>$ 40.50</td>
</tr>
</tbody>
</table>

Employees may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return. The employee must meet travel criteria to be eligible for reimbursement for the following meals:

- Breakfast – depart duty station prior to 6:00 a.m.
- Lunch – depart duty station prior to noon (day of departure) or return to duty station after 2:00 p.m. (day of return)
- Dinner – depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return)

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

Daily Travel (not overnight)

Employees will be reimbursed for lunches only if travel involves an overnight stay, except as shown in limitation on meal allowances described below. The employee must meet travel criteria to be eligible for allowances for the breakfast and evening meals:

- Breakfast – depart duty station prior to 6:00 a.m. and extend the normal workday by two hours
- Dinner – return to duty station after 8:00 p.m. and extend the normal workday by three hours

To be eligible for both meal allowances, the employee must have worked five hours longer than the normal workday, and the travel must involve a travel destination located at least 35 miles from the employee’s regularly assigned duty station. The time of departure and/or arrival must be stated on the travel reimbursement request.

Limitations on Meal Allowances (when overnight travel is not required)

A college employee may be reimbursed for meals, including lunches, when the employee’s job requires his or her attendance at the meeting of a board, commission, committee, or council in his or her official
capacity and the lunch is pre-planned as part of the meeting for the entire board, commission, committee, or council. This provision does not apply to conferences, seminars, or workshops unless the lunch is a pre-planned part of the formal agenda, and/or is included as a part of the registration fee.

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

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

Employees claiming reimbursement under this provision shall be allowed the statutory rates. Cost of meals furnished with other related activities (registration fees, conference costs, in a transportation charge such as an airline fare, etc.) may not be duplicated in reimbursement request. Employees are allowed to claim reimbursement for meals even though they are shown and offered as part of a flight schedule on a commercial airline.

**Excess**

No excess will be allowed for meals from state funds unless such costs are included in registration fees and/or there are predetermined charges or the meals were for out-of-country travel. The college president or his designee may grant excess subsistence for meals while traveling out-of-country.

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

**Reimbursement for Other Costs**

Tips for handling baggage at common carrier terminals and tips for the handling of baggage when arriving at or departing from the place of lodging are allowed and must be itemized under “other expenses.” These tips are not counted toward the authorized subsistence maximums. Tips for transporting (e.g., taxi or limousine) are not reimbursable from state funds. Tips for room service, valet, and other hotel services are not reimbursable from state funds. The costs of laundry, entertainment, alcoholic beverages, “set-up,” between-meal snacks or refreshments, and other personal expenses are not reimbursable.

**Telephone Calls**

Official business phone calls are not reimbursable from state funds. Official business calls may be reimbursed from non-state funds up to $5.00 without the point of origin and destination being identified. If the cost of the call is greater than $5.00, the origin and destination of the call must be identified.

While traveling, employees are not allowed to charge long distance phone calls to state funds. All long distance phone business calls must be paid from non-state funds.
An employee who is in travel status for two or more consecutive days is allowed one personal long distance telephone call for each two days of travel. The reimbursement may not exceed $3.00 for each in-state call or $5.00 for each out-of-state call. Reimbursement must be made from non-state funds.

Employees may be reimbursed for a personal long distance call if such call is of an emergency nature as determined by the college. Appropriate documentation and justification must be filed with the reimbursement request. Reimbursement must be made from non-state funds.

**Registration Fees**

State law allows reimbursement of the actual amount of conference registration fees as shown by a valid receipt or invoice (G.S. 138-6(a) (4). Registration fees may be paid by the college or the employee.

- To reimburse an employee for a paid registration fee, the employee must provide documentation of the expense by a receipt. The employee, not the college, is responsible for obtaining the receipt. If a receipt is lost, and reimbursement is claimed, a copy of the cancelled check used to pay the registration fee cannot be used as a valid receipt. The employee will have to exercise due diligence to obtain a receipt in order to be reimbursed.
- If registration is paid by the college directly to the vendor through the accounts payable process, the proper registration fee documentation (e.g., brochures or invoices) must be received for payment to be processed and filed with the expense voucher as with other accounts payable invoices.
- Fees paid for registration to a conference shall be distinguished from tuition paid to a college or university. Registration will be charged to the registration fee object (531430). Tuition will be charged to employee education expense object (539800).

Requests for convention or conference registration fees must be approved by the president or his designee. Approval must be received prior to the convention or conference dates and must be included on the travel authorization. Unrelated items, such as tours and social activities, included in the registration fee will not be paid by the college. Meals that are included in the registration fee will not be reimbursed separately. Requests will not be approved unless full justification is given on the request form. Requests should be accompanied by a copy of brochures, fee schedules, or other material listing the costs included in the registration fee.

**Transportation**

**General Policy**

Authorization of the mode of travel is to be made by the college president or his designee, subject to these regulations.

**Private Cars**

*Use of Private Car for Convenience of the College*

College employees may use their private cars at the reimbursement rate approved by the Board of Trustees under the following circumstances:

- For round trips not exceeding 75 miles, when specifically authorized by the president or his designee and only when a college-owned vehicle is not available
- For round trips in excess of 75 miles when there is no college vehicle available and air coach is more expensive or not feasible
- When the employee has a physical disability which requires specialized equipment for operation of a motor vehicle that is not available on cars purchased on state contract
When such use is to the college’s advantage, due to particular requirements of the employee’s duties. Reimbursement is limited to direct mileage between stops on the employee itinerary.

**Use of Private Cars for Convenience of the Employee**

College employees on official college business may use their private cars for personal convenience according to the rate established and adopted by the Board of Trustees or air coach rate, whichever is less. Subsistence expense is reimbursable only for the period required for airplane travel. Reimbursement will not be authorized for expenses which exceed the established rate of travel or actual air-coach rate when:

- a college owned vehicle is available
- railroad, airplane, or other alternative transportation is feasible and would be more economical, considering transportation, subsistence, and salary costs

**Transportation Reimbursements**

Tolls and parking are reimbursable to employees when using personal vehicles. Actual costs of tolls and parking are reimbursed with a receipt.

Reimbursement may not be made for commuting between an employee’s home and his or her duty station.

Reimbursement may be made to Board of Trustees’ members for their commute from their home to their duty station to conduct official College Board meetings.

Reimbursement for travel between the employee’s duty station and the nearest airline terminal and for appropriate parking may be made for travel under the following circumstances:

- Airport limousine – round trip limousine fare
- Taxi – actual cost when supported by a receipt
- Private Car – mileage reimbursement will be paid at the rate adopted by the Board of Trustees for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for airport parking claims.

Reimbursement for travel to and from the airline terminal at the employee’s destination may be made under the following circumstances:

- Airport limousine – one round trip limousine fare
- Bus – one round trip bus fare
- Taxi, when shuttle service is available – one round trip shuttle fare; actual cost supported by receipt
- Taxi, when shuttle service is not available – one actual fare to and from the airline terminal

**Commercial Airlines**

Tickets for commercial air travel may be purchased by the college or by the traveler. If tickets are purchased by the traveler, the traveler should file for reimbursement as with any other expense. Airline tickets should be the most economical possible. Exceptional conditions requiring the use of first class accommodations may warrant reimbursement provided a statement of the condition is attached. A receipt is required for reimbursement. Flight insurance is not reimbursable.

**Non-Commercial Air Travel**

Request for all travel as passengers on non-commercial (charter flights) aircraft are made and approved in the same manner as transportation by other means.

**Scheduled Bus and Train Service**
The actual cost of coach fare for rail and bus service on college business is reimbursable, as is the actual cost of coach fare when overnight trips are required.

_Taxis and Limousines_

The actual costs of taxi and limousine fares are reimbursable when required for college business. Taxi fares are not reimbursable for inner city transportation except in emergencies when no less expensive mode of transportation is available within a reasonable period.

_Rental Cars_

Rental car charges at the least expensive available rate are reimbursable when required for inter-city travel when no alternate mode of transportation is practical. No reimbursement may be made for use of a rental car in-state when a college or private car is available.

_Travel and Allowances for Part-Time Instructors_

Temporary full-time or part-time curriculum and extension instructors who travel more than 15 miles to or from a duty station for the purpose of teaching curriculum and extension courses may be paid mileage expense in justified cases approved in writing by the college president or his designee. This policy is not intended to reimburse normal commuting expenses.

Subsistence and lodging for temporary full-time or part-time curriculum and extension instructors may be paid when it is deemed more economical for the employee to stay overnight rather than to charge transportation costs on successive days.

If part-time employees are required to travel to a conference, seminar, etc. beyond the times stated in their instructional contracts, salary can be paid for the part-time employee to attend the conference, seminar, etc. A new contract must be generated and the new contract shall include written justification stating that the college requires the part-time employee to travel. The new contract costs must include driving time to and from the conference, seminar, etc. as well as the time spent attending the conference, seminar, etc. The new contract salary costs shall not include time spent each day before the conference, seminar, etc. convenes nor time spent each day after the conference has adjourned (i.e., time spent each evening in their hotel room or participating in events that state funds normally would not support). Salary will only be calculated according to a formal, printed, preplanned agenda according to the day’s activities. Salary will be expended from a part-time salary object.

_Request for Reimbursement_

Employees may request reimbursement for their travel when they return from the trip. Reimbursement requests should be submitted to purchasing using an electronic colleague requisition. In certain areas of the college requisitions are prepared by designated administrative assistants. These areas are free to adopt policies for the transfer of information from the traveler to the administrative assistant including paper reimbursement forms. Paper reimbursement forms may be used as a convenience in those situations but cannot be used as a substitute for the colleague requisition when submitting a reimbursement request to the purchasing office.

The requisition should list, on separate lines, all reimbursable items such as mileage, meals, lodging, etc. When the requisition is complete, the requisition number is written on each piece of the documentation and submitted together to the purchasing office.
Timely Filing
Employees are responsible for their own requests for reimbursement. All reimbursement requests shall be filed for approval and payment within 30 days after the travel period has ended. “Travel period” is defined as the calendar month during which the travel occurred.

President’s Travel
Written authorization for the college president’s travel while performing official duties for the college must be secured and approved by the college’s Board of Trustees or a senior administrator designated by the board. Approval may be secured annually to cover the fiscal year in which travel will occur, or approval may be secured as the need arises. Reimbursement procedures must be followed as outlined above.

Guests of the President
The president of the college may be reimbursed from state funds for meals for himself and non-college employees who are his official guests, when accompanying them in the course of conducting official college business. Non-college employees include but are not limited to board members, college advisory board members, and curriculum advisory board members. Such meals are not subject to the daily maximum limitations on amounts contained in these procedures, and the limitations pertaining to minimum distance from duty station do not apply. Cost of meals and other expenses for family members of college employees and/or non-college employees conducting official college business are not reimbursable from state funds.

Purchasing

Historically Underutilized Business Plan
It is the intent of the Board of Trustees of CCCTI to encourage and promote equal opportunities for Historically Underutilized Businesses (HUBs) in order to foster more diverse participation in all aspects of procurement and contracting opportunities at the college. Further, it is the policy of the board to prohibit discrimination against any person or business on the basis of race, color, sex, religion or national origin.

To further these objectives, the board has adopted the “College Plan to Increase Participation by Historically Underutilized Businesses in the Procurement of Goods and Services” dated September 25, 2001. A copy of the plan is included in this manual. (See Appendix B)

Processing Requisitions and Purchase Orders
The following procedures should be followed in ordering supplies, material, equipment, or services for use by the college. Procedures are designed to comply with the rules and regulations adopted by the state of North Carolina, the General Statutes and the Purchasing Manual of North Carolina – Division of Purchase and Contract. This procedure applies to all organizational elements and employees. It is applicable to the Student Government Association and clubs. These procedures apply regardless of the source of funds.
Definitions of Terms

Capitalized Assets – property, such as land, buildings and equipment, with a cost equal to or greater than $5,000 and a useful life of two or more years. Capitalized fixed assets are acquired for use in normal operations and are not for resale. These assets may be subject to depreciation. All capitalized assets should be entered into the Fixed Asset System. The college will also enter assets with a cost of at least $1,000 and less than $5,000 into the fixed asset system for tracking purposes only. These assets will not be capitalized for financial statement purposes. Computers are entered into the fixed asset system for tracking regardless of cost. Capitalized assets will be purchased using the appropriate equipment general ledger codes.

Non-Capitalized Assets – for financial reporting purposes, assets costing less than $5,000 are expensed; they are neither capitalized nor depreciated. Items costing less than $500 are considered supplies and will be purchased using supply object codes. Non-capitalized equipment costing at least $500 and less than $1,000 will be purchased using the expense object code “555100” (Non-capitalized equipment). Object code “555100” will be used with current operating purpose codes (1XX, 220, 3XX, 4XX, 510). Note that certain items designated High Risk will be accounted for as noted below regardless of cost.

High Risk Assets – will be purchased using the expense object code “555200” (Non-capitalized Equipment-High Risk). The Community College System considers the following equipment to be high risk:
- data processing and networking equipment
- servers
- computers
- portable projectors
- iPads and other tablets
- guns
In addition, all equipment items costing at least $1,000 and less than $5,000 will also be purchased using the object code “555200” and will be added to the fixed asset system. These items will be added to the fixed asset system using a fund source of “9.”

Supplies – items that will wear out or be consumed within a period of one year during normal use or that cost less than $500. These items will not be added to the fixed asset system in Colleague.

Purchases for Resale – items that are procured specifically for resale rather than use by the college.

State Contract – the state of North Carolina Division of Purchase and Contract enters into contracts with vendors to supply a variety of items. As a component unit of the state of North Carolina, the college is required to use these contracts when purchasing goods and services.

Colleague – the information system used by the college. Colleague collects information from and sends information to the state e-procurement system.

E-Procurement – a web-based purchasing system operated by the state for the use of state agencies. E-procurement must be used for the creation of requisitions and purchase orders. E-procurement is interfaced with the college’s Colleague information system. The creation of a requisition in e-procurement leads to the automatic creation of a Colleague requisition.

Responsibilities
The originator of the requisition is responsible for creating the requisition in e-procurement and ensuring that the requisition is created properly in Colleague, that the Colleague requisition is complete and accurate, and that the requisition is approved in Colleague. The originator is responsible for determining the proper budget line and for ensuring that adequate funds are available.

The purchasing staff will conduct a final review of requisitions prior to approving them. Once this final approval has been entered, the purchase order will be created in e-procurement.

The controller and purchasing staff are responsible for monitoring compliance with internal and state purchasing procedures.

**Procedures**

To create a requisition, the originator must be established as a user of the e-procurement system and a user of Colleague. Employees should contact the purchasing agent for a user name and password for the e-procurement system and the system administrator for a user name and password for Colleague.

Once a requisition is created in e-procurement, that system will interface with Colleague and a requisition will be created in Colleague. The originator will be notified by email. The originator should then review the Colleague requisition to see that it contains all the necessary information and submit it for the approval process.

The final approval on all requisitions is entered by the purchasing staff. Once the requisition has received final approval, the information is passed to e-procurement and a purchase order is created. The purchase order is sent to the vendor using the method (mail, email, or fax) requested by the vendor when they registered with e-procurement.

A receiving report is sent to the originator by the purchasing staff. The originator is required to sign the receiving report and return it to the purchasing office when the goods or services are received. Failure to do so will delay payment to the vendor and may adversely affect the college’s ability to continue to procure goods and services.

Purchases may only be initiated if sufficient budgeted funds are available. Proper approvals must be obtained prior to purchase. Since state law permits the use of funds by authorized persons, payment for unauthorized purchases is the responsibility of the employee placing the order.

Materials may only be purchased from vendors who have registered with the e-procurement system. Contact the purchasing agent to assist vendors with registration.

The time frame between placing an order to the actual receipt of goods varies, depending on the items purchased. It is the responsibility of the originator to begin the process in sufficient time for all purchasing requirements to be met.

**Requirements**

If an item is on state contract, it must be purchased from the vendor specified on the state contract. To determine if an item is on state contract, visit the purchase and contract website. Contracts are listed numerically by contract and alphabetically by commodity.

It is the responsibility of the originator to document that the item is not on state contract. If the item is not on state contract, the following procedures must be adhered to when ordering supplies, equipment, services, and materials. The dollar limits refer to the total amount of the invoice, including freight and sales tax, not the line item.
• Less than $2,500: Obtain the best source at the best price, no quotes are required.
• $2,500 to $4,999: Obtain at least three quotes and document using the Request for Telephone Quotes (CCC-279). Quotes may be obtained by phone, email, or internet. No documentation is required if the lowest price is chosen. However, if the lowest price is not chosen, the reason must be documented. Valid reasons include, but are not limited to quality, timeliness, and service.
• $5,000 to $9,999: Obtain three written quotes using the Request for Written Quotes (CCC-140). No documentation is required if the lowest price is chosen. However, if the lowest price is not chosen, the reason must be documented. Valid reasons include, but are not limited to, quality, timeliness, and service.
• $10,000 or greater: Purchases of $10,000 or more must be submitted to the Office of Purchase and Contract in Raleigh. The college’s purchasing office will assist in preparing and submitting formal bids in accordance with the guidelines of the State Purchasing Manual.

The dollar thresholds may not be circumvented by piecemealing the orders. Piecemealing is defined as preparing multiple requisitions at the same or nearly the same time so as to make it appear that the orders are smaller than they actually are. The purpose of competitive bidding is to obtain the best goods at the lowest price. It is the obligation of all faculty and staff to make the best and most efficient use of the public funds with which the college is entrusted. The college is committed to observing the spirit as well as the letter of the competitive bidding rules. Any attempt to evade the competitive bidding rules is prohibited. These rules apply to funds from all sources. (Requests for textbooks to be purchased by students should be forwarded directly to the director of college stores. Books, films, AV supplies, and other LRC materials are ordered directly by the LRC).

The originator should follow up on all orders that are outstanding for longer than 30 days. Orders that are outstanding on June 30 of each year will be canceled automatically unless the vice president of finance and administration authorized payment from the ensuing year in which case the purchase order is closed, but the order is not cancelled.

**Purchase Approvals**

Good purchasing procedures require that purchases of goods and services are approved by the appropriate level of management. This policy defines the minimum approval levels for the purchase of goods and services.

**Policy**

A requisition will not be considered approved and a purchase order will not be issued until the requisition is approved by the appropriate level of management. The appropriate level of approval is determined by the total amount of the requisition and, in some cases, by the items being purchased. Requisitions may not be broken into smaller amounts to avoid higher level of approvals. All approvals will be online in the Colleague system. No paper requisitions will be processed.

**Procedure**

Anyone with access to the REQM process in Colleague may prepare a requisition. Only persons who are designated as budget managers and given access to the APRN screen may approve requisitions.

**Minimum Required Level of Approval**

<table>
<thead>
<tr>
<th>Amount of Requisition</th>
<th>Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>$499 or less</td>
<td>chair/director</td>
</tr>
<tr>
<td>$500 to $4,999</td>
<td>vice president</td>
</tr>
</tbody>
</table>
This does not mean that chairs/directors would not approve requisitions greater than $500 for their areas. It does mean that their approval is not sufficient. The normal procedure for a $5,000 requisition, for example, would be for the chair/director to approve the requisition and then forward it to the vice president who will approve and forward to the president.

Requisitions for data processing equipment and software must also be approved by the vice president, technology and instructional support services. Certain requisitions may require other approvals not covered here.

This procedure outlines the minimum approval requirements. Individual departments may set guidelines that are more stringent. For example, a vice president may wish to approve all requisitions for his or her department. If so, the vice president may instruct the budget managers who report to him to route all requisitions to him for approval. This procedure will be internal to the department and will not be reflected in Colleague’s approval settings or the requirements of purchasing.

**Equipment and Inventory Control**

The college maintains an inventory of equipment with a purchase price greater than $1,000. Items categorized as high risk are inventoried regardless of cost.

**Definitions of Terms**

Depreciation – the allocation of the cost of an asset over the course of its useful life. The college uses the straight-line method of depreciation for all depreciable assets.

Custodian – the employee who is responsible for an equipment item. This is usually the person who uses the equipment. If you have a computer on your desk, you are the custodian of that computer. Custodians are responsible for safeguarding and accounting for the assets under their control.

Equipment Inventory – the college will verify all items on the equipment inventory annually. The verification requires the physical observation of each inventory item. The business office will send inventory managers a listing of all inventory items in their areas. Inventory managers should locate each item on their list as well as inspecting their areas for equipment that does not appear on the inventory listing.

Excess Property – property not required by a particular segment of the college. This property is available for transfer to another segment that can utilize the property.

Inventory Tag – an inventory tag numbered in sequence placed on equipment items by the equipment specialist. The serial number will be recorded on the computer printout by the business office.

Surplus Property – property not required by the institution. This property will be reported to the business office on the Inventory Transactions form (CCC-275) for appropriate action.

Equipment Specialist – business office employee designated by the vice president of finance and administration to coordinate inventory transactions.
Responsibilities
The vice president of finance and administration is responsible for supervising the operation of the equipment/property control system and for updating this policy as required. The vice president will recommend any action needed to adjust accounting records to the president.

Senior administrators are responsible for designating an employee in each area to coordinate the equipment inventory process. This employee will be known as the inventory manager. Each senior administrator will review and take appropriate action on inventories conducted within the administrator’s area of responsibility. Appropriate action includes notifying the equipment specialist in writing of all equipment that should be removed from inventory for whatever reason.

The president is accountable for all college property. He or his designees will approve the acquisition, use, and disposal of all college property.

Inventory custodians maintain physical and administrative control of property assigned; assist in the maintenance of departmental inventory printouts; assist in performance of inventory; prepare written documentation required to substantiate loss, damage, or destruction of property assigned; and recommend in writing the removal of equipment from inventory due to cannibalization, exhaustion, loss, etc.

The equipment specialist maintains the equipment inventory ensuring that new items are added to the inventory and entering the transaction forms submitted by the custodians.

Purchase and Assignment of Equipment
Equipment may only be purchased if sufficient budgeted funds are available. Proper approvals must be obtained prior to purchase. Orders submitted with proper prior approval are unauthorized and payment for unauthorized purchases is the responsibility of the employee placing the order.

If an item is available on state contract it must be purchased from the contract vendor. The cost of items which are on the state contract, but are purchased from noncontract vendors becomes the responsibility of the originator.

Use of Equipment Off-Campus
State policy does not permit individuals to remove equipment from campus for personal use. Any removal of equipment from campus for business purposes must be approved by the vice president of finance and administration. Each instance must be evaluated individually. Requests to move equipment off campus should be initiated by completing Form CCC-185 located in the business office. Phones, laptops, iPads and other mobile computing items issued to employees may be removed from campus for business use only.

Relocation of Equipment
All items entered on the equipment inventory are identified with an asset tag. The tag displays the number assigned to that item on the equipment management system. The location of that item is noted in the system. The inventory tag should not be removed from the equipment. If the tag becomes damaged or the number becomes illegible, notify the equipment specialist. If any tagged equipment is moved an Inventory Transaction form must be submitted with the new location.

Procedures for Annual Inventory
The dates for the fixed asset inventory will be determined each year based on the operational requirements of the college. The inventory will normally be scheduled in the early spring so that it can be
completed prior to the fiscal year-end on June 30. The equipment specialist will meet with the inventory managers from each area prior to beginning the inventory process.

An inventory listing for their areas will be given to the senior administrators. The senior administrators will work with the appropriate inventory managers to ensure that the inventory is conducted efficiently and completed by the designated date. Inventory managers may conduct the inventory themselves, or they may coordinate the efforts of the custodians in their area.

Any discrepancies should be noted on the inventory printout. Discrepancies would include inventory on the printout, but not in the location, inventory in the location, but not on the printout or inventory in a different location than the one listed on the printout.

The inventory will be completed within 30 working days from the receipt of the inventory printout. Printouts and notations will be returned to the equipment specialist.

The inventory manager for each area will complete the program report-internal equipment audit form (DCC 4-13) certifying that each area has been inventoried and identifying any items not located. The manager should record the date of the inventory and enter the name and title of the individual completing the inventory. The manager should rate the security, identification and utilization of the inventory items by assigning a grade of excellent, good, fair or poor. Ratings of fair or poor require a written explanation in the comments section of the form.

A listing of equipment in each area that is not shown on the printout should be prepared and attached to form DCC 4-13. This listing should be itemized by inventory number, item description, and room number. This information will be useful in resolving any missing items in other areas.

The equipment specialist will review the inventory printouts for discrepancies. Those requiring adjustments will be referred to the vice president of finance and administration. The following actions will be undertaken:

1. An investigation of the loss or suspected loss will be made to collect information pertaining to the loss.
2. A report of the findings and recommendations will be made to the president by the vice president of finance and administration.
3. The president will approve the report or indicate his decision with respect to responsibility for the loss.
4. The vice president of finance and administration is responsible for the submission of form DCC-4-13 to the state coordinator of equipment. The report of investigation indicating the president's decision will be attached.

**Reporting Damage, Theft, or Misuse of State Funds/Property**

The damage, theft, embezzlement or misuse of state-owned personal or real property by institutional officials or employees should be reported to the Director of the State Bureau of Investigation in accordance with G.S. 114-15.1.

**College Stores**

The college store for the Caldwell campus is located in room 102 of Building E, adjacent to the student lounge. The Watauga store is located on the Watauga campus in the center modular building. The hours of operation are posted at the store and are available online on the bookstore webpage. Any changes in
schedule, either temporary or permanent, will be posted as far in advance of the change as possible. The stores accept cash, checks (for the amount of purchase only), VISA and MasterCard (if the cardholder is present with ID).

The college store is treated as an auxiliary enterprise of the college and is operated for the convenience of students, faculty, and staff. Revenues and expenses of the store are tracked in a separate institutional purpose fund in the college’s general ledger. It is the intent of the administration that prices in the store will be set at the lowest practicable point so that the store will operate near the break-even point or with a small profit. Under no circumstances will the store be allowed to operate at a loss for any extended period. The appropriate non-textbook inventory of the store will be left to the discretion of the director of college stores.

**College Stores Operations**

*Book Adoptions*

The director of college stores will establish the deadline for book adoptions for each semester. This deadline is driven by the need to post book titles, ISBNs and price estimates in time for student registration for the coming semester as required by the Higher Education Opportunity Act. Additionally, this deadline will allow for the ordering and delivery of necessary textbooks for each semester. Books ordered in one semester are for sale and are used in the subsequent semester. Books are ordered for one semester only.

The director of the college stores reports to the vice president of finance and administration.

*Ordering Textbooks*

Instructors will submit title recommendations to their department chair for their course and section. The chair will review each request and, if approved, will send a listing of approved texts to the director of college stores by the adoption deadline set by the director of college stores.

Textbooks adopted for a specific course should remain the adopted text for that course for a minimum of two years, unless the material becomes outdated or the edition changes. No textbook changes will be made without permission of the department head. Textbook adoptions should be submitted for all courses. Courses that have no required text should also be noted. The director of college stores will review the listing, contacting the department chair or specific instructors if questions arise. The vice president of curriculum and adult education may be consulted by the director if adoptions are not turned in or if complications arise throughout the process.

When the information is available in Colleague, the director will import a course list into the text management system. The textbook information (book adoptions) will be added to the course list and estimated sales per text will be calculated based on past sales and expected sales; this will create an open to buy quantity per title. Items expected to be purchased as “used” will also be marked, and a list will be generated at the end of the current term. If used book goals are not met via the end-of-term buyback hosted by the bookstores, the director will generate a used book want list or auto generate purchase orders by vendor. Book wholesalers will be contacted as needed to fill the remaining used book need. If used books are not available, the college store will order new books to supply the number of books needed.

Requests received by the director will be processed in a timely manner. The director will inform the requestor if the text is not available or the shipment is delayed.
The director should be informed as soon as possible of changes in textbook adoptions so the bookstore can return any new books on hand. This information is also needed to determine which used textbooks will be purchased at the book buy back.

Supplies, soft goods, gift items, computer programs, and computer supplies will be ordered by the director or bookstore technician.

Cancellation of Orders
The department chair may request that the director cancel an order. The director will determine if cancellation is possible and inform the chair. If cancellation is not possible the director and the chair will decide how to handle the order.

Receiving Orders
When goods are received bookstore personnel match the items received against the packing list or purchase order. If the order is complete, the packing list will be checked (√), dated, and initialed by the employee and given to the director. The director will proceed to “receive” the books in the bookstore POS system.

The director will process invoices for payment in a timely fashion by creating vouchers in Colleague. The original invoice and any applicable notes will be forwarded to the business office for payment.

Any incomplete purchase orders will be investigated by the director by contacting the vendor/publisher, tracking orders or cancelling items as needed to clear out the purchase orders. Vendors will be notified as needed regarding incomplete shipments and/or damaged items and the director will record credits received.

Receiving Items Not On Order
If the store receives merchandise not ordered from the vendor, the director will take necessary action to return the items, first notifying the vendor of the incorrect shipment. If the vendor is in error, the director will request a return authorization and shipping labels from the vendor and will return the items.

Returning Items
The director may return items that are only used certain times a year to reduce store investment and risk. Based on the return policy of each vendor, the director may need to call or fax vendors for return authorization.

If permission is granted, the director will proceed with the return procedure. The director will keep copies of the on file until a credit memo is received. Items will be deducted from inventory when shipped and credit memo information will be recorded in the POS system when the credit is received.

If permission is not granted the director will attempt to sell unreturnable or old edition books to various wholesale vendors or may discuss with the department chair other means of action. After appropriate efforts have been made to sell “no return/no buyback” items, the bookstore may remove items from inventory and send them to be recycled.

Physical Inventory
The college store will conduct a physical inventory of all items for resale at June 30. An inventory detail report will be printed before freezing items on-hand. All items for resale in the stores will be scanned, counted and uploaded into the POS where perpetual inventory amounts will be adjusted to actual. Any discrepancies will be investigated and corrections made. A final priced inventory listing will be printed.
and sent to the business office along with a list of any unused credit memos. The controller will record the
bookstore inventory on the general ledger.

Extending Credit
Students who receive financial aid or are sponsored by a financially responsible third-party may charge
books and supplies. The financial aid award must be posted to the student’s account or the student must
be designated as sponsored in Colleague before charges may be made. Students must provide their student
ID number and show a proper photo ID. Charges will be allowed during designated dates and times as
advertised by the bookstores.

Students who choose to pay their tuition using the deferred payment plan may not charge books.

Proceeds
All expenditures of the bookstore shall be consistent with State Board of Community Colleges Code.
Bookstore receipts shall first be used to support bookstore operating expenses including, but not limited
to salaries of bookstore personnel, supplies, travel, materials, equipment associated with the operation of
the bookstore, enhancements of the bookstore, and bookstore facility support costs, such as, utilities,
housekeeping, maintenance, and security. The Board of Trustees is responsible for establishing the mark-
up and shall periodically review its mark-up on textbooks and the use of profits to assure that student
costs are held to a minimum.

The amount of mark-up to be charged on new textbooks is 25 percent. The mark-up on used textbooks
varies depending on the cost of used book and whether additional components like access codes are
required separately. [Example: If a used book and access code are required but together cost more than
the new book bundle, the mark-up on the used book is decreased.] Most used books have a mark-up of 30
percent and the mark-up for other items varies. The college reserves the right to charge less than 20
percent on items of major purchases (e.g., computers and associated equipment) as well as to have a
variable mark-up on incidental items (e.g., pencils, pads, and pens).

Funds in excess of these operating expenses shall be expended consistent with the following provisions:
funds may be used to support instruction, student support services, student financial aid (e.g.,
scholarships, grants, loans, work-study), student refunds, student activities, giveaways to students,
curriculum development, program improvement, professional development, instructional equipment and
capital improvements related to facilities associated with the bookstore and/or student activities; funds
shall not be used to support supplemental compensation or benefits of any personnel except bookstore
personnel, administrative costs, and promotional giveaways to individuals other than students,
entertainment expenses, fundraising expenses and capital improvements not allowed under the above.

All expenditures shall be consistent with the mission and purpose of the community college system.

Salespersons
Book salespersons or reps may consult directly with the director or with members of the faculty. Faculty
members are not to be interrupted by salespersons or visitors while they are teaching.

Check Cashing
The college store will cash checks for students and employees written for $10.00 or less. No more than
one check may be cashed by any individual in one day. Students and employees must put their Colleague
ID number on their checks.
Bad Checks
Writing a bad check is a crime subject to both criminal and civil penalties. The college reserves the right to pursue all legal remedies available.

If a check is returned to the store for any reason (e.g., insufficient funds or account closed) other than verifiable bank error, the person writing the check will be prohibited from writing checks to the college. For additional procedures regarding bad checks see the Returned Checks portion in this section of the manual.

Communications

Mail Service

Incoming Mail
Mail is picked up from the college post office box in Lenoir around 2:30 p.m. and delivered to the mail room on the Caldwell campus. Hudson post office delivers mail to the college daily at approximately 12:30 p.m. Mail distribution is made as soon as possible to appropriate mailboxes located in the mail room. All major segments of the college will pick up their mail from the mail room. Full-time faculty members receive their mail from distribution boxes in the faculty office.

Outgoing Mail
Mail is dispatched from the mailroom twice each business day at approximately 12:30 p.m. and 4:00 p.m. Mail to be dispatched should be in the mailroom at least 30 minutes prior to dispatch time.

Courier Mail
Courier mail is a service provided by the North Carolina Department of Administration that delivers official state government mail between state agencies, as well as, city, county and local governments, and universities. Courier mail is delivered to predetermined drop boxes. Designated users are provided with a key to the drop box and have the ability to deposit mail or retrieve mail daily. Courier mail is billed at the USPS rate less 30 percent.

Mail that is to be sent by courier should be placed in the box labeled maintenance in the mailroom. An example of a properly addressed courier letter may be found on the Department of Administration website. Please note mail that is going courier may not arrive at its destination by the next day. The Courier number for all boxes in the state can be found at the Department of Administration website: http://www.doa.nc.gov/msc/couriermail.aspx.

Federal Express
Federal Express pick-up hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. However, pickups between 3:00 p.m. and 5:00 p.m. require that Federal Express be called by 3:00 p.m. Federal Express supplies are kept in the mailroom in A Building.

After getting supplies from the mailroom, the individual is responsible for completing the address label in its entirety (specifying if the package will be charged to the college’s account or to the receiver’s account), calling Federal Express for pick-up and delivery, and taking the package to the main switchboard as soon as possible for Federal Express pick-up. Please note that on Fridays pick-up must be made by 2:30 p.m. due to the fact that the college will close at 5:00 p.m.
If an employee receives a package from Federal Express, the individual will be notified as soon as possible.

**UPS**

UPS packages are delivered to M Building. Packages will be delivered to the addressee’s department by the maintenance staff. The following information will be recorded for each delivery: (1) package quantity, (2) supplier(s) name(s), (3) date, (4) receiver’s signature, and (5) department/employee to whom delivery is made. The maintenance department will provide the form to capture the above information. The official file for campus deliveries will be maintained by the secretary to the maintenance staff. When packages are delivered, they should be inspected as soon as possible for damage or any condition which may require returning the item.

Should a package need to be returned, the employee returning the package should use the following procedure: (1) call the supplier/vendor for return authorization, (2) package the carton with proper mailing materials, (3) request package pick-up by the maintenance staff to M Building. UPS will pick up the package from M Building.

Packages to be shipped UPS from the college for repair or general mailing will use the following procedure: (1) package properly, (2) weigh the package, (3) label the package with the correct address with the name of college contact person on the return label and inside the package, (4) know package value for insurance coverage, (5) call UPS local pick-up site for mailing cost(s), (6) contact business office for necessary mailing funds. Packages weighing more than 70 pounds will not be accepted by UPS and must be shipped by common carrier.

**Telephones**

College telephones and voicemail are provided to faculty and staff to conduct college business. All college employees are responsible for abiding by college procedures on the use of telephones.

College employees should not use directory assistance to find phone numbers or make long distance phone calls unrelated to college business. Any charge for directory assistance or personal long distance calls will be billed to the employee whose extension was used to make the call.

If an employee moves from one office to another, they should not remove the telephone and take it with them. The network administrator should be contacted so the extension can be moved to the telephone in the new office.

Employees are responsible for recording a brief, professional voicemail greeting or using the generic system greeting. By default, voice mails remain in mailboxes for ten days after they are opened. After that point, they will be automatically deleted.

Cellphones or reimbursement may be provided to employees as approved by the executive vice president. Cellphones purchased and owned by the college should be used to support college business functions.

**Fax**

College fax machines may be used for official college business only. Each fax should include the college cover sheet listing the number of pages being sent.

**Faculty/Staff Email Policy**
CCCTI provides all employees with email accounts. Email accounts are provided as a communication method for work and must not be used for any other purpose. Email is the official preferred method of communication when delivering information to faculty/staff, students, and others as needed. Email correspondence created with CCCTI’s email accounts is subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official (NCGS.Ch.132).

Employees will not use email to communicate, transmit, or originate any unlawful, abusive, threatening, hateful, or obscene material. Employees will not engage in non-college commercial activities, including political activities, unsolicited advertising, mass mailings, spam/hoaxes, or email chain letters. Email use must comply with the college’s Computer Usage Policy.

Currently, the college uses Microsoft Outlook Live for email accounts.

**Email Profile Picture**
Each employee has the opportunity to display a photograph of him/herself. The photograph must be a current, professional, head-and-shoulders shot, thereby, providing a uniform appearance for all email profile photographs. Personal photos with a professional appearance are acceptable. The email profile picture is optional and can be used at each employee’s discretion.

**Email Body and Signatures**
Email signatures will be uniform in appearance to ensure that college email meets professional standards. Employees will adhere to the following guidelines:

*Email Font*
Simple fonts such as Arial, Verdana, and Calibri will be used. Script and cursive fonts must be avoided due to readability issues.

*Email Signature and Email Body Text Color*
Black is the most legible and recommended text color for signature and email body. Bright and light colors will not be used due to readability issues.

*Email Images*
Images and stationary will not be used in signatures or in the body of the email. This includes background images as well. Images can hinder email delivery and consume storage space.

*Email Template*
The following email template has been deemed appropriate for employee use:

Jane Doe (Employee First Name, Last Name, Academic Title as appropriate)
Director, Student Services (Title, Department)
CCCTI (Institution Name)
2855 Hickory Blvd, Hudson, NC 28638 (Institution Address, Caldwell or Watauga) *optional
828-726-0000 (Phone Number) jdoe@cccti.edu (Email Address) www.cccti.edu (Web Address)

**Email correspondence to and from this address may be subject to the North Carolina Public Records law and may be disclosed to third parties by an authorized state official. (NCGS. ch. 132)**

*Email Add-ons*
Addition of the institution’s physical address (Caldwell or Watauga) is optional. The information regarding NC Public Records law will be appended automatically to every email sent from the cccti.edu
domain. There is no need to add that information to the signature. Quotations, sayings, or any other information unrelated to the institution are not permitted for use as an add-on to signatures.

**Email Archiving and Backups**
The college does not offer email archiving or backups; however, each employee who attends email training is given the opportunity to create an archive folder that resides on his/her computer. Archiving emails into the archive folder is the sole responsibility of the user. If an employee requires assistance in setting up an archive folder, he/she should contact the email administrator.

**Email Size Limits**
Outlook Live restricts the size of incoming and outgoing emails. The email size is restricted to 25 MB including the message header, body and any file attachments. All email correspondence must adhere to this size limit.

Outlook Live restricts the size of email inbox storage. Email inbox storage limits are 10 GB. Users will receive a message from Outlook Live before storage limits are reached. This message will advise users to delete unwanted emails or to move them to another location.

**Employee Email Procedures**

*Full-Time Employees and Permanent Part-Time Employees*
When full-time or permanent part-time employees are hired, the director of human resources or designee will complete the email account request form located on the college’s portal site and submit it to the email administrator.

When full-time or permanent part-time employees are terminated, the director of human resources or designee will notify the email administrator via email.

New employees must register for email training as it becomes available.

*Part-time Employees*
Using the email account form found on the college’s portal site, requests for part-time employee email accounts will be submitted to the email administrator by the employee’s immediate supervisor or designee.

When part-time employees are terminated, the employee’s immediate supervisor or designee will notify the email administrator via email.

New employees are required to register for email training at the faculty/staff training area of the college website.

*General*
Each year, the email administrator will distribute a list to the vice presidents of all employees in their respective divisions/departments with college email accounts. Lists must be reviewed to identify errors or any employee no longer employed with the college. The lists will be returned to the email administrator by the date requested.

**Library Fees**
Collections in the library for overdue books, copy machine use, lost books, etc. should be turned in to the business office whenever the receipts total more than $25.00, but not less than once weekly.

The cashier should count the cash and verify the count against the documentation provided by the library. Receipts for lost books and library fines should be receipted into state funds as a refund of expenditures. Receipts for copier use should be receipted to the institutional fund established for that purpose.

Returned Checks

*State Deposits* – Amounts deposited to the state bank account are reported to the community college system office daily. When a check included in the state deposit is returned the college will write a check to replace it since the deposit reported to the state cannot be reduced.

Upon notification that a check was returned, the business office will write a replacement check from the institutional returned check account. This check will be exchanged at the bank for the one that was returned.

When the person who wrote the returned check pays the college for the returned check, the payment will be receipted into the institutional fund from which the replacement check was written. Returned checks may only be redeemed with cash, certified check, money order or credit card. The college will not accept checks from the maker of a returned check for three years.

*Other Deposits* – Returned checks deposited to non-state bank accounts will not be replaced by the college, but will be allowed to chargeback against the bank account. When the college receives notice of a returned check the college will reverse the receipt so that the original balance is restored. The college will notify, by certified mail, the maker by of the check that their check has been returned.

Returned checks may only be redeemed with cash, certified check, money order or credit card. The college will not accept checks from the maker of a returned check for three years. The college does not charge a fee for returned checks.

Petty Cash

The college has established a petty cash fund to reimburse employees using personal funds for the purchase of low-cost items (less than $25.00) when approved by the department head or supervisor. Petty cash purchases are not to be used as a means of circumventing normal procurement procedures. Pyramiding (multiple invoicing by the vendor/claimant for the purpose of exceeding the prescribed dollar limit) is not allowed.

The petty cash fund is maintained by the cashier in the Caldwell campus business office.

*Procedure*

1. Obtain approval from department head/supervisor for purchase.
2. Purchase item with personal funds and get a receipt for the purchase.
3. Present a signed/approved petty cash reimbursement form (with original receipt attached) to the petty cash custodian in the business office.
4. Receive reimbursement (cash) from the petty cash custodian.
Expenditures will be charged to the appropriate unit in the month of purchase.

The head of each department is responsible for controlling expenditures by departmental personnel. Any questionable items should be cleared, in advance of purchase, with the business office.

**Restrictions**

1. All items must be itemized on a petty cash reimbursement form with original receipts attached. (No photocopies will be accepted.) The receipt must list only those items being reimbursed. (No personal purchases may be listed on the same receipt.)
2. The petty cash fund may not be used to cash checks of any kind.
3. The petty cash reimbursement form must be submitted as soon as possible after the purchase. In no case will reimbursement be made more than 90 days after the date of purchase.
4. Items normally acquired from Faculty/Staff supplies, through contractual arrangements or routine purchasing procedures should not be procured using the petty cash fund.
5. The following purchases/transactions may not be authorized from the petty cash fund. The list is not inclusive.
   - advertisements
   - subscriptions
   - drugs or alcohol
   - honoraria or fees for services
   - travel expenses

The business office will reject any requisition that does not meet the guidelines for petty cash purchases. In the event that reimbursement is made for a purchase that is subsequently disallowed the employee who received the reimbursement must repay the petty cash fund within 72 hours. The individual(s) concerned may appeal such disallowance to the vice president of finance and administration.

**Collection Procedures**

While tuition and fee payments are generally due and payable at the time of registration in certain cases payment may be deferred. Examples of this include: students who have been awarded financial aid, students signed up for the payment plan, and students whose charges will be paid by approved third-parties. Amounts owed to the college by and on behalf of students are maintained by accounts receivable.

Any amount owed to the college will be billed and should be paid within the term in which it was charged. If the amount owed is not paid when it becomes due, the following process will be followed.

1. For amounts of less than $25.00, an invoice that details the date, purpose and amount of the debt will be mailed to the debtor. The debtor will be advised that they may not receive grades or transcripts and they may not registration for future classes. If the debtor fails to pay, the account may be written off with the approval of the board. Copies of all correspondence will be retained.
2. For amounts of more than $25.00, but less than $50.00 the invoice described above will be sent. If this measure fails the account will be turned over to the college’s attorney who will write a collection letter. If the balance is not paid the account may be written off with the approval of the board. Copies of all correspondence will be retained.
3. For amounts of more than $50.00 the procedure in 2 will be followed but when the account is returned from the attorney, it will be turned over to the collection agency under contract with the state for this purpose. If the college is notified by the collection agency that the account is
uncollectible, the debt shall be included in the set-off debt collection program established with the Department of Revenue by G.S. 105A.

The business office will analyze accounts receivable balances annually to establish a reserve for bad debts and to identify accounts that are uncollectible and should be written off. The listing of accounts to be written off must be approved by the board. Even when accounts have been written off for financial statement purposes, the account will remain in the set-off debt collection program and a restriction will be placed on the account so the student cannot register or receive other services until the debt is paid.

**Cash Management and Internal Controls**

**Statutory Policy**
North Carolina law, Chapter 147-86.10 of the General Statutes, requires that “all agencies, institutions, departments, bureaus, boards, commissions and officers of the State...shall devise techniques and procedures for the receipt, deposit and disbursement of moneys coming into their control and custody which are designed to maximize interest-bearing investment of cash and to minimize idle and nonproductive cash balances.”

**Plan Administration**
CCCTI has been charged with the responsibility of preparing a specific plan which meets these guidelines, but which addresses the unique needs and situations of the college.

The vice president of finance and administration is responsible for development and administration of cash management procedures for the college. The vice president will submit the plan to senior management and the Board of Trustees, as well as the Office of the State Controller for approval. A copy of the approved plan will be included in the college’s *Policies and Procedures Manual* and maintained for review by the Office of the State Auditor. The vice president will review the plan annually, submitting any changes for approval by the board and the Office of the State Controller.

**Plan Requirements**

*Cash Management over Receipts*
The objectives of cash management over receipts are to use diligence in collecting funds owed to the college, to provide internal control over cash and cash equivalents, and to expedite the movement of funds collected into interest-bearing accounts. To accomplish these objectives the college has adopted the following rules:

1. Except as otherwise provided by law and approved by the Board of Trustees, all funds belonging to the state of North Carolina, and received by an employee of the state in the normal course of their employment shall be deposited as follows:
   a. All funds received shall be deposited with the state treasurer pursuant to G.S. 147-77 and G.S. 147-69.1.
   b. Funds received in trust for specific beneficiaries for whom the employee-custodian has a duty to invest shall be deposited with the state treasurer under the provisions of G.S. 147-69.3.

2. Funds received are deposited daily in the form and amounts received, except as otherwise provided by law and approved by the Board of Trustees. Undeposited receipts are safeguarded overnight in the vault. The college reconciles each day’s receipts as soon as possible on the
following morning (the deposit is usually complete by 9:00 a.m.). All receipts are then deposited by 2:00 p.m. that same day.

All incoming funds, including mail receipts, are directed to the business office. Checks received in the mail are logged and then directed to the cashier or backup cashier for receipt. The Watauga cashier receipts and deposits student payments received in Boone. All checks are restrictively endorsed prior to deposit. At remote sites, receipt books are used to accept payments. The receipt books are tracked, logged and archived by the business office. Funds from remote campus sites are sent daily to the business office.

All deposits of state funds will be made on Certificate of Deposit for 10-4. The deposit number should be sequential. If on a given day there are not receipts of state funds, but receipts for other funds, a Certificate of Deposit should still be prepared and electronically transmitted at zero receipts.

Only employees of the college designated to make collections should collect money. Employees are responsible for the security of funds until they are turned over to the business office.

Amounts deposited in error are corrected immediately after the error is discovered and in accordance with the Accounting Procedures Manual published by the System Office.

The college does not charge a fee for returned checks.

3. Funds due to the college from other governmental agencies or from private persons are promptly billed, collected and deposited. The college bills third party agencies for charges related to registration when the drop/add period and period to charge in the bookstore have concluded. Student registration charges are billed during the semester in which the charge was incurred. All other billings are prepared on a monthly basis.

4. Failure to pay outstanding debts due to the college will result in one or more of the following actions:
   • classes will be cancelled for non-payment
   • notification to instructor(s) that the student is ineligible to return to class until the debt is resolved
   • placing a hold on the student’s file denying access to college services, including registration for classes, obtaining transcripts, and receiving grades or financial aid
   • referral to an outside collection agency referral to the Department of Revenue’s debt set-off program for garnishment of NC state income tax refunds.

These actions occur within 90 days of the billing becoming past due.

Accounts receivable accounts are analyzed no less than annually and accounts that are one year past due are included in the college’s Allowance for Doubtful Accounts. Accounts that are more two years past due are written off. Accounts are written off for financial statement purposes, but the amount written off is noted in the students account and the account is flagged so that the student cannot register or receive a transcript until the debt has been paid. The student’s debt remains on the debt set-off program until paid. Write-offs are approved by the Board of Trustees on an annual basis.

5. Federal funds received for major federal assistance programs that are governed by the Cash
Management Improvement Act of 1990 are drawn in accordance with the current State/Federal Agreement.

All federal fund draws are timed such that the funds are on deposit in the college’s account no more than two business days prior to disbursement. All federal funds drawn by the college are disbursed within this time period. Payment requests are generated on the Department of Education’s G5 website by assigned business office personnel. Requests are reviewed and approved by the vice president of finance and administration. All funds are electronically deposited.

6. In accordance with G.S. 147-86.22, the college accepts electronic payments to the maximum extent possible, consistent with sound business practices. Students may pay online with credit/debit cards through WebAdvisor. These payments are deposited daily to the accounts of the college and recorded in the general ledger. Credit card fees are paid from institutional funds.

Disputed transactions are investigated by the controller’s office. Documentation supporting the transaction is provided to the credit card processor.

The college receives EFT payments from the U.S. Department of Education, other state agencies and other entities. Payments are recorded when the college is notified by the bank of receipt of funds.

In addition to adhering to these guidelines, college plans shall employ proven techniques, which improve cash handling. Some of those techniques include

- receipt of state and federal grant payments by electronic transfer
- deposits made to the college’s state funds, utilizing a cash concentration bank account designated by the state treasurer

Cash Management over Disbursements
The objective of managing disbursements is to maintain funds in interest-bearing accounts for the maximum length of time. This allows the college and the state to recognize the maximum earning potential on its funds. This is not intended to encourage late payment or have a negative impact on relationships with firms who, in good faith, supply goods and services to the college.

1. Funds deposited with the state treasurer remain on deposit with the state treasurer until final disbursement to the ultimate payee.

As covered in General Statutes 115A-30, public funds provided to the college will be paid out as follows:

State funds – All state funds received by or deposited to the credit of the college will be disbursed only upon warrants drawn on the state treasurer and signed by two employees of the college who have been designated by the Board of Trustees and who have been approved by the NCCCS’s vice president of business and finance. The two employees so designated will be the president and the vice president of finance and administration. The signature of persons authorized to sign vouchers issued on state funds shall be maintained on file with the state treasurer and the state board. The state treasurer will furnish signature cards for this purpose.

The State Board of Community Colleges has established specifications for a standard check form to be used for the disbursement of state funds. These specifications may be found on the website
of the North Carolina Department of the State Treasurer Financial Operations Division. The cost of state checks is paid from state funds.

Local funds – All local public funds received by or deposited to the credit of the college will be disbursed only upon warrants signed by two employees of the college who have been designated by the Board of Trustees and who have been approved by the NCCCS’s vice president, business and finance. The two employees so designated will be the president and the vice president of finance and administration.

Reconciliations will be prepared monthly for all bank accounts held by the college. The state disbursing account is reconciled by the System Office. All other accounts are reconciled by the Controller. Reconciliations prepared locally are reviewed by the vice president of finance and administration. Any discrepancies in deposits or disbursements are handled immediately and are resolved prior to the following month’s reconciliation process.

2. As provided in Section 147-86.10, the order in which appropriations and other available resources are expended shall be subject to the provisions of the Executive Budget Act, G.S. 143-27, regardless of whether the state agency disbursing or expending the funds is subject to the Act.

3. Federal and other reimbursements of expenditures paid from state funds shall be paid immediately to the source of the state funds.

4. Invoices received by the college for goods received or services rendered shall be paid neither early nor late but on the discount date or the due date to the extent practicable.

5. Typically the college writes checks weekly. Checks are generated from vouchers entered by accounts payable. In the case of goods ordered with a purchase order vouchers are prepared based on a three-way match of purchase order, receiving report and invoice. Vouchers are reviewed and approved by the controller. Checks are mailed so as to reach the vendor by the due date. In order to avoid disbursing account overdrafts, warrants are not released before adequate funds have been requisitioned by the college and approved and deposited to the applicable disbursing account.

6. The Delegation of Disbursing Authority is kept current and has been approved by the Office of the State Controller.

College practices helpful in controlling disbursements follow:
- Special procedures are in place for making large disbursements such as social security and federal withholding tax remittances to ensure that payment is made on the due date and not before.
- Inventory and supply levels are managed to stock the minimum quantities necessary to conduct business without disruption and to ensure maximum efficiency.

**Investment Policy and Guidelines**

**Policy Statement**
It is the policy of the CCCTI Board of Trustees to comply fully with General Statute 115D-58.6 relative to the investment of idle cash. The president and the vice president of finance and administration are responsible for ensuring that investments secure the maximum return consistent with safety and are managed to meet the cash needs of the college. The ultimate goal of all investment activities is to realize
the highest earnings possible on all invested idle cash, while at the same time ensuring that the principal amount invested remains liquid and is properly collateralized. The controller shall routinely evaluate fund balances and invest all idle cash which does not impinge on required cash flow subject to the approval of the vice president of finance and administration and the president.

Basic Guidelines
1. The investment manager, as allowed under General Statute 115D-58.6 (LINK), shall invest all idle cash. Up to 70 percent of the college’s idle cash funds may be invested in the State Treasurer’s Short Term Investment Fund (STIF). The remaining idle cash shall be invested locally. Local investments shall be made based upon surveying at least five financial institutions. The idle cash shall be invested in the financial institution offering the highest rate of interest based on Option 2, Collaterization of Public Deposits, as defined by the State Treasurer’s Office.
2. In order to determine the amount of idle cash available for investment, the controller will monitor all institutional fund balances monthly. A committee comprised of the executive vice president, the vice president of student services, and the director of financial aid shall meet periodically to review investments, maturity dates, and cash flow requirements. The vice president of finance and administration and the controller will serve as ex officio members. Committee recommendations shall be forwarded to the president for review and approval.
3. Interest earned on deposits and investments shall be credited to the fund as specified in the fund authority.
4. Each semester, the investment manager shall survey the commercial market to ascertain that the return from the state treasurer warrants continued activity. The survey will be used to ascertain the highest rate of return for invested funds, both short and long term. (This process will determine the performance measurement for invested funds and future investment strategies.)
5. If the result from #4 above indicates that a change is necessary, the investment manager is authorized to shift investments to the commercial entity giving the highest return assuring, however, that required collateral and liquidity of funds requirements are met.
6. Investment reports will be presented to the Board of Trustees each semester.

This policy and related guidelines will be reviewed and evaluated by the Board of Trustees annually.

Live Projects

Live projects are defined as
- educational programs in which students as part of their educational experiences and as part of the instructional course requirements, repair or remodel equipment not owned by the college; or
- educational programs that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.

If the college elects to engage in a live project the procedures for administering the project will include, at a minimum, the following elements:
- definition of criteria that will be used to select project clientele
- methodology for determining client charges
- management of liability issues for student participation in off-campus projects
- assignment of liability for the integrity of the finished product or service
- required administrative approval prior to beginning a live project

Clientele shall be selected and client charges established through an objective process that prevents private individual or entities from accruing excessive or unjustifiable benefits from live projects. Colleges
may not engage in live projects that repair or remodel multiple pieces of privately owned equipment that are intended for private resale.

The owner of any equipment repaired through a live project must supply or pay for all parts required. The college must charge all clientele for the value of the goods and services provided through a live project. Live project receipts will be deposited into an unrestricted institutional account. The college will decide if live projects are accounted for in separate institutional accounts or in one account used for multiple live projects.

All costs that otherwise would not have been incurred absent the live project shall be paid from the institutional account that receives the live project receipts and may not be supported from state funds. These costs include, but are not limited to, supplies and materials used in producing the good or service, additional personnel required to serve clients, specialized equipment, liability insurance and other costs directly related to the live project as distinguished from an instructional program that does not produce income. Receipts may also be used to supplement normal instructional costs of those programs engaging in the live project.

If the college decides to discontinue live project activities, any unexpended funds in the live project account shall be used consistent with the following provisions:

1. The fund balance may be used to support instruction, student support services, student financial aid, student activities, curriculum development, program improvement, professional development and instructional equipment.
2. The fund balance may not be used for supplemental salaries or benefits of any personnel, administrative support of the college beyond allowable indirect costs, entertainment expenses, functions in which the primary purpose is fundraising or any other activity that does not directly benefit students.

Parking Fines

The college policy regarding parking fines is described in the Facilities section of this manual. All parking fines are remitted to the Civil Penalty and Forfeiture Fund through the Office of State Budget and Management within ten days after the end of the month in which the fines were collected.

Overhead Receipts

Overhead receipts are funds received from the federal government to help the college partially defray the cost associated with operating federal programs. For example, the college receives a small amount of overhead receipts for each Pell student the college processes.

Receipts shall be divided into two parts: unrestricted (25%) and restricted (75%).

Unrestricted

25 percent of the total amount received each year may be used for instruction, student support services, student financial aid, student refunds, student activities, curriculum development, program improvement, and professional development. Colleges may also use this portion for costs associated with financial statement audits or any other audits required by the state or federal government, OMB A-133 audits, or any other audits required by the state or federal government. If the college is required to payback funds as a result of audit findings, the college may use this portion to meet that obligation. These purposes shall be
approved by the college’s Board of Trustees only once, unless the purposes are changed. If equipment was permitted by the grant through which the indirect cost allowance was earned, equipment may be purchased with the unrestricted portion only. Funds cannot be approved for capital improvement projects.

**Restricted**
The remaining 75 percent of the total amount received each year may only be used for the following:

1. Publications containing financial aid and other student services information.
2. College Work-Study matching or continuation of the College Work-Study Program after regular funds have been exhausted.
3. Salaries and related fringe benefits in financial aid, business office, grants administration or student services, which are necessitated by grants earning overhead receipts. (Supplements to regular salaries are not permitted.)
4. Supplies and materials for use in either the financial aid office, business office, grant administration, or student services which are related to the grants providing the overhead receipts.
5. Travel of persons in the financial aid office, student services or others who are responsible for administration of grants providing overhead receipts.
6. Membership dues or fees paid to financial aid and student services associations.
7. Service fees paid to billing and collection services.
8. Contractual services which are related to supporting the grants providing the overhead receipts.
9. Costs associated with financial statement audits, OMB A-133 audits, or any other required audits by the state or federal government.
10. Required payback of funds as a result of audit findings.
11. Student financial aid (e.g., scholarships, grants, and loans).
12. Other purposes related to supporting the grants providing the indirect cost receipts, upon receipt of written approval from the North Carolina Community College System Chief Financial Officer.

**Special Provisions**
The fund balance that accumulates from year-to-year in overhead receipts restricted, and is available for uses as described in the second part above. Funds should be transferred out of the overhead receipts fund to other appropriate funds to be expended.

**Foreign National Compliance Policy**

All North Carolina state government agencies, universities, community colleges and institutions have been tasked with the responsibility of withholding and reporting on payments to foreign national individuals and vendors in accordance with the IRS Code Regulations Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures are posted on the Office of the State Controller website at http://www.osc.nc.gov/Foreign_Nationals/Foreign_Nationals_Information.html.

A software package called Tax Navigator was purchased by OSC and provided to state entities to assist in properly withholding and reporting payments made to foreign nationals working and studying in North Carolina. The software consists of components that calculate all applicable tax withholding, deliver all necessary tax analyses and forms required, and stand recognized by the IRS as valid software for withholding and reporting for foreign nationals.

College compliance with foreign national requirements is managed through a central database at the North Carolina Community College System Office Systems Accounting and Special Projects section of the Division of Finance and Operations. All licenses are funded and paid for by the System Office.
The director of human resources is primarily responsible for foreign national reporting. The director will coordinate with the purchasing agent and with student Services to identify payments to foreign nationals. A foreign national is defined as any person who is not a citizen of the United States.

The director will complete the foreign national data gathering form and submit it to the System Office prior to payment. The System Office determines the appropriate tax treatment for the payment and notifies the college.

Each quarter the director will complete the foreign national payment certification form for each payment made to the foreign national vendor, contractor, student or employee and submit it to the System Office.
SECTION SIX: FACILITIES OPERATIONS

Facilities Policies and Procedures

Access to Campus Facilities
All Caldwell Community College and Technical Institute (CCCTI) campus locations are open to faculty, staff, students, and visitors during normal operating hours. Access during closed hours will be governed by prior arrangements with the director of facilities services and capital projects. All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as college procedures governing appropriate conduct. Persons in violation of the above will be subject to any action deemed appropriate by authorized personnel.

Distribution of Keys
Keys will be distributed only by the Office for Facilities Services. All keys are to be deemed controlled items and will not be duplicated.

Scheduling Use of Facilities
CCCTI utilizes R25 WebViewer for scheduling classes and events on campus. Faculty and staff should give advance notice of at least five working days for R25 requests in order to have the request approved prior to the event. Instructions on how to utilize R25 as well as a list of individuals authorized to approve room requests can be found on MyCCCTI Portal.

Classroom Usage Policy
Classrooms are to be used for instruction and college-approved meetings only. The allowance of food and drinks in classroom is at the discretion of the instructor. Food and drinks are prohibited in all computer labs.

Solicitations on College Property Policy
The college prohibits non-college solicitations, public signage, and announcements on property owned, leased, or operated by the college. When approved by college administration, facilities may be rented for non-college purposes by submitting the college facility use form permit/civic center rental agreement form.

Students, employees, or outside individuals may engage in the following types of commercial solicitations when approved:

Education program related solicitation/sales – Any vendor or person offering educationally-related goods and services to students must get approval from the vice president of the related area.
General college solicitation: Request to provide general solicitation to students or staff must be made in writing to the Office of the President who will respond to the request within ten working days.

Non-profit solicitation for fundraising purposes for civic clubs, schools, churches, etc. is allowed on a limited basis for current students and employees only. The vice president of student services will be responsible for assuring that such solicitations by students are unobtrusive and do not disrupt the educational process. College supervisors are responsible for ensuring that employees do not abuse this privilege.

Non-profit solicitation to provide information and materials to the college community is allowed on a limited basis. Requests must be made in writing to the Office of the President who will provide a response
in ten working days. Written materials may not be distributed by hand, through the college mail or via email without permission. The college reserves the right to determine the time and location of such solicitations/distributions.

General college bulletin boards are available to post student and employee personal items and services and non-commercial public announcements. No commercial postings, flyers, or advertisements are allowed.

The college reserves the right to deny or stop any action on campus which does not contribute to the college’s mission, disrupts the educational process, or presents a clear and present danger. CCCTI is neither responsible for nor endorses the content of material distributed that is not produced or controlled by the college.

**Designated Public Forum Area**

CCCTI is not a public forum.

**Parking and Traffic Regulations Policy**

**General Parking and Traffic Regulations**

CCCTI strives to provide safety and security for all students, faculty, staff and visitors. Therefore, the following parking and traffic regulations should be followed:

All vehicles must be registered with the college, and a current hangtag must be displayed on the rearview mirror. Hangtags are valid for the academic year as noted on the tag. There is no charge for parking hangtags, and they may be obtained at the following locations:

**Caldwell Campus**

- Switchboard – F Building
- Continuing Education – H Building
- Adult Education – G Building
- TAPS (Transportation and Public Services)

**Watauga Campus**

- Switchboard – Instructional Facility
- Adult Education Building

a. Students, faculty, and staff must register all vehicles they expect to use on campus.
b. Parking for students, faculty, and staff is on a first-come, first-served basis except for certain designated areas.
c. Vehicles shall be parked within the lines of designated parking spaces.
d. Motorcycles shall be parked in designated motorcycle parking areas.
e. All motor vehicle laws apply to the operation of vehicles on campus.
f. Students, faculty, and staff with disabilities displaying a handicapped placard must submit the following information to the switchboard each academic year in order to receive a CCCTI handicapped hangtag:
   - copy of handicapped placard issued by the Department of Motor Vehicles
   - copy of handicapped placard registration
   - driver’s license
   - vehicle make, model, and license plate number

Students, faculty and staff who need access to a handicapped parking space on campus, must obtain a state issued disabled license plate, placard, or disabled veteran’s plate from the Department of Motor Vehicles (DMV). CCCTI does not grant temporary permits for handicapped
spaces. Temporary handicapped parking permits are issued by NC License Tag Bureau. Individuals violating handicapped parking regulations will be charged under North Carolina General Statue 20-37, punishable by fine up to $250.00.

**g.** Visitors must register their vehicle and receive a visitor’s parking hangtag. Visitors may park in the visitor’s parking areas or any general parking area except those that are reserved. Visitor parking is limited to visitors only. No students or employees are allowed to park in visitor’s parking spaces.

**h.** Students, faculty, and staff are responsible for being aware of all traffic and parking regulations. Lack of knowledge of these regulations will not justify forgiveness of penalties for violations.

**i.** The campus-wide speed limit is 20 mph. Any person who is observed habitually exceeding a safe speed on campus will be directed to the vice president of student services for consultation.

**j.** All traffic and parking related accidents or incidents must be reported to a campus security officer, evening/weekend administrator, director of facilities services, or vice president of student services.

**k.** CCCTI is not responsible for damage to any vehicle parked or being operated on the campus or for any contents within such vehicles at any time.

**l.** Parking availability, including handicapped areas, and parking regulations are reviewed annually by the College Executive Council.

**Penalties and Enforcement**

Students and college staff are responsible for tickets placed on their vehicles for non-moving violations regardless of who was operating the vehicle at the time of the violation. All fines must be paid within ten days of the infraction at the business office on the Caldwell campus or the Watauga campus.

The following violations shall result in the assessment of a $5.00 fine:

- failure to display a current parking hangtag
- double parking or blocking another vehicle
- unauthorized parking in visitor parking areas, loading zones, institutional vehicle spaces, other restricted spaces, unmarked areas not specifically designated for parking, blocking driveway or access
- failure to park within the lines of designated parking spaces
- failure to stop for signs on campus
- parking or waiting for passengers while stopped in driveways, fire lanes, and other areas not specifically designated for parking

The rules and regulations of this policy may be enforced by the college in the following manner:

- The college may issue warning tickets for any reasonable period deemed necessary to properly orient students, faculty and staff regarding parking regulations.
- The college may levy fines as described in the previous section.
- The college may withhold transcripts, degrees/diplomas, library services, registration privileges, and other college services due to failure to pay parking fines as specified herein.
- The college may have vehicles towed in accordance with the provisions of Article 7A, Chapter 20, of the General Statutes of the state of North Carolina. Vehicles not plainly displaying authorization to park in restricted areas including disabled/handicapped parking, visitor parking, reserved parking spaces for institutional vehicles, loading zones, and vehicles that park in any area not specifically marked for parking by signage and/or painted parking spaces in paved parking lots are subject to being towed on the first violation. Unregistered vehicles parked on the campus in excess of 48 hours and vehicles parked on campus by persons who have had their parking privileges revoked are also subject to being towed. The order to tow a vehicle must be given by the president, president’s designee, or the next highest ranking administrator in charge at
the time the need for towing services arises. The college will maintain written records on orders to tow. CCCTI is not responsible for any alleged damage, expense, or inconvenience created by the necessity of having a vehicle towed. The vehicle operator and/or owner of towed vehicle are responsible for the payment of towing fees and for storage charges assessed by towers. Towing fees are payable directly to the tower. Information related to the location of a towed vehicle may be obtained from the college receptionist, the college security officer, and/or the director of facilities services.

- Any person who is observed habitually in violation of the CCCTI traffic and parking regulations shall be directed to the vice president of student services for consultation and consideration resulting from violations of the CCCTI Code of Conduct found in the College Catalog. All Code of Conduct stipulations will be observed.
- Severe and/or repeated violations of this policy may result in a revocation of campus parking privileges.

**Appeal Procedure**

Parking fines, revocation of campus parking privileges, and orders to tow may be appealed; however, the filing of an appeal does not suspend the appellants’ obligation to pay fines in the time frame prescribed herein.

The following procedure should be used to appeal a parking fine, revocation of privileges, or an order to tow:

1. The appellant must submit a written appeal to the director of facilities services within five business days of the violation date. The director of facilities services will render a decision within five business days of the appeal.
2. If the appellant fails to abide by the time frame specified in this appeal procedure, the matter is considered resolved in favor of the college and violations or revocation of privileges will stand. If the college fails to abide by the specified time frame, the matter is considered resolved in favor of the appellant and any imposed fines will be refunded and revocations of privileges will be lifted.
3. The time frame can be extended upon the mutual agreement of both parties provided such mutual agreement is put into writing.
4. If an appeal results in a decision favoring the appellant, any fine paid to the college for the alleged offense shall be refunded in full. A finding in favor of the appellant in a towing incident will result in a reimbursement of the towing fee to the appellant by the college. Unsuccessful appellants in towing incidents have the right to appeal their case to district court.

Any questions or concerns about the Parking and Traffic Regulations Policy or enforcement thereof should be directed to the director of facilities services or the vice president of student services.

*Approved by the Board of Trustees on June 16, 2010*

**Animals on Campus Policy**

To ensure the safety of persons on campus, it is the college’s policy that animals (with the exception of service animals) may not be brought on campus grounds.

**Children on Campus Policy**
CCCTI is a post-secondary educational institution with a primary mission of providing comprehensive community college programs and services to adults. While some official college-sponsored functions, such as TRIO Educational Talent Search activities, Foothills Performing Arts presentations, summer youth programs, and athletic events, may be open to or even designed for persons less than eighteen years of age, children are not generally permitted on campus.

Employees may not bring their children to work with them. Students may not bring their children to classrooms or laboratories with them nor leave their children in college buildings or on campus while they attend classes. Visitors may bring their children on campus as long as they remain under their direct supervision and control.

Inclement Weather Procedures

Decision Making Process
The Caldwell campus will be closed only by the president of the college or by an administrative designee.

The Watauga campus will be closed by the executive director of the Watauga campus, usually after consulting with the president or designee.

Our primary mission centers on training adults for careers. Our weather calls during winter storms will more closely resemble cancellation decisions made by local business and industry than decisions made by the local school system. As a general rule, we will wait until frozen precipitation hits, begins to stick, and is predicted to sufficiently accumulate before delaying and/or canceling classes. In very few cases (such as 100% probability of heavy accumulation and forecast time beginning well before 8 a.m.), we will make cancellation announcements the evening before a storm hits.

Announcements
No announcement means the institution will operate on a normal schedule.

Delayed Start (Caldwell or Watauga campus)
When the college declares a delayed start due to inclement weather conditions, typically a one- or two-hour delay, employees are expected to report to work at the delayed start time.

If we find it necessary to delay morning classes, we will use 8 a.m. as a reference time for delays. For example, "two-hour delay" will actually mean that classes will begin at 10 a.m. and continue thereafter on a regular schedule. If we find it necessary to delay evening classes, we will use 5 p.m. as a reference time for delays. A "one-hour delay," for example, will mean that all classes that would be in session at 6 p.m. would meet and conclude at their normal time.

Announcements on closings and delays by the college will be made before 6 a.m. for morning classes and before 4 p.m. for evening classes. No announcement means we will operate on a normal schedule.

Campus Closed (Caldwell or Watauga)
When the college closes due to inclement weather, employees are not expected to report to work, unless specifically required to by their supervisor for the purpose of assisting with snow removal or other critical functions.

Non-exempt staff employees (i.e., maintenance) who are required to work and perform snow removal and/or other critical functions during a delayed start, campus closure, or early dismissal will be given
compensatory time-off at the rate of one hour for each hour of work performed during that workweek, even though the total hours worked that week may be less than 40 hours in that workweek—meaning seven consecutive days beginning Sunday and ending Saturday.

Non-exempt staff employees who are required to work in excess of 40 hours during the workweek—meaning seven consecutive days beginning Sunday and ending Saturday, will be granted compensatory time-off at the rate of one and one-half hours for each overtime hour worked.

Any compensatory time-off must be taken within the pay period unless insufficient time remains within the pay period to take the time earned without unduly disrupting college operations. In that event, the time-off should be scheduled in consultation with and with the prior approval of the immediate supervisor within the next pay period.

**Early Dismissal (Caldwell or Watauga)**
When the college declares an early dismissal due to inclement weather, an administrative designee will make the announcement over the emergency public address (PA) system. Employees are free to leave work, unless specifically required to stay by the supervisor for the purpose of assisting with snow removal or other critical functions.

**Other Conditions**
Specific inclement weather policies for clinical and other off-campus work experiences have been developed and may be obtained from program directors.

**Accessing Inclement Weather Announcements**
Students and employees may access the most up-to-date weather information on delayed starts, campus closures, or early dismissals in the following manners:
- College website at www.cccti.edu/Weather
- Caldwell campus snow line at 828-726-2900
- Watauga campus snow line at 828-297-7077
- Register for ReGroup Alert via email, text, or voice messaging at www.cccti.edu/Regroup
- CCCTI Facebook page

**Employees Who Do Not Report to Work During Inclement Weather**
If the college is open, employees are expected to report to work. However, each employee must observe weather conditions in his or her area and determine whether it is unduly hazardous to attempt to drive to work when weather conditions are severe. WE DO NOT EXPECT ANYONE TO TAKE UNREASONABLE RISK WHILE ATTEMPTING TO DRIVE TO WORK.

However, employees will be charged vacation leave when they fail to report as scheduled if classes are held as usual or for a shortened schedule as announced. Accrued compensatory time (comp time) may also be used to cover periods of absence due to inclement weather.

**Pay During Delayed Starts, Campus Closures, and/or Early Dismissals**
When the college is officially delayed, closed, or dismissed early due to inclement weather, full-time employees will receive their regular rate of pay for their regular scheduled hours not worked. The employee shall not be charged leave for time lost due to the inclement weather, nor will their leave earned be affected. However, certain employees specifically required to work by their supervisor for the purpose of assisting with snow removal or other critical functions will be charged leave for late reporting or failure to report to work when required by their supervisor.
Employees on Approved Leaves of Absence
Closings or delays for inclement weather do not affect the status of employees on FMLA, Shared Leave, Educational Leave, Civil Leave, Military Leave or Leave without Pay. Leaves of absence are granted on the assumption that the employee will be unavailable to work regardless of an opening or closure.

Employees who are on previously scheduled annual (vacation) leave or who are experiencing a short-term illness and using sick leave will not be charged leave when the campus is closed due to inclement weather.

Recording Time off Due to Inclement Weather
Time off due to weather closing or delays cannot be counted as work time on your time sheet for non-exempt employees. For example, if the college is closed for one day (equivalent to 8 hours), those eight hours not working cannot be counted as hours worked, or used as credit toward compensatory time (comp-time). Compensatory time is based on hours worked over 40 that week. Campus closures are not counted as work days since the employee was not physically at work performing the job.

*Approved by Executive Council on April 28, 2014

Safety and Security Policies and Procedures
CCCTI is committed to providing the safest educational environment possible for employees, students, and visitors at all locations. Please keep in mind that crime awareness is the collective responsibility of everyone.

Campus Law Enforcement/Campus Security
Campus law enforcement is provided at the Caldwell campus under a contract with the town of Hudson. Sworn officers—who report to the director of facilities services—help to develop, enforce, and communicate security and safety programs that are available for all faculty, staff, students, and visitors.

The Watauga County Sheriff's Department provides patrol of the Watauga campus external areas and responds to emergency calls of any nature.

CCCTI also contracts with Griffith Security, Inc. to provide security support for all facilities of the institution located in Caldwell and Watauga counties. Although they have no arrest authority, they monitor facilities and grounds and report incidents to security authorities.

Law enforcement support agencies include the NC State Bureau of Investigation, NC State Highway Patrol, Caldwell County Sheriff's Department, Hudson Police Department, Lenoir Police Department, Boone Police Department, Watauga County Sheriff’s Department, and other appropriate agencies.

Campus Security Authorities
Security authorities are those personnel who have significant responsibility for student and campus activities and to whom crimes should be reported. They include (but may not be limited to) the following positions:

- president
- executive vice president
- vice president, student services
- director, facility services and capital projects
- vice president, curriculum and adult education
• vice president, finance and administration
• vice president, technology and instructional support services
• vice president, continuing education and workforce development
• safety officer
• administrator, evening/weekend programs – Caldwell campus
• executive director, Watauga campus
• director, student services – Watauga campus

Criminal Activity
If you observe a crime in progress or behavior which you suspect is criminal, immediately call 911.

Be prepared to provide as many details as possible including:
• activity
• location
• person’s description (e.g., height, weight, sex, clothing, weapons, and ethnic origin)
• vehicle (e.g., color, year, make, model, license number, and direction of travel)

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

Stay on the telephone with the police dispatcher and provide additional information as changes in the situation occur, until the first police officer arrives at your location.

Criminal Activity Reporting to College Administration
Known and suspected violations of federal and state criminal laws should also be reported to the director of facility services, the vice president of student services, or the executive vice president for appropriate action. The administrator will, upon notification of criminal activity, involve the appropriate law enforcement agency and file the required documentation to the college administration. Responsible administrators will review campus crime reports to ensure that the data required by the Crime Awareness and Campus Security Act is compiled and disseminated to the college community.

Voluntary Confidential Reporting
If you are the victim of a crime and do not want to pursue action within the criminal justice system of the CCCTI complaint process, you may still want to consider making a confidential report. With your permission, any security authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records of the number of incidents involving students and employees, determine where there is a pattern of crime with regard to a particular location, method, or assailant, as well as alert the campus community to potential danger. Reports filed confidentially are counted and disclosed in the annual crimes statistics for the institution.

Other than the paragraph above, CCCTI has no written policy or procedure encouraging pastoral and professional counselors to inform counseling clients of voluntary, confidential crime reporting procedures for inclusion in the college’s annual disclosure of crime statistics.

Criminal Activity at Off-Campus Functions
Criminal incidents occurring off-campus to students participating in a college function should be reported to the law enforcement agency having jurisdiction. The vice president of student services or his/her designee must be notified immediately.
Registered Sex Offenders
The Victims of Trafficking and Violence Protection Act of 2000 requires colleges and universities to inform students and employees how to learn the identity of registered sex offenders on campus. This law contains the Campus Sex Crimes Protection Act which became effective October 28, 2002. Sex offender information is compiled by the North Carolina State Bureau of Investigation and posted at http://sexoffender.ncsbi.gov. Information about registered sex offenders can also be obtained from the local sheriffs’ department in Caldwell or Watauga counties.

Annual Security Report

The ASR is compiled by the CCCTI Safety Officer, the vice president of student services, and the director of institutional effectiveness, research and grants and is made available to employees and students on the college’s website and via email. Employees and currently enrolled students also receive notification through their campus email account.

Students may obtain a printed copy of the report in Student Services located in the John A. Forlines (F) Building on the Caldwell campus, and employees may obtain a printed copy from the director of human resources on the Caldwell campus in the H.E. Beam (A) Building.

Prospective students receive information about the ASR in their admission packet, and prospective employees are notified of the report’s availability when applying for vacant positions.

Archived reports for previous years may be obtained from the director of institutional effectiveness, research and grants.

Weapons Policy
Possession or use of a weapon, as defined by North Carolina state law, on CCCTI premises or at CCCTI sponsored or supervised functions, is prohibited under G.S. 14-269.2. This includes carrying: any gun, rifle, pistol, BB gun, stun gun, air rifle, air pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, tear gas or powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

Exceptions may apply to
- authorized college security personnel
- law enforcement officers attending CCCTI college classes or activities

This prohibition does not apply to an individual who has
- a concealed handgun permit issued in accordance with Chapter 14, Article 54B of the North Carolina general statutes, has a concealed handgun permit considered valid under G.S. 14-415.24, or is exempt from obtaining a permit pursuant to G.S. 14-415.25, provided the weapon is a handgun, AND
- the handgun remains in a closed compartment or container within the individual’s locked vehicle or a locked container securely affixed to the individual’s locked vehicle, AND
• the vehicle is only unlocked when the individual is entering or exiting the vehicle, AND
• the handgun remains in the closed compartment at all times.

Violations
• Employees, students, vendors, visitors, or members of the public who possess weapons in violation of these regulations may be subject to criminal penalties.
• Any employee or student who reasonably suspects these regulations are being or have been violated must immediately report the matter to vice president of student services or local law enforcement.
• Any employee who either violates these regulations, or who fails to report reasonable suspicion of any violation, will be subject to disciplinary action, up to and including termination of employment.
• Any student who either violates these regulations, or who fails to report reasonable suspicion of any violation, will be subject to disciplinary action, up to and including being banned from campus, suspension or expulsion.

Emergency Phone Numbers
Dial 911 on any campus phone to report any emergency.

Report ALL Campus Emergencies to 911. When reporting an emergency, remain calm and carefully explain the problem and location. Do not hang up until you are instructed to do so.

Once 911 has been called, if possible, notify the college switchboard operator, and give location and type of emergency:

• Caldwell Campus: Extension 2200
• Watauga Campus: Extension 5221

NOTE: Notifying the switchboard is intended to allow operator to contact appropriate college administrative personnel.

Emergency Notifications/Timely Warnings
During campus emergency situations, notifications will be issued to faculty, staff, and students through a variety of communication means including email, text messaging, phone, social media, fire alarm system, intercom, and the college website.

In the event that a situation arises, that, in the judgment of the campus security authorities and/or senior administration, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The published warning will include the date, to whom the warning is issued, the crime of concern, the alert to the campus community, what to do to protect oneself, how to request information from the community about other similar crimes, contact information, and how to report a crime.

Anyone with information warranting a timely warning should report the circumstances to campus security authorities or senior administration in person or by calling 911.

CCCTI’s senior administration includes the following positions:
• president
• executive vice president
• vice president, student services
• vice president, curriculum and adult education
• vice president, finance and administration
• vice president, technology and instructional support services
• vice president, continuing education and workforce development

**General Evacuation**

It is not always necessary to evacuate a building during an emergency. A power outage, for instance, does not necessarily call for evacuation of a building. The overall safety of the building must first be evaluated: lighting, hazardous materials, ventilation systems, and other hazardous operations. If the building can be safely occupied, evacuation is not necessary.

If evacuation is ordered, follow these procedures:

- Stay calm, do not rush, and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated gathering point or safe area as explained in Table 5. Try to account for persons in your areas and or classrooms.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

**Table 5: Evacuation Gathering Points by Campus**

<table>
<thead>
<tr>
<th>CALDWELL CAMPUS</th>
<th>Gathering Point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building</strong></td>
<td><strong>Gathering Point</strong></td>
</tr>
<tr>
<td>A (1st and 2nd floors)</td>
<td>Front lawn at Flag Pole</td>
</tr>
<tr>
<td>B (Main floor)</td>
<td>Grass area in front of B Building</td>
</tr>
<tr>
<td>B (Rooms 114, 115, 116, 117, 118, 119, 121, 130, 131, 133, 134, 135)</td>
<td>Grass area at across driveway behind D Building</td>
</tr>
<tr>
<td>D</td>
<td>Grass area across rear driveway behind D Building</td>
</tr>
<tr>
<td>E (1st and 2nd floors)</td>
<td>Grass area behind H Building</td>
</tr>
<tr>
<td>E (Library &amp; Marketing/Communications)</td>
<td>Grass area at flag pole</td>
</tr>
<tr>
<td>E (Ground floor, Gym)</td>
<td>Grass area at rear of E Building</td>
</tr>
<tr>
<td>F</td>
<td>Grass area in front of F Building near hydrant</td>
</tr>
<tr>
<td>G (Top floor)</td>
<td>Grass area in front of B Building</td>
</tr>
<tr>
<td>G (Bottom floor)</td>
<td>Rear of building in grass across driveway</td>
</tr>
<tr>
<td>H</td>
<td>Grass area at rear of H Building</td>
</tr>
<tr>
<td>J (Top floor)</td>
<td>Grass area at ATM machine</td>
</tr>
<tr>
<td>J (Bottom floor)</td>
<td>Grass area adjacent to green house</td>
</tr>
<tr>
<td>K</td>
<td>Grass area between parking lot and Hwy 321</td>
</tr>
<tr>
<td>M</td>
<td>Rear parking lot (Maintenance lot)</td>
</tr>
<tr>
<td>S</td>
<td>Grass area behind H Building</td>
</tr>
<tr>
<td>TAPS Center</td>
<td>Grass areas across from respective buildings</td>
</tr>
<tr>
<td>Civic Center</td>
<td>Nearest exit to parking lots</td>
</tr>
</tbody>
</table>

**WATAUGA CAMPUS**

143
Evacuations of Persons with Disabilities

Persons with disabilities must study and remember the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Individuals with disabilities may seek assistance (escorts) from others in their classes or offices if emergency evacuation becomes necessary.

NOTE: Faculty members who have students with disabilities in their classes should discuss emergency evacuation procedures with these persons ahead of time.

Individuals with Mobility Limitations

Evacuation of persons with mobility limitations during an emergency is of utmost concern, as that most elevators will not operate (should not be used) during a fire emergency. If there is no immediate danger (obvious smoke or fire), these persons should either stay in place with their escorts or be moved to a fire-rated stairwell until emergency personnel determine the nature of the situation. Officials may decide that no evacuation is necessary, they may remove the person using the elevator with an override key, or they may carry the person out of the building.

Escorts should remain with the student while the faculty member meets with emergency personnel and tells them the student’s location. It is extremely important that the individual not be moved unnecessarily and improperly, possibly causing further physical injury.

If there is imminent danger and evacuation cannot be delayed, persons with disabilities should be carried or helped from the building in the best and fastest manner. The individual is the best authority as to how to be moved out of the building. A person may be carried using a two-person locked-arm position or may sit in a sturdy chair, preferably one with arms. Professional emergency personnel should assist in the evacuation if time permits.

Individuals with Vision Impairments

Persons with vision limitations should be familiar with the immediate area they are in. In the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort him or her (this is the preferred method when acting as a “sighted guide”). As you walk, tell the person where you are and advise him or her of any obstacles. When you reach safety, orient the person to where he or she is and ask if any further assistance is needed.

Individuals with Hearing Impairments

Since persons with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. Two methods of warning are:

<table>
<thead>
<tr>
<th>Building</th>
<th>Gathering Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Facility (W-372)</td>
<td>Grass area at east end of building (at gazebo)</td>
</tr>
<tr>
<td>(Rooms 100-110)</td>
<td>Grass area at west end of building (in front of modular units)</td>
</tr>
<tr>
<td>(Rooms 111-121)</td>
<td></td>
</tr>
<tr>
<td>WOTF (W-141)</td>
<td>Asphalt sidewalk beside parking lot</td>
</tr>
<tr>
<td>Bookstore (W-260)</td>
<td>Grass area in front of modular units</td>
</tr>
<tr>
<td>Basic Skills (W-250)</td>
<td>Grass area in front of modular units</td>
</tr>
<tr>
<td>Student Services (W-270)</td>
<td>Grass area in front of modular units</td>
</tr>
<tr>
<td>Multi-Purpose Classroom Building (W-204)</td>
<td>Exit to rear of building to grass area</td>
</tr>
</tbody>
</table>
1. Write a note telling what the emergency is and the nearest evacuation route (Example: “FIRE! Go out rear door to right and down the stairs. Now!”).

2. Turn the light switch on and off to gain attention, and then indicate through gestures or in writing what is happening and what to do.

Escort the person with a hearing impairment as you leave the building.

Fire Procedures

1. Upon discovering a fire, explosion or smoke in the building, activate the fire alarm system and call 911. After sounding the alarm, call the switchboard on the Caldwell Campus (828-726-2200) or the Watauga Campus (828-297-5221) providing the following:
   - Building name
   - Floor
   - Room number
   - Type of incident

2. When the fire alarm sounds, complete evacuation is required. Walk, do not run, to the nearest stairway exit and proceed to ground level. Close doors and windows as you leave. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

3. DO NOT USE ELEVATORS DURING A FIRE EMERGENCY.

4. Leave the building and move away from it, leaving walks and drives open for arriving firefighters. Do not return to the building until directed to do so by the Police or Fire Department.

5. Someone familiar with the situation and who knows the area involved should meet the Fire Department.

6. Everyone must follow the orders of the Police and Fire Department when they arrive.

7. Notify firefighters on the scene if you suspect someone may be trapped inside the building.

Lockdown Procedures

If anyone hears or sees a situation that requires lockdown, immediately begin procedure by calling 911, then contact the switchboard operator to report emergency and begin lockdown alert and notification. Faculty and staff should follow lockdown procedures outlined in the CCCTI Emergency Guidelines on MyCCCTI Portal.

Bomb Threat

The college recognizes that bomb threats are a significant concern. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students, faculty and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly.

Receiving a threat by phone

The person receiving the telephone call should remain calm and obtain as much information as possible by using the following checklist. Once checklist is complete, submit to law enforcement.

- If a suspicious item is found, immediately notify the police.
- Do not touch or handle the suspicious item.
- Follow instructions given by emergency personnel.
Do not enter any evacuated area until authorized to do so.
Do not use two-way radios or cell phones.
When the caller hangs up, use another phone to call 911.
Once 911 is called, notify the college switchboard operator on the Caldwell Campus at 828-726-2200 or on the Watauga Campus at 828-297-5221.

Receiving a threat face-to-face
- An employee of the college who learns of a bomb threat shall immediately notify law enforcement and the college switchboard.
- A student of the college who learns of a bomb threat shall immediately notify law enforcement and the college switchboard.
- College administrators shall immediately take appropriate steps to protect the safety of students, faculty, and staff.

Faculty/staff should refer to the CCCTI Emergency Guidelines on MyCCCTI Portal for a complete description of campus emergency procedures.

Health Related Policies and Procedures

Occupational Safety and Health Administration
The college shall engage in a program of voluntary compliance with the Occupational Safety and Health Act of North Carolina and all other applicable federal, state, and local codes and regulations. This voluntary program is designed to provide a safe working and learning environment and an atmosphere of safety awareness through safety education, training, and employee and student involvement.

Supervisors must exhibit the proper attitudes toward safety and health as models to those they supervise or instruct. It shall be expected that within its budgetary limitations, each department will furnish such equipment as deemed necessary to provide the mandatory protection of employees and students. The office of facility services, in conjunction with the safety coordinator, will maintain appropriate accident records and publish such reports as may be required in a timely manner.

While it is recognized that the individual departments are largely responsible for developing the proper attitude toward safety, it is important that each department plans for and develops safe procedures and safe working areas for all of those under supervision.

*Approved by the Board of Trustees on December 23, 1976

Communicable Disease Policy
1. The Communicable Disease Policy of CCCTI was developed to ensure the good health and safety of all students and employees.

2. Communicable disease shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. (NC G.S. 130-A-133). Communicable disease shall include, but not be limited to,
   - Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)
   - Chickenpox Virus
   - Conjunctivitis
   - Hepatitis A, B, and D
• Infectious Mononucleosis
• Influenza
• Measles
• Meningitis
• Positive HIV antibody status
• Sexually Transmitted Diseases
• Tuberculosis
• Whooping Cough
• MRSA

3. Persons who know or who have reason to believe that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students and employees who have communicable diseases, whether symptomatic or not, will be allowed regular classroom and work attendance in an unrestrictive manner as long as they are physically able to attend classes, college activities and/or work and do not pose a medically proven threat for transmission of the disease or condition.

4. Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures which can be taken to prevent the spread of infection and about ways to protect their own health.

5. Students and employees who know that they are infected with a communicable disease are urged to share that information with the appropriate college administrator. Students should contact the vice president of student services and employees should contact the director of human resources so the college may respond appropriately to their needs. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis.

6. Persons infected with any communicable disease will not be excluded from enrollment, or restricted in their access to college services or facilities, unless medically based judgment in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or for the welfare of other members of the college community. Temporary exclusion from access to the campus or enrollment may be appropriate in individual cases if deemed necessary until a medical judgment can be made.

7. If there is outbreak of influenza, and it reaches a pandemic stage, the President shall regularly monitor the situation by communicating with local and state health officials. Should influenza reach a pandemic level in a county contiguous to Caldwell County or Watauga County the President will provide information to students and employees on preventing the spread of the pandemic flu. Should influenza reach a pandemic level within the service area the President, after consulting with local health officials, may close the college temporarily if he feels it is in the best interest of the college and community. Persons who are infected with the pandemic flu, or know of someone in the college community who is, should contact college officials immediately. Students should contact the vice president of student services and employees should contact the Human Resources Office.

8. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student or employee unless required by state and/or federal law. Furthermore, all medical information relating to the communicable
diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act of 1974.

*Amended and approved by the Board of Trustees on October 21, 2009

**Bloodborne Pathogens**

OSHA regulations require that we provide the Hepatitis B vaccine at no cost to all employees who may have occupational exposure to Hepatitis B. Therefore, the following protocol has been established to meet these requirements:

Information pertaining to Hepatitis B and the Hepatitis B vaccine will be provided to all employees who may have occupational exposure to Hepatitis B. All employees classified as I or II MUST attend a training class annually. All full-time employees who may have occupational exposure to Hepatitis B will be reimbursed for the Hepatitis B vaccine. All employees should contact their immediate supervisor for reimbursement procedures.

All part-time employees who may have occupational exposure to Hepatitis B will be reimbursed for the Hepatitis B vaccine as long as they are employed by the college. All employees should contact their immediate supervisor for reimbursement procedures. An employee may elect not to have the Hepatitis B vaccine at another location must complete a form providing information concerning the source and date of the vaccination.

Any employee who has already had the vaccine at another location must complete a form providing information concerning the source and the date of vaccination. A file will be maintained on each employee which will indicate the status of their Hepatitis B vaccination. If it has been more than seven years since the employee had the Hepatitis B vaccine, it will be recommended that a titer be completed to determine immunity status.

Additional information may be obtained by contacting any member of the college Health and Safety Committee or the Office of the Vice President for Administrative Support Facilities Services.

*Approved by the Board of Trustees on October 21, 1993

**Tobacco Use Policy**

CCCTI recognizes the serious and substantial public health risk and productivity problems caused by tobacco use. In an effort to create a healthy, comfortable and productive environment for all students, employees and visitors, CCCTI adopts this Tobacco Use Policy. This policy is in effect for all CCCTI properties and applies to all students, employees, and visitors.

**Definition of Tobacco Products and Tobacco Use:**

For the purpose of this policy, “tobacco product” is defined to include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, electronic cigarettes, electronic cigar, electronic pipe or any other items containing or reasonably resembling tobacco or tobacco products (G.S. 115D-20.1)

Tobacco use includes smoking, chewing, dipping and other use of tobacco products.

The following campus properties are tobacco free:

- building interiors
- building entrances
- exterior areas surrounding all building entrances
• covered walkways

Tobacco products will not be promoted, sold, or distributed on CCCTI properties. Tobacco use cessation information will be offered by CCCTI.

*Approved by the Board of Trustees on August 20, 2014

**Accident Reporting Procedures**
In the event of a serious accident or injury immediately contact 911 and then the main switchboard for the appropriate campus.

- Caldwell campus: 828-726-2200
- Watauga campus: 828-297-5221

If there is any doubt as to the seriousness of the injury, call for emergency assistance first (911). CCCTI cannot guarantee trained first aid personnel will be available.

For minor injuries, first aid kits are available throughout the college. Call the main switchboard for the appropriate campus (as listed above) for exact locations.

**Employee Accident/Injury**
All employee work-related accidents and injuries must be immediately reported to the employee’s supervisor and then to the director of human resources. If non-emergency medical treatment is required, the director human resources will refer the injured employee will be referred to a clinic that has been approved by the workers’ compensation carrier.

A form, CCC-257, employee accident report - supervisor’s accident/incident investigation report, must be completed by the employee and their supervisor for all accidents, no matter how minor. The accident report must be submitted to the human resources department within 24 hours of injury, so that if complications arise, there will be no doubt that the injury occurred in the course of their job duties.

For further information concerning employee injuries, please refer to CCCTI’s policy on Worker’s Compensation.

**Student Accident/Injury**
All student accidents and injuries must be reported to the supervising instructor.

A student/visitor accident form (CCC 275-b) should be completed on all injuries within 24 hours of the injury. These forms are available on both campuses at the switchboard and in Student Services as well as in Building E, room 324 on the Caldwell campus. The completed form should be returned to the vice president of student services.

Neither the college nor the State of North Carolina carries insurance to cover any student for accidents or otherwise. Therefore, students enrolled in shops and labs are particularly urged to take advantage of the student insurance or sign the prepared wavier indicating they have comparable insurance coverage.

**Visitor Accident/Injury**
All visitor accidents and injuries must be reported immediately to the person with whom the visitor is meeting.

A student/visitor accident form (CCC 275-b) should be completed on all injuries within 24 hours of the injury. These forms are available on both campuses at the switchboard and in Student Services as well as
in Building E, room 324 on the Caldwell campus. The completed form should be returned to the vice president of student services.
SECTION SEVEN: STUDENT SERVICES

Admissions

Caldwell Community College and Technical Institute is open to any adult meeting the admission requirements for the particular course or area in which he/she wishes to enroll. No student is discriminated against because of race, color, religion, sex, disability, creed, national origin, or political affiliation.

Pursuant to 1D SBCCC 400.2, CCCTI maintains an open-door admissions policy to all applicants who are legal residents of the United States and who are either high school graduates or who are at least 18 years of age. Legal residents of the United States under 18 years of age may also be admitted if they possess a high school equivalency or adult high school diploma. Provisions with respect to admission of high school student under concurrent enrollment regulations outlined in the Curriculum Procedures Manual Section 14 Career & College Promise and are set forth in State Board of Community Colleges Code sections 1D SBCCC200.95 and 1D SBCCC 300.99. Admissions requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

CCCTI shall not solicit or use information regarding accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admissions to the college or to any program of study, loans, scholarship, or other educational activity at the community college unless the accreditation was conducted by a state agency.

Undocumented immigrants (defined by federal immigration classification) shall be admitted if they attended and graduated from a United States public high school, private school, or home school that operates in compliance with state and local law. Students admitted under this provision are considered out-of-state for tuition purposes and are ineligible to receive federal financial aid. Undocumented students may not enroll in a program of study that has a waiting list or requires state licensure. In addition, these students may not register for classes until after the last published registration period and may not enroll in a class that has a waiting list. Undocumented students who possess a high school equivalency are not eligible for admissions.

Students who are not residents of North Carolina and wish to enroll in distance learning courses at CCCTI must reside in a state in which the college is authorized to deliver instruction. The college reserves the right to refuse admission to distance learning courses and programs for any applicant residing in a state where the college is not authorized to provide post-secondary education. Please refer to Consumer Information on the college website for a list of states authorizing CCCTI to deliver instruction.

Admission to the college does not necessarily mean admission to the curriculum or program desired by the applicant. A student must satisfy the admissions requirements for the desired program of study.

*Amended and approved by the Board of Trustees on January 21, 2015

Students who are not entering programs need to submit only an application for the admissions process unless they are registering for courses that have prerequisites. If the courses have prerequisites, students must take the appropriate placement tests and/or furnish official transcripts.

Health Science Admissions

151
Additional procedures are required for students seeking admission in a health science program. Clinical space limits the number of students accepted each year. Contact the Health Science Admissions Office for further details or visit the school website for current admissions requirements.

**International Students**

CCCTI is authorized by the U.S. Citizenship and Immigration Services to admit international students. This permission was granted on July 12, 1966, with authorization number WAS 2141562.

International students must meet admission requirements set forth by CCCTI as well as requirements specified by the U.S. Citizenship and Immigration Services. In addition to the application, individuals must request that an official high school transcript from an appropriate agency be sent directly to CCCTI certifying the equivalency of a United States high school credential. All official high school transcripts must show a graduation date.

Transcripts of course work completed at a college or university located outside the United States must be accompanied by a certified English translation and a course-by-course evaluation. Transfer credit from foreign colleges or universities will be reviewed on a case-by-case basis. Course descriptions, a comprehensive course-by-course evaluation and/or a catalog-match evaluation may be required if transfer credit is being requested for certain courses.

*Amended and approved by the Board of Trustees on June 17, 2009

**Student Records**

**Confidentiality of Student Records**

CCCTI protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA, also known as the Buckley Amendment, protects the privacy of students and allows for the accessing of student records by the student.

**Privacy of Student Records/FERPA**

CCCTI protects the privacy of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. According to the act, an educational record is defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the college. According to FERPA, students have the right to

- inspect and review their educational records
- seek amendment to their educational records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA
- consent to disclosures of personally identifiable information contained in their record, except to the extent that FERPA authorizes disclosures without consent
- file with the U.S. Department of Education a complaint concerning alleged failures by the college to comply with FERPA

Students may exercise the right to inspect and review their education record by providing a written request to the Registrar. Students may seek amendment to their educational record by contacting the Registrar who will attempt to resolve the issue. If the student is not satisfied with the resolution, then he/she may file a formal grievance with the vice president of student services according to procedures outlined in the College Catalog and Student Handbook.
Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

- CCCTI faculty and staff who are determined to have a legitimate educational interest may access student records. Faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to conduct official college business.
- To comply with a lawfully issued subpoena or judicial order
- To officials of another college in which a student intends to enroll or has enrolled
- To authorized representatives on the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, or state and local education authorities
- In connection with the application for, or receipt of, financial aid
- To accrediting organizations
- To appropriate officials in case of a health and safety emergency
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To authorized officials for audit or evaluation purposes
- Organizations conducting certain studies for or on behalf of the school
- Outcomes of disciplinary proceedings may be released to the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
- To parents, as defined in 34 C.F.R. 99.3 of a dependent student under the Internal Revenue Code *
- Directory Information**

*Under the Act, CCCTI may not disclose personally identifiable information to the parents of an “eligible student” without the written consent of the student unless the disclosure is to parents of a dependent student as defined in Internal Revenue Code. An “eligible student” means a student who is 18 years of age or is attending an institution of postsecondary education. Parents must provide appropriate tax return information documenting the dependent status of the student before disclosure will be made without his/her written consent.

**A part of FERPA states that certain information called “directory” information can be disclosed without the written consent of the student. Directory information includes information contained in the educational record of a student that would not be considered harmful or an invasion of privacy if disclosed. CCCTI may disclose the following information without written consent unless the student notifies Student Services in writing that such information is not to be made available:

- student name
- phone number
- address
- date and place of birth
- email address
- major field of study
- dates of attendance
- degrees/diplomas/certificates and awards received
- full- or part-time enrollment status
- participation in officially recognized activities
- most recent previous institution

*Approved by the Board of Trustees on November 15, 2011

Archiving Student Records (Records & Retention)
CCCTI has ensured the integrity of student permanent records since its inception in 1964. The North Carolina Community College Records Retention and Disposition Schedule provides a detailed outline of requirements for the archiving of permanent student records. In compliance with this schedule, transcripts prior to 2001 were microfilmed annually. One copy of the microfilmed records was kept in Raleigh, and one copy was kept in the vault in H.E. Beam Hall. These copies remain in place. However, beginning with the 2001-03 academic years, CCCTI began recording transcripts to compact discs (CDs). One copy is kept in the vault in H.E. Beam Hall, and one copy was kept in an off campus location.

During the 2008-09 academic year, CCCTI began working with an off campus provider, AIG (SoftDocs), to convert all microfilmed transcripts to CDs. This conversion to CDs was completed in the summer of 2010. At the end of each academic year, CCCTI requires that individual curriculum transcript files be copied to CDs. One copy of each CD is kept in the vault in H.E. Beam Hall, and another is kept in an off campus location.

As technology has advanced, the college has changed archiving processes accordingly for permanent records of all curriculum students. An electronic record of all components of a students’ permanent record are scanned and saved to a separate server upon receipt.

**Student Classifications**

Full-Time Student – A student enrolled for 12 or more semester credit hour.

Part-Time Student – A student enrolled for fewer than 12 semester credit hours.

Provisional Student – A student whose admissions requirements are not complete when classes begin. (Refer to current catalog)

Audit Student – An audit student is enrolled in a course with the understanding that he/she will receive no credit or final grade. He/she is expected to attend class regularly but does not take tests or examinations. The audit grade cannot be changed later to credit. Audits must be declared at time of registration.

Special Studies Student – A special studies student is one enrolled in one or more curriculum courses but who is not enrolled in a degree, diploma, or certificate program. For admission, a special studies student need only complete the application. A special studies student may register for any course provided he/she meets the prerequisite requirements for the course(s).

Transfer Student – A transfer student is a student entering CCCTI who has earned credit at another institution and wishes to apply these credits toward a CCCTI degree, diploma, or certificate. Students desiring to transfer credits must have all official transcripts sent to CCCTI by the institutions that originally granted the credit. If applicable credit has been accepted from another institution, transfer students may be exempt from some of the admission placement tests.

High School Student – A high school student is enrolled in high school and simultaneously enrolled in college courses. A high school student may enroll in a course provided the student meets the requirements of Career & College Promise and meets the prerequisite requirements for the course.
Academic Advising

The faculty advisor program is a cooperative effort of the faculty and Student Services. Each curriculum student is assigned a faculty advisor who will assist that student in planning programs and selecting courses. College transfer students working towards Associate in Arts and Associate in Science degrees are assigned to the academic advising center for advisement purposes. Curriculum students who are not enrolled in specific programs (i.e., special studies students) are also assigned to the academic advising center as their advisor. Students must make appointments with their advisors prior to registration for the next semester.

All students should refer to the College Catalog for information about the courses required for graduation in the various areas of study. By conferring with the advisors when questions arise, students will tend to be more accurate in the proper selection of courses. Advisors and counselors are available to students, but final responsibility for meeting program and graduation requirements remains with the student.

Registration

Registration is scheduled prior to the start of a new term and published on the college website and in the catalog. Currently enrolled students are assigned a date and time in which they can register called priority registration. Priority registration is assigned to a student based upon completed credit hours. Student must meet with their assigned faculty advisor prior to registration. This faculty advisor will assist the student with course selection during the registration period.

Students have two means to register for classes: in person or through WebAdvisor. Regardless of method of registration tuition and fees are due at the time of registration. Payment of tuition and fees may be deferred only in the case of pending financial aid or if the tuition and fees will be paid by a financially-responsible third party.

NOTE: If a student’s name is not on a class roll, he/she must present a copy of his/her schedule stamped “paid” at the first class meeting to show that the registration process has been completed. If the student does not have the required paperwork, he/she should be directed to the Admissions/Registration area of the Student Services Office.

Auditing

A student who audits a course pays the regular tuition and activity fees. The audit must be indicated at registration. Students who audit do not take tests or examinations, do not receive grades or credit, and cannot later change an audit to credit. Students who enroll for credit may not change to audit. Audit students are not required to meet attendance requirements. Instructors will drop or withdraw only audit students who never have attended. Students are required to meet prerequisites/co-requisites, including placement tests, for all courses being audited.

NOTE: Title IV funding (Federal Pell Grant) cannot include credit hours of an audited class in determining award amounts.

Course Repeat Policy

When a student repeats a course, the best grade is recorded as the final grade for the course and is used in the student’s grade point average. Students may take a course a total of three times, including transfer credit, withdrawal and audit. Exceptions to this policy must be approved by the appropriate
department chair or vice president of curriculum and adult education and the executive vice president. Exceptions to this policy include
- Special disabling condition
- Change in technology
- Student failure of course or to improve grade
- Additional student improvement and learning Veterans are advised that they cannot receive VA benefits for courses previously passed.

Course Load
Students enrolled for 12 or more credit hours are classified as full-time students. Those taking fewer hours are classified as part-time. Normal course loads will vary from one curriculum to another and should be carefully planned with advisors. A typical course load for a full-time student ranges from 15–19 credit hours. Students may take no more than 21 credit hours per semester without special permission of the vice president of student services or the vice president of curriculum and adult education.

NOTE: Nine hours will be considered full-time for summer semester for insurance purposes only and twelve hours for financial aid purposes.

Schedule Changes
Change of a student’s schedule after the designated drop/add period will be made only with permission of the department chair or academic vice president. If enrollment in any class is not deemed sufficient, the college reserves the right to cancel the course.

College Credits

Credit by Examinations
No more than 25 percent of the hours required for a degree, diploma or certificate may be earned by examination, including proficiency credit, advanced placement, CLEP/DANTES, and/or any combination thereof. The student must provide an official copy of the test scores to the admissions office for evaluation.

Advanced Placement
The college grants credit for the Advanced Placement (AP) Examinations conducted by the College Board. An entering student may receive semester credit hours based on Advanced Placement Examinations of the College Board. These examinations may be taken prior to the student’s high school graduation, and the scores must be sent to the admissions office for evaluation. By scoring 3 or higher on the appropriate AP examination, students will be awarded credit for approved courses. The grade of AP will be posted on the transcript, and credit hours will be granted, but no quality points will be given.

Articulated Credit
CCCTI awards college credit for identified high school courses based on criteria outlined in the North Carolina High School to Community College Articulation Agreement. All criteria below must be met for college credit to be awarded.
- a grade of B or higher in the course
- a raw or converted score of 80 or higher on the standardized Career and Technical Education (CTE) post assessment
- students must enroll at CCCTI within two years of high school graduation date
- students must provide official high school transcript and CTE post assessment scores
A grade of AC will be posted on the transcript. Credit hours will be granted, but no quality points will be given.

**CLEP/DANTES**
CCCTI offers college credit for the subject area examinations included in the College Level Examination Program (CLEP) and DSST (DANTES). Information on acceptable scores is available in Student Services. Credit must be applicable to the student’s current degree or diploma requirements. If CLEP (CL) or DANTES (DT) credit is granted, credit hours will be noted on the student’s transcript, but no quality points will be awarded.

*Amended and approved by the Board of Trustees on June 17, 2009

**Military Credit**
Effective spring semester 2001, one semester hour of physical education credit will be granted for any armed service personnel who has completed basic training under the following conditions:

- Minimum of four months active duty required. Reserve duty is not applicable.
- Personnel must have been separated under *honorable* conditions.
- Personnel must provide his/her copy of DD214, with time served and separation conditions.
- Dishonorable discharge does not qualify one for credit.

Effective fall semester 2009, additional educational experiences in the armed services may be submitted for transfer credit evaluations. To request an evaluation of military service schools, the student must complete the following steps:

1. Submit official copies of Military Transcripts which can be obtained from the various branches.
2. Attach documentation of successful completion of course.
   - Documentation may include DD form 295 application for the evaluation of educational experiences during military service,
   - DD form 214 armed forces of the United States report of transfer or discharge, and any of the following that may be applicable:
     - course completion certificates,
     - AARTS (Army/ACE Registry Transcript System) transcripts,
     - SMART (Sailor/Marine/ACE Registry Transcript System) or
     - MOS (Military Occupational Specialty) Evaluation Score Reports.
3. Submit applicable documents to the Admissions and Records Office.

Military educational experiences are evaluated using the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student’s current degree or diploma requirements. Only hours earned are awarded.

*Amended and approved by the Board of Trustees on June 17, 2009

**Proficiency Examination**
Students enrolled at CCCTI who are qualified to accelerate their studies because of their demonstrated abilities may receive proficiency credit by examination for some of their curriculum courses. The proficiency examination process is used for a student desiring credit for prior learning. Students may not use this examination to repeat a course, nor may the student repeat the examination.

The student wishing to receive credit must petition the department chair under whom the course is offered. If the department chair deems the course suitable for proficiency credit, the student may receive permission to take the examination developed by the department chair and appropriate instructors.
If the examination is passed, the student will earn credit hours toward graduation but no quality points.

A grade of “CR” (Credit by examination) will be indicated on the student’s transcript. If the examination is not passed, no notation will be made on the transcript. “CR” credit is not guaranteed to transfer and does not meet Comprehensive Articulation Agreement (CAA) requirements.

Transfer Credit
To be considered for CCCTI credit, courses must have been taken at a regionally accredited institution and must show a grade of “C” or better. Certain exceptions may be made. Transfer credit will not be awarded for courses in which a student has received a grade for credit by exam or has been granted credit for proficiency placement exam. A grade point average for graduation, honors, and continuing enrollment is computed only for courses taken at CCCTI.

Student Withdrawal
Students who withdraw from a class or from the college should first consult with their academic advisor and then contact the director of enrollment management in Student Services. Failure to make these contacts and to withdraw officially from a class or from the college prevents college personnel from offering assistance to the student. When this situation occurs, there are increased chances of errors in recording official grades and records and the likelihood that the student would not be eligible for a refund.

A student may withdraw from a course and receive a grade of “W” up until sixty percent of the class contact hours have elapsed. The grade of “W” will have no bearing on his/her grade point average. After sixty percent of the class contact hours have elapsed, a student-initiated drop petition will not be accepted. However, an instructor may initiate a drop petition after the sixty percent point and assign a grade of “W” or “F.”

NOTE: Veterans and financial aid recipients should check with the veteran’s coordinator in student services for specific financial aid regulations concerning withdrawals.

Academic Progress
CCCTI’s academic standards policies attempt to maintain academic quality and prevent prolonged failure for all students. Procedures are designed to identify students with academic difficulty and to ensure effective and fair corrective action. Maintaining a viable procedure requires the commitment of faculty, staff, and students. The faculty/staff will

- inform all students of minimum academic standards and grading procedures,
- alert at risk students through the early alert form of academic difficulty as early in the semester as possible, and
- post to WebAdvisor final semester grades and grade point averages immediately following the semester grade report period.

NOTE: Copies of the policies for specific programs in health sciences are distributed to each student enrolled and are available with each program director and in the Office of Student Services. The Grade Appeal Policy can be found in Section 4 (Instruction).

Each student is expected to maintain satisfactory progress toward meeting his/her academic goals. The cumulative grade point average (GPA) is reviewed at the end of each semester to determine whether the
A student has made the expected progress. Developmental courses are included in the cumulative GPA calculation if the course was completed with CCCTI. The GPA will be calculated using the highest grade for each course taken at CCCTI. A student whose cumulative GPA falls below the following standards in Table 6 will be placed on academic warning which may be followed by probation and or suspension.

### Table 6: Academic Progression Thresholds

<table>
<thead>
<tr>
<th>Semester Hours Attempted</th>
<th>Associate Degree Grade Point</th>
<th>Diploma Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4–8</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>9–16</td>
<td>1.25</td>
<td>1.25</td>
</tr>
<tr>
<td>17–24</td>
<td>1.50</td>
<td>1.50</td>
</tr>
<tr>
<td>25–32</td>
<td>1.75</td>
<td>1.75</td>
</tr>
<tr>
<td>33–40</td>
<td>1.85</td>
<td>2.00</td>
</tr>
<tr>
<td>41–48</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td>49–56</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>57–graduation</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Academic Warning
A student failing to meet the minimum cumulative GPA during any semester or term will receive an academic warning notification by email and letter from Student Services. The warning status notification will inform the student of his/her academic status and require the student to meet with his/her assigned advisor to develop an academic improvement plan.

#### Academic Probation
A student who continues to remain below the required standards for a second consecutive semester is placed on academic probation. A student placed on academic probation will receive notification by email and letter informing the student of his/her academic status. A student on academic probation must meet with an assigned advisor to prepare an academic improvement plan to improve his/her academic performance. A student on academic probation must meet with his/her academic advisor in order for the advisor to register the student. While on probation, the student will be able to register for a maximum of twelve credit hours for fall and spring semesters and a maximum of six credit hours for summer term.

#### Academic Suspension
A student who is on academic warning/probation for two or more successive semesters will be subject to a one semester suspension. A student on academic suspension who believes extenuating circumstances exist that should prevent the suspension may appeal the academic suspension. The student must submit a written appeal to the appeals committee. An appeals committee composed of the student’s assigned advisor, appropriate program coordinator, director or department chair, SGA representative, Student Services representative, and a faculty/staff member of the student’s choice will meet to determine appropriate action. If the suspension is upheld, refund of tuition will be allowed as outlined in the College Catalog. A student’s right to appeal any decision is outlined in the grievance procedure printed in the College Catalog. A student may automatically enroll for the semester following suspension but will continue to be on probation until his/her cumulative GPA reflects necessary improvements.

#### Readmission of Dismissed Students
Students should refer to the Student Handbook for details on disciplinary procedures and regulations pertaining to suspension and expulsion. Readmission of dismissed students at a subsequent session will be
at the discretion of the college. Veterans should see the section on academic probation for information concerning the reinstatement of benefits.

**Graduation Requirements**

Graduation exercises will be held in May. All candidates are expected to be in attendance. A student is eligible for graduation when the following requirements have been completed:

- The student must have filed an application for degree/diploma/certificate and pay the fee by the published deadline. In order to participate in the May graduation exercises, students must apply for graduation by the established deadline and complete all graduation requirements by the end of the spring semester. The graduation fee will be waived for certificate graduates not attending graduation exercises.
- All the requirements for a degree/diploma/certificate in a particular program must be satisfactorily completed with a program grade point average of at least 2.0.
- Health Science graduates must follow graduation requirements as stated in their program manual.
- Students transferring from other colleges and schools are required to complete at least 25 percent of the course hours in their program of study or ten semester hours, whichever is greater, in residence at CCCTI. “In residence” denotes credit hours earned at CCCTI. Work Based Learning will not count toward residency requirements for graduation.
- The student must take care of all financial obligations to CCCTI prior to commencement.

**Catalog Requirements**

Candidates for a degree, diploma or certificate may meet graduation requirements as outlined in either (1) the catalog for the year they initially entered their program of study provided continuous enrollment is maintained during fall and spring semester and no more than ten years have elapsed or (2) in the catalog for the year of their graduation. Students who have not enrolled in two consecutive semesters (excluding summer semester) are not considered as continuously enrolled and must reapply for admission to CCCTI. Requests for exceptions may be filed with the registrar.

**Graduation with Honors**

A graduating student who has earned a program grade point average of 3.5 or better during studies at CCCTI will receive the degree, diploma, or certificate “with honors.”

**Counseling and Advising Services**

CCCTI provides either directly, or through collaboration and referral, a variety of academic and employment services, as well as both career counseling and brief personal counseling and referral. Services within the Counseling and Advisement department are designed to promote student learning and reduce barriers to attaining personal, academic, and career goals. Service areas include career and personal counseling and referral, academic advisement, and transition advisement for high school populations.

**Counseling**

Counselors are available on the Caldwell and Watauga campuses, both day and evening, to provide confidential assessment, personal counseling, and information and referral services. Although an appointment is preferred, walk-ins are welcome as staffing permits. Referrals to private counseling or mental health providers may be made for students in need of extended counseling services beyond the brief counseling services offered by the college’s professional counselors.
The CCCTI Foundation provides funds to help pay for a portion of those services delivered by a private provider. Students in urgent need of counseling services at a time when no college counselor is available may contact an on-call mental health professional toll free through Smoky Mountain Center for Mental Health at 1-800-849-6127. In cases of risk of injury or psychiatric emergency students should contact 911.

Career Planning and Placement Center
Additional personal, career, and employee development activities are offered throughout the year in the form of workshops and support groups. Career assessment and counseling services are provided by individual appointment and weekly career development workshops, as needed. Students seeking employment assistance are encouraged to contact the Career Planning and Placement Center at 828-759-4680.

Academic Advising Center
The main purpose of the academic advising center is to serve as the assigned advisor for Associate in Arts (AA) and Associate in Science (AS) college transfer students. Supplemental advising is also provided in select technical programs. In addition to academic advising, the following services are also provided:

- transfer information for students transitioning from CCCTI to four-year colleges and universities
- placement test score interpretation
- assistance with college program selection
- support services information
- semester schedule planning
- assistance with registration
- assistance with adding and/or dropping classes
- assistance with transition from high school programs to CCCTI

Transition Advising
Traditional high schools in Caldwell and Watauga counties each have a full-time CCCTI employee called a Transition Advisor who dedicated to serving the students and faculty members. Caldwell Early College High School and Caldwell Career Center Middle College share a Transition Advisor. Transition Advisors provide information on offers through Career & College Promise as well as post-secondary offerings at CCCTI.

Disability Services
With locations on both campuses, the disability services at CCCTI provides equal access and quality services to all students with disabilities. Personnel coordinate accommodations and support services to all qualified students with disabilities.

To receive services, the student must provide current documentation from an appropriate licensed professional. Acceptable documentation includes a medical report, a physician’s statement, a psychological evaluation, or records from the Division of Services for the Blind, Services for the Deaf and Hard of Hearing, and/or Vocational Rehabilitation.

Section 504/ American with Disabilities Act
No otherwise qualified handicapped individual shall, solely by reason of such disability, be excluded from participation in, or benefits of, or be subjected to discrimination by any public or private entity. The Americans with Disabilities Act defines a disability as “a physical or mental impairment that substantially
limits one or more major life activities such as walking, talking, seeing, hearing, learning, breathing, working; or having a record of such an impairment; or being regarded as having one.”

Services Available
- sign language interpreters
- note takers
- scribes
- readers
- testing accommodations
- priority registration
- adaptive technology
- distraction free testing site
- counseling and referral regarding specific disability related personal, educational, and career concerns
- tape recorders
- brailed and taped text
- others as determined on a case by case basis

Confidentiality
The college will not share specific information about a student’s disability with anyone, including faculty, without that student’s written permission.

How to Get Services
Students may receive assistance by doing the following:
- Call disability services representative on the Caldwell campus at 828-726-2716 or on the Watauga campus at 828-297-5239.
- Provide current documentation of the disability.
- Request accommodations and auxiliary aids in a timely fashion.
- Schedule follow-up visits with disability services.

Student Employment Services
North Carolina Works Career Planning and Placement Center of CCCTI is a partnership of agencies and employers which provides comprehensive career planning, training and job placement resources to students and the community. The center works to provide quality employment and training services to both job seekers and employers. Services to individuals include job seeking skills workshops, computer software tutorials, resume consultation and preparation, career counseling, skills assessment and more. The center also offers resources to local businesses such as job fairs, onsite interviewing, job placement assistance and WorkKeys profiling, assessments and skill training. The NC Works Career Planning and Placement Center provides the same services to students on the Caldwell and Watauga campuses.

Student Financial Aid
The purpose of the financial aid program at CCCTI is to provide financial assistance to those who would benefit from further education but who, without such help, could not do so. The financial aid program is administered according to the institutional principles and the guidelines established by the U.S. Department of Education.

The vice president of student services is directly responsible for supervision of the student financial aid
program. The financial aid committee serves as an appeals committee for financial aid suspensions. The
director of financial aid is responsible for evaluating the financial circumstances of the applicant based on
a needs analysis, for packaging aid, and for providing the business office with proper authorization for
disbursement of aid awards. The vice president of finance and administration is responsible for
overseeing the investment of scholarship funds, and assuring that proper business and accounting
procedures are maintained in the administration of federal, student, and local funds.

Types of Financial Aid Available

Scholarships
Scholarships provided by clubs, individuals, industries, businesses, etc. are available. Criteria are
established by the donor and implemented by the financial aid office so long as they are consistent with or
are not in conflict with institutional policies.

Federal Pell Grant
This is a federal grant program administered by the institution with needs analysis provided by a federal
contract agency. All students seeking assistance must apply for the Pell Grant. The program is available to
all students who do not already have a baccalaureate degree, who are high school graduates or have an
equivalency diploma, who are enrolled in an eligible program, and who are United States citizens or
permanent residents. Male applicants born after December 31, 1959, must be registered with the Selective
Service, unless on active military duty.

Federal Supplemental Educational Opportunity Grant Program
These funds are disbursed to Pell Grant recipients on a first-come first serve basis. Students must have a
zero Expected Family Contribution.

Federal College Work-Study Program
Students who demonstrate sufficient need, and are interested in a job to help pay school expenses, are
eligible for employment under this program which is funded by federal and matching local funds.

NCCCS Grant
Students who are NC residents and who are judged to be eligible under guidelines determined by the State
Education Assistance authority may receive aid from this grant if they otherwise meet eligibility
requirements for a Federal Pell grant.

NCELS – North Carolina Education Lottery Scholarship
NC legal residents who are enrolled full-time and who demonstrate exceptional financial need may
qualify for this grant. Deadline for application using the FAFSA is March 15 prior to each award year.
The NCSEAA will determine recipients.

Loans
Loans vary as to the interest rates, the repayment schedules, and the opportunities to apply and repay
loans through employment commitments CCCTI currently offers the NC Forgivable Education Loans for
Service (FELS).

Other Financial Resources

Vocational Rehabilitation
Students with a disability may obtain grants-in aid covering tuition, fees, and books, through the NC
Vocational Rehabilitation office.
Veteran’s Administrative Programs
Veterans who have served on active duty for more than 180 days may be eligible for educational benefits to attend college. Benefits are also available for current members of NC National Guard.

Veteran’s Dependents Educational Assistance Act
Children 18–26 years old and spouses of deceased veterans or totally disabled veterans are eligible for educational benefits to attend college provided the death or disability occurred as a result of service in the armed forces.

Procedures
- The student files a Free Application for Federal Student Aid (FAFSA).
- The financial aid office receives an electronic report from federal central processing.
- The financial aid staff evaluates the institutional aid report and determines the types and amount of aid, creates the recipient’s award file, notifies the recipient using the financial aid award notification form, and informs the business office of appropriate dates to allocate funds to the recipient’s account and to prepare checks.
- The checks of payment of financial aid will be prepared by the business office in accordance with the schedule of payment determined by the director of financial aid and the business office staff. The business office will distribute the checks to the student with approval of the director of financial aid.
- All major changes in the financial situation of students receiving financial aid must be reported to the director of financial aid to permit reevaluation of the adequacy of existing financial assistance.

Testing
The testing center is used for placement testing, health science admissions testing, distance learning testing, instructors’ makeup testing, and high school equivalency testing. It is also an approved testing site for Lasergrade FAA testing, Pearson Vue, and other state licensure exams. Testing session are by appointment. Testing center hours are available on the college website and are posted at the center. Special testing accommodations may also be arranged by contacting the director of testing. To contact the testing center on the Caldwell campus call 828-726-2719. The Watauga campus’ testing center’s number is 828-297-2185.

TRIO Programs
TRIO/Student Support Services (SSS), located on both campuses, is one of two federally-funded TRIO programs at CCCTI. The aim of SSS is to provide an academic and personal support system to first-generation or disabled students who have strong financial and academic need. Components of the program include
- active participation in program design and implementation
- a three-credit hour study skills and personal development class
- tutoring and mentoring
- service-learning opportunities
- academic, career, and personal counseling
- financial aid and transfer advisement
leadership opportunities in extra-curricular, cultural, and program development activities

TRIO/SSS's sister program at CCCTI is TRIO/Educational Talent Search (ETS), which prepares students in grades 6–12 for enrolling successfully in post-secondary studies.

**Academic Support Center**

The academic support center offers a variety of free online and on-site services to enhance student learning and develop independent thinking. The academic support center provides tutoring as needed in any course subject, interactive computer tutorials, computers and printing services, online tutoring through Smarthinking, review materials for college placement exams, supplemental instruction for specific classes, and general study skills. The academic support center is located on the Caldwell and Watauga campuses. All services are free to students and appointments are not necessary.

**Writing Center**

The writing center is designed to provide writers with the tools necessary to write and communicate effectively, thereby promoting success throughout college as well as in the workplace. The writing center offers a positive, individualized and collaborative learning environment with trained staff who are willing and able to assist writers one-to-one with all types, modes, and levels of writing at all stages of the writing process.

The writing center is a free service for all CCCTI students, faculty, and staff. Open Monday through Friday, no appointments are necessary in centers located on both campuses. Writing center services are also available online. For more information, call 828-726-2376 (Caldwell campus/online) or 828-297-5292 (Watauga campus).

**Student Rights, Responsibilities, and Code of Conduct**

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 that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student’s violation of the law also 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.

**Student Rights**

- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
• Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
• 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 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 offices.
• 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.
• No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a student code of conduct violation the right to 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.

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 disrupts or threatens to disrupt 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 morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following are violations of the Student Code of Conduct:

• Academic dishonesty (See Academic Integrity Policy in Section 4); a second violation of the CCCTI Academic Integrity Policy shall be treated as a disciplinary issue carrying severe consequences.
• 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.
• Possession, use or distribution 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. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. 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 his/her actions.
• Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
• 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 or which promote hatred or racial prejudice.
• Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student’s or an employee’s performance or creates an intimidating, hostile or offensive environment.
• Any act or misuse of technology that is directly prohibited by the current computer usage policy.
• 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.
• 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.
• 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; or 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.
• Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
• 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.
• Gambling.
• Smoking in classrooms, shops, labs or other unauthorized areas.
• Violation of college regulations regarding the operation and parking of motor vehicles.
• Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
• Failure to comply with instructions of college officials acting in performance of their duties.
• Violation of the terms of disciplinary probation or any college regulation during the period of probation.
• 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. The college will not accept checks from students who have written the college a check with insufficient funds.
• Violation of a local, state or federal criminal law on college premises adversely affecting the college community’s pursuit of its proper educational purposes.
• Any conduct which materially and adversely affects the educational process.
• Any physical, emotional or behavioral problems that adversely affects the safety of students and the educational process.

Disciplinary Procedures

Immediate Dismissal
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 dismissal. If the students fail to cease and desist, the instructor or administrative officer may then dismiss them from the class or the college until a resolution of the matter can be made. Prior to dismissal, the student(s) shall be given the opportunity to explain his or her conduct to the instructor or administrative officer.

The instructor or administrative officer invoking such dismissal shall notify the vice president of student services in writing of the individuals involved and the nature of the infraction as soon as possible but no more than two days following the incident. The vice president of student services, responsible for implementing student discipline procedures, shall resolve the matter in a timely fashion utilizing the steps outlined below. 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:

Charges
Any administrative official, faculty 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 make the following information available to the vice president of student services:

- name of the student(s) involved
- the alleged violation of the specific code of conduct
- the time, place, and date of the incident
- the name(s) of person(s) directly involved or witnesses to the infractions
- any action taken that related to the matter
- desired solution

Investigation and Decision
Within five working days 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:

- drop the charges
- impose a sanction consistent with those shown below
- refer the student to a college office or community agency for services

Notification
The decision of the vice president of student services shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president 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’s decision, and instructions governing the appeal process.

Sanctions
The vice president of student services may apply the following sanctions as appropriate:

Reprimand
A written communication which 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.

General Probation
An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two important implications: The individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action will be taken. This probation will be in effect for no more than two semesters.

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. 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 with any college or student organization, publication, or activity. This probation will be in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.
Restitution
The student must pay for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.

Interim Suspension
Students will be excluded 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.

Loss of Academic Credit or Grade
This punishment is imposed as a result of academic dishonesty (as determined by the Grade Appeal Policy).

Withholding Transcript, Diploma, or Right to Register
This sanction is imposed when financial obligations are not met.

Suspension
The student is excluded from class(es) and/or all other privileges or 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 the college campus.

Expulsion
The student is dismissed from campus 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.

Group Probation
This sanction 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.

Group Restriction
A club or other organization is removed from college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). 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.

Group Charter Revocation
This sanction involves 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.

Appeals Procedure
A student who disagrees with the decision of the vice president of student services may file a formal grievance as outlined below.

Grievance Policy and Procedure

Statement of Policy
CCCTI is committed to mutual respect among all constituents of the college community. The purpose of this procedure is to provide CCCTI students an equitable and orderly process to resolve grievances other than sexual harassment complaints and grade appeals. Because separate policies/procedures exist for these disputes, complaints of this nature are excluded from consideration under this policy.

**Definition:** A grievance exists in any situation in which students feel that there has been a violation, misinterpretation, or misapplication of an existing college policy including complaints alleging discrimination or harassment on the basis of race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

Every attempt should be made to resolve violations of policy in an informal manner and only when these attempts are not successful should the formal procedure be utilized. Persons involved in the grievance procedures shall not be coerced, intimidated, or suffer any reprisal.

**Informal Procedure**
Prior to filing a formal grievance, students are strongly encouraged to discuss their grievances with the person alleged to have caused the grievance. The purpose of this informal discussion is to provide the student, faculty member, or other person with authority the opportunity to address and resolve the grievance at the lowest possible level.

a. The student shall first informally discuss the matter in question with the college faculty or staff member most directly involved. If the meeting with the college employee fails to produce a satisfactory settlement, the student may appeal directly to the employee’s immediate supervisor.

b. Should an informal discussion fail to produce a satisfactory settlement of the grievance, the student should contact the employee’s immediate supervisor, who will attempt to mediate a resolution. If these informal discussions do not satisfactorily resolve the grievance, the student may initiate the formal grievance procedure.

**Formal Procedure**
*Step One:* In the event the matter is not resolved informally, the student may submit the grievance in writing to the vice president of student services who shall hear all parties involved in the grievance and render a written decision.

NOTE: The grievance may be initiated at or moved to Step Two without a hearing at a lower step(s), if both parties agree.

A copy of the grievance must be filed as provided in Step One within 20 business days from the date on which the act or purported act which is the subject of the grievance occurred. The vice president of student services will hear all parties involved in the grievance and render a written decision within five business days of receipt of the grievance. If the grievance is against the vice president of student services, the executive vice president will perform the functions of the vice president of student services as required by this policy.

a. Should a grievance not be satisfactorily resolved or should no decision be forthcoming in the time prescribed above, the grievance may, within five business days, be submitted to the next step.

If the finding or resolution of a grievance at any step in the grievance procedure is not appealed within ten business days, the grievance will be considered settled on the basis of the last answer provided, and there shall be no further appeal or review.

*Step Two:* If the grievance is not resolved satisfactorily in Step One, it may be appealed to the Grievance Committee, who will make a decision regarding the grievance. This decision shall be binding to all
parties. The Grievance Committee will hear all parties involved in the grievance and render a written
decision within ten business days of receipt of the appeal from the Step One decision.
a. Time limits under the procedure may be changed by mutual agreement only.

The chair of the grievance committee will be appointed at the first meeting called by the president or by
the chair of the Board of Trustees if the grievance is related to the president. The grievance committee
will consist of four standing members and three members selected at the time a grievance is presented. In
addition to the committee members, a recorder will be assigned. The four standing members will serve for
two years; and, in order to provide continuity, initially two members will be appointed for two years and
two members will serve one year. The parties involved may challenge the impartiality of any of the seven
members selected by the president or by the chair of the Board of Trustees. This committee will act as a
hearing committee for all student grievances.

**Student Identification Cards**

Student identification cards will be distributed to currently enrolled curriculum students free of charge.
The student must provide his/her current driver’s license or other valid state identification card and
college issued college ID number.

Student identification cards will be provided to currently enrolled Continuing Education and Adult
Education students at a charge of $2.50 per card. The student must provide his/her current driver’s license
or other valid state identification card and college issued ID number.

Students may replace lost student ID cards that have not yet expired at a charge of $5.00 per card. If the
student is still enrolled at the time the card expires, the card will be replaced at no charge.

**Student Publications Policy**

Student publications appear periodically depending on student interest in newsletters, newspapers, and
other publications. Such documents serve useful purposes for the college’s programs, services, and a host
of activities of interest to the various constituencies of the college family.

Each student publication must have a faculty or staff sponsor. Faculty or staff sponsors must be approved
by the vice president of student services. Regardless of the source of funding, the college retains editorial
control of all student publications. Student editors have a major responsibility to assure that such
publications establish and maintain an atmosphere of responsible discussion. All articles expressing an
opinion must be signed. Faculty sponsors may exercise editorial control, and decisions regarding the
initiation or continuance of any student publications are vested with the College Executive Council.

All financial operations of any student publication must be done in accordance with procedures specified
by the vice president of finance and administration.

*Approved by the Board of Trustees on March 20, 1986

**Student Activities Policy**
The college encourages a wide range of student activities that contribute to the development of students. All clubs must be organized in a manner consistent with the requirements of the student government association. In addition, all student activities and clubs that receive or dispense funds must do so in accordance with procedures specified by the vice president of finance and administration. Activities designed to raise funds and requests for using those funds must be approved by the director student activities, the vice president of student services, and the vice president of finance and administration. Receipt and disbursement of funds shall be in accordance with provisions of the North Carolina State Board of Community College Code, the state auditor’s office, and Caldwell Community College and Technical Institute.

The College Executive Council retains final authority to approve, modify, or discontinue student activities or clubs.

*Approved by the Board of Trustees on March 20, 1986

**Student Government Association**

**Preamble**
We, the Student Government Association of Caldwell Community College and Technical Institute (CCCTI), hereby recognize this document as our Constitution to be used as a basis of fulfilling our commitment to represent the student body of CCCTI.

**Article I  NAME**

Section I  The name of this organization shall be the Student Government Association (SGA).

**Article II  PURPOSE AND POLICIES**

Section I  Purpose
The purpose of the SGA shall be to (1) serve as a united voice of the student body; (2) provide a medium for leadership development; (3) promote self-governance within the student body in order to support students’ rights, responsibilities and code of conduct and (4) lead the student body in extra-curricular and student-life activities.

Section II  Policies
The policies of the SGA shall be in harmony with those of the Board of Trustees of CCCTI, the administrative policies of CCCTI and the laws of the State of North Carolina. The SGA shall not discriminate in its membership. The SGA is committed to the policy of CCCTI to be an affirmative action/equal opportunity institution.

Section III  Records
The SGA along with the Student Activities Director/SGA Advisor will keep records of meetings and other related Student Life activities.

Section IV  Student Body
The student body shall consist of students enrolled at CCCTI who pay student activity fees.

Section V  Governance of SGA
The Student Government Association shall serve under the guidance of the Vice President of Student Services, the Director of Student Activities and other designated advisors. As with all student activities, final responsibility for SGA activities rests with the College Executive Council and the College President.

Article III  SGA FUNDING

Section I  Resources
The SGA is funded through the Student Activity Fees collected from students when they register for classes fall, spring and summer semesters.

Section II  Budget
At the beginning of the fiscal year, the Vice President of Student Services and Director of Student Activities in consultation with the SGA will establish the Student Activities/SGA budget. The budget will be presented to the College Executive Council for approval before the beginning of the fall semester.

Article IV  ORGANIZATION

Section I  Organization Membership
The SGA shall be the coordinating body of student organizations and activities on campus and shall be composed of elected officials, appointed officials and student organization representatives. The Director of Student Activities and/or designee shall serve as SGA Advisor(s).

Section II  Organizational Structure
The SGA is composed of three groups: Executive Board, Senate and General Assembly.

A. Caldwell Campus Structure
The day-to-day operations of the Caldwell Campus SGA shall be conducted by the Caldwell Campus Executive Board. The Caldwell Campus SGA Executive Board shall consist of the President, the Vice President (Caldwell), Secretary, Treasurer, Parliamantarian and five at-large senators. At-large senators are appointed by the SGA President and Director of Student Activities. (See bylaws)

The Director of Student Activities will assist the officers with their responsibilities but will have no voting rights in Executive Board meetings.

B. Watauga Campus Structure
The day-to-day operations of the Watauga Campus SGA shall be conducted by the Watauga Campus Executive Board. Watauga Campus Executive Board shall consist of the Watauga Campus Vice President, Secretary, Treasurer, and two at-large senators. The Secretary, Treasurer and two at-large senators are appointed by Watauga SGA Vice President and SGA Advisor.

The SGA advisor will advise and assist the officers with their responsibilities but will have no voting rights in Executive Board meetings.

C. Senate Structure
The Senate will be comprised of representatives of the campus clubs and organizations. Each campus club or organization will appoint a member to fill
this standing position. In the event that a student organization representative’s seat becomes vacant, the seat may be filled by the replacement of another representative from the same student organization.

D. General Assembly Structure
The General Assembly is open to all members of the SGA on both campuses, Senators and all CCCTI students who wish to attend. Voting on official business will be limited to Executive Board members and Senators.

Article V FUNCTIONS

Section I The functions of the SGA shall be:
A. To represent the student body to the college-wide community and take into consideration the needs and desires of the students and their relationships with student organizations
B. To promote the formation and development of the student organizations
C. To serve as a forum for communication and ideas for the student organizations while maintaining a policy of non-interference in their organizational affairs, recognizing that the student organizations are essential to student development
D. To serve as a forum where students, faculty and administrators can discuss mutual issues and to stimulate communication and understanding among these groups
E. To plan, implement and execute campus-wide events, activities and intramurals
F. To identify students to serve on college committees, tasks forces and work groups
G. To promote fiscal accountability within the SGA and be good stewards of student activities fees paid by the student body
H. To serve as a forum for discussing and voting on official business

Section II The functions of the SGA Executive Board shall be:
A. To plan and implement student activities, intramurals and events for annual SGA calendar
B. To serve on college committees, tasks forces and work groups
C. To approve and provide opportunities for campus clubs and organizations
D. To consider views of senators and members of the student body
E. To conduct orientation session for new officers, senators and volunteers
F. To keep an accurate account of all business before the SGA
G. To manage the budget of the SGA
H. To attend professional development opportunities
I. To serve as a forum for discussing and voting on official business

Section III The functions of the SGA Senate shall be:
A. To bring ideas, questions and concerns before the SGA
B. To provide membership for SGA committees
C. To assist with projects and activities
D. To serve on college committees, task force(s) and work groups as assigned
E. To support the work of the Executive Board in addressing student-related issues as they arise

Section IV The functions of the SGA General Assembly shall be:
A. To serve as a forum for announcing and discussing SGA and student organization activities
B. To serve as a forum for sharing student ideas and concerns
C. To serve as a forum for educating the student body about policy changes affecting student life
D. To serve as a forum for discussing and voting on official business

Article VI OFFICERS

Section I Election of Executive Board members
The SGA election will be conducted by the Vice President of Student Services and his/her designee. A time schedule of election events will be made public two weeks before the election. The election will be held in accordance to the election protocol as published by the Vice President of Student Services.

A. Caldwell Campus
An annual election for officers shall be held during the spring semester. The faculty and staff shall have the opportunity to nominate two students. The students shall be selected from that pool of recommended applicants as well as from students volunteering themselves. All candidates for executive officer shall be elected by a majority count of votes cast by the student body on that campus. Voting will be conducted by secret ballot. Term of office begins in the summer semester following the election, and ends at the conclusion of the spring semester.

B. Watauga Campus
An annual election for officers shall be held during the spring semester. All candidates for executive officer shall be elected by a majority count of votes cast by the student body on that campus. Voting will be conducted by secret ballot. Term of office begins in the summer semester following the election, and ends at the conclusion of the spring semester.

Section II. Eligibility Rules for Elected Officials
Students wishing to run for an executive office must
A. Have completed six or more college level credit hours
B. Be enrolled in six or more credit hours
C. Submit to the SGA Advisor an officer application packet including letter(s) of recommendation
D. No Executive Board officers and Senators who are placed on probation by the college for violation of the Student Code of Conduct will be eligible to seek office.
E. Have earned a cumulative GPA of 2.5 or better
F. Be at least 18 years old, due to overnight travel requirements

Section III Eligibility Rules for Executive Board Appointed Officials
Students who are appointed to the executive board must
A. Be enrolled in six or more credit hours
B. Submit to the SGA Advisor an officer application packet including letter(s) of recommendation
C. No Executive Board officers and Senators who are placed on probation by the college for violation of the Student Code of Conduct will be eligible to seek office.
D. Be at least 18 years old, due to overnight travel requirements
E. Establish and maintain a GPA of 2.5 or better

Section IV Qualifications to Hold Office
A. All Executive Board officers and Senators must complete at least six credit hours each semester while in office.
B. All Executive Board officers and Senators must have a cumulative 2.5 GPA. Grade point averages for new Senators will be evaluated at the end of their first semester.
C. No Executive Board officers and Senators may hold a faculty, administrative or full-time staff position at CCCTI.
D. No Executive Board officers and Senators who are placed on probation by the college for violation of the Student Code of Conduct will be eligible to remain in office.
E. All Executive Board officers and Senators must satisfy the qualifications and duties of office as stated in this constitution.

Section V Recount and Run-Off Election
A candidate may, within three days following the election, call for a recount of votes cast. A run-off election, if deemed necessary, will be held no later than one week following the initial election.

Article VII: DUTIES AND RIGHTS OF EXECUTIVE OFFICERS

Section I The SGA President will
A. Serve as official representative for the student body at college events
B. Assist in orientation and registration functions
C. Preside over SGA meetings through the use of Robert’s Rules of Order
D. Appoint SGA members to college and SGA committee meetings as needed
E. Serve on the Board of Trustees as a non-voting member
F. Serve, or assign a designee to serve, as a member of the College Executive Council
G. Provide leadership in the developing and carrying out of student activities
H. Form Ad Hoc committees as needed with approval of the Director of Student Activities or Coordinator
I. Attend North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings and conventions
J. Present an annual report to SGA members and to the Vice President of Student Services
K. Develop, in conjunction with the SGA Executive Board and the Director of Student Activities or Coordinator, a proposed budget for the upcoming year
L. Assist the president-elect with transition into office
M. Sign all documents, meeting minutes or other pertinent information necessary for the proper administration of SGA
N. Complete six or more credit hours each semester, excluding summer
O. Have a cumulative 2.5 GPA while in office

Section II The Vice President of the Caldwell campus will
A. Assume all the duties of the SGA President in his/her absence or at his/her request
B. Attend N4CSGA meetings and conventions
C. Assist the SGA President in planning the agenda for each SGA meeting
D. In the absence of the president, conduct SGA meetings according to established protocol and Robert’s Rules of Order
E. Provide leadership in the developing and carrying out of student activities
F. Be responsible for public relations and communicating to student body and faculty/staff
G. Assist the SGA Secretary in communicating SGA activities and events to the student body and faculty/staff
H. Maintain information on the web site, bulletin boards, articles for the school newspaper and suggestion box
I. Attend committee meetings as appointed
J. Implement and safeguard SGA computer access
K. Complete six or more credit hours each semester, excluding summer
L. Have a 2.5 GPA while in office

Section III. The Vice President of the Watauga campus will
A. Represent the student body at Watauga events
B. Assist in orientation and registration functions on the Watauga campus
C. Provide leadership in the developing and carrying out of Watauga student activities
D. Appoint Watauga students to serve as student representatives for Watauga committees, task forces, and college improvement teams
E. Attend N4CSGA meetings and conventions
F. Present an annual report to SGA members and to the Vice President Student Services on Watauga issues and activities
G. Maintain information on the website, bulletin boards articles for the school newspaper and suggestion box and report all findings to SGA
H. Sign all documents, meeting minutes, or other pertinent information necessary for the proper administration of the Watauga SGA activities
I. Be responsible for public relations and communications to students and faculty/staff.
J. Complete six or more credit hours each semester, excluding summer
K. Have a 2.5 GPA while in office

Section IV The SGA Secretary (Caldwell and Watauga) will
A. Provide written record of all SGA meetings
B. Keep accurate attendance records of SGA members
C. Attend committee meetings as appointed
D. Attend SGA meetings and sponsored activities
E. Attend N4CSGA meetings and conventions
F. Supply reports as required by the SGA President
G. Handle all official SGA correspondence
H. Keep all correspondence concerning SGA and meeting minutes
I. Assist the SGA Vice President in communicating SGA activities and events to the student body and faculty/staff
J. Update and post SGA office hours at the beginning of each semester
K. Maintain records regarding student organizations as they relate to SGA
L. Complete six or more credit hours each semester, excluding summer
M. Have a 2.5 GPA while in office

Section V The SGA Treasurer (Caldwell and Watauga) will
A. Be responsible for the administration of the SGA budget
B. Keep accurate records of all SGA finances and transactions
C. Use standard institutional procedures for purchase and payments
D. Be responsible for inventory and care of SGA-funded equipment
E. Attend committee meetings as appointed
F. Attend and participate in SGA sponsored campus activities
G. Attend N4CSGA meetings and conventions
H. Present a financial report each semester to SGA members and the Vice President of Student Services
I. Assist the SGA President in the preparation of a proposed budget
J. Coordinate with the college business office all treasury records relevant to SGA funds, as required by state auditors
K. Complete six or more credit hours each semester, excluding summer
L. Have a 2.5 GPA while in office

Section VI The SGA Parliamentarian will
A. Attend committee meetings as appointed
B. Attend SGA meetings and sponsored activities
C. Attend N4CSGA meetings and conventions
D. Fill in for absent officers, help all officers who require assistance and handle any matters that do not fall under any executive board or senatorial duty
E. Maintains meeting structure through the use of Robert’s Rule of Order
F. Must familiarize, practice and update all SGA and General Assembly members on Robert’s Rules of order
A. G Complete six or more credit hours each semester, excluding summer
G. Have a 2.5 GPA while in office

Section VII Executive Board Senators (Caldwell and Watauga) will
A. Attend committee meetings as appointed
B. Attend SGA meetings and sponsored activities
C. Be available to serve on standing committees at CCCTI as appointed by the SGA Executive Board
D. Assist fellow SGA members with activities and functions
E. Serve on Special Projects committees, as assigned by the SGA President
F. Complete six or more credit hours each semester, excluding summer
G. Have a 2.5 GPA while in office

Article VIII COMPENSATION FOR SERVICE

Section I Compensation for Elected Officers
A. Caldwell Campus
   Elected Executive Board Officers will receive compensation at the conclusion of the fall and spring semesters as follows: President – $1000 and Officers – $850. The SGA Advisor will submit the appropriate requisitions to the business office after verifying each Executive Officer’s enrollment status, GPA and SGA participation.
B. Watauga Campus
   Elected Executive Board Officers for the Watauga campus will receive compensation at the conclusion of the fall and spring semesters as follows: Officers – $850.
Section II  Compensation for Appointed Officers

A. Caldwell Campus
Appointed Senators to the Executive Board will receive $400.00 compensation for their service to students through SGA. Compensation is payable at the end of the fall and spring semesters. The SGA Advisor will submit the appropriate requisitions to the business office after verifying each Executive Officer’s enrollment status, GPA and SGA participation.

B. Watauga Campus
Appointed Senators to the Executive Board will receive $400.00 compensation for their service to students through SGA. Compensation is payable at the end of the fall and spring semesters. The SGA Advisor will submit the appropriate requisitions to the business office after verifying each Executive Officer’s enrollment status, GPA and SGA participation.

Article IX  DUTIES OF THE SGA ADVISOR

A. Serve as a mentor to Executive Board members, Senator and Club Representatives.
B. Attend and participate during SGA meetings and activities and/or functions.
C. Attend N4CSGA meetings and conventions.
D. Assist SGA President and Treasurer with proper appropriations of SGA budget.
E. Assist SGA Treasurer in submitting requisitions for transportation, reservations, meals and registration cost associated with N4CSGA meetings and other conventions, training sessions and any costs which directly affects the SGA budget.
F. Maintain accurate record of each SGA member’s semester credit hours, GPA and level of participation during SGA sponsored activities.
G. Organize and monitor student activity request for clubs and organizations.
H. Submit requisitions for officer and senator compensation as stated in the constitution.

Article X  AMENDMENTS TO THE CONSTITUTION

All proposed amendments to this Constitution shall be made as follows:

1. A written copy of the proposed amendment(s) shall be given to the SGA President, the SGA Advisor and the Vice President of Student Services five working days prior to the meeting in which the proposal is to be introduced.
2. A copy of the proposed amendment(s) must be available to every member present during the first reading of the proposed amendment(s).
3. A vote of support/non-support, requiring a 2/3 majority vote for support, will occur at the next scheduled meeting following the first reading.
4. If a vote of support is passed, the amendment(s) will be forwarded to the College Executive Council for approval.
5. If approved by the College Executive Council, the amendment(s) will go into effect upon approval.

*Revised and approved July 2012

Bylaws  TO THE STUDENT ASSOCIATION CONSTITUTION

Title I  PURPOSE OF THE BYLAWS
Title II MEETINGS, QUORUMS AND RULES

A. Robert’s Rules of Order will be followed at all formal meetings for the conduct of official business by the SGA, Senate and General Assembly.

B. All Executive Board officers, except for the presiding officer, may vote in the Senate, except where otherwise stated in the bylaws.

C. All Executive Board members, except for the presiding officer, and Senate members may vote in the General Assembly.

D. The SGA shall have at least one General Assembly meeting per month. The Executive Board shall meet regularly and post their schedule. The Senate shall meet at least once per month. The two campus Executive Boards shall meet once per semester. Called meetings of the SGA Executive Board shall be held at the request of three Executive Board members, notice to be given at least two days in advance with purpose stated.

E. Members of the Executive Board who accumulate two non-approved absences will be placed on probation for the remainder of the semester as members of the Student Government Association. (Three tardies to Executive Board meetings will be equal to one non-approved absence.) After being placed on SGA probation that member will be brought before the SGA Executive Board for a disciplinary hearing where it will be explained to them why they are being placed on probation and will risk termination of SGA position. Termination will result in loss of SGA compensation.

F. SGA Executive Board must approve absences to major events including Division Meetings, Fall Conference and Spring Conference prior to the event. The member must present a written request at least two (2) weeks prior to the event to the SGA Executive Board; approval will be determined by a majority vote of the SGA Executive Board. If a member is absent from a major event without prior approval this will be equal to two (2) non-approved absences and the registration fee for the event will be deducted from their SGA compensation.

G. Failure to comply with duties of position, including completion of office hours, will result in an Executive Board disciplinary meeting and the member may be placed on SGA probation and risk termination. Probation and/or termination will take place at the board’s discretion.

H. All disciplinary decisions will be determined by a majority vote of the combined SGA Executive Board on both campuses. Any member on probation who commits an additional infraction will be brought before the Executive Board for disciplinary action and will risk termination. Director of Student Activities or Coordinator will have the power to override a decision to terminate.

I. Members of the Senate who miss two consecutive General Assembly meetings will be removed as the club’s senator and the club will appoint a new senator.

J. Any Executive Board member or Senator may bring a motion to a meeting.
   1. The motion maker gives the Secretary the motion in writing and signs the motion card.
   2. The Secretary shall read the motion when instructed by the meeting chair according to the agenda.
   3. The motion requires a second with a signature on the motion card.
   4. The meeting chair will reread the motion on the floor and open the floor for debate (pros and cons) on the motion.
5. Members will debate the motion with debate limited to one minute per person, alternating between pro and con.
6. The meeting chair puts the question before the voting body and the members vote.
7. The chair announces the result.
8. Secretary records the motion and the results in the meeting minutes.

K. A quorum necessary to conduct SGA business shall be a simple majority of that body’s membership at the time of the meeting. This includes Executive Board, Senate SGA committee Meetings and the General Assembly.

L. The SGA meeting format shall be as follows:
   1. Call to order by the SGA President
   2. Roll call by the SGA Secretary
   3. Reading and approval of the prior meeting’s minutes
   4. Call of Executive Officer reports
   5. Discussion and resolution of unfinished business
   6. Introduction of new business
   7. Announcements of upcoming events, time and location of next meeting and reports from clubs
   8. Adjournment

M. All meetings are open to all members of the student body.

Title III COMMITTEES
A. Committees will be appointed on an “as needed” basis by the Executive Board and approved by the Director of Student Activities on the Caldwell Campus and the Coordinator of Student Activities on the Watauga Campus.
B. Committees will be appointed on an “as needed” basis by the SGA President. Such committees will be constituted with specifically defined duties and powers and will terminate either on a specified date or when their function has been met. The SGA President will name the Ad Hoc Committee Chairman; the chairman will choose the committee members or open up membership on a volunteer basis. The choice of Chairman and members is subject to Executive Board and Advisor of Student Activities approval. All Ad Hoc Committees will report to the Board, and committee work must be approved by the Executive Board.

Title IV CLUBS AND ORGANIZATIONs
A. Proposed campus clubs must submit a constitution/bylaws, have college advisor(s) and be approved by the SGA Executive Board. Any club that will promote, benefit, help and/or provide for the school or its members will be considered by the SGA for traditional recognition. If the club has traditional recognition, the club will receive a one-time start up stipend of $100.
B. A special interest club will be any club that allows students with common interests to come together. Special Interest clubs must submit a constitution/bylaws, have a college advisor(s) and be approved by the SGA Executive Board. These clubs will have non-traditional recognition and will not receive the $100 start-up stipend. If a question is raised about a club’s classification by the SGA, the final decision will be left to the College Executive Council.
C. Clubs failing to meet at least once per semester shall be considered inactive. An inactive club must renew its constitution with the SGA, before the first General Assembly meeting of the following semester, in order to be recognized as a campus club. Once a club is considered inactive, and fails to renew its
constitution, all of the clubs funds will revert back to the SGA budget. Inactive clubs seeking renewal will be ineligible for the $100.00 start-up stipend for new clubs.

D. Each campus (Watauga and Caldwell) will approve its own respective clubs and fund them as well. If an issue is raised about a club, the final decision will be left with the College Executive Council.

E. Participation in Club Opportunities Beyond Regular Activities (C.O.B.R.A.) will be on a voluntary basis. For a club to participate in C.O.B.R.A., they will submit an application to the SGA. All clubs will be responsible for turning in their documentation by the established deadlines to be eligible for compensation.

Title V SENATORS AT LARGE
A. Caldwell Campus – The five Executive Board Senator At-Large positions shall be appointed in the fall semester. Their term ends at the last Executive Board meeting of each semester. Executive Board Senators will be evaluated at the end of the semester and will be reinstated by the SGA advisor and the SGA president. The Senator positions will be determined by application, interviews and approval by the Executive Board, Director of Student Activities and Vice President of Student Services.

B. Watauga Campus – The Secretary, Treasurer and two Executive Board Senators At-Large positions shall be appointed in the fall semester. Their term ends at the last Executive Board meeting of the spring semester. These positions will be determined by application, interviews and approval by the Vice President of Watauga SGA, SGA advisor and Vice President of Student Services.

Title VI VACANCIES IN OFFICE
Vacancies occurring in various SGA offices and positions between normal election periods will be filled, in each case, in the manner specified below. In the event that situations not covered herein shall arise, the Executive Board, Vice President of Student Services and Director of Student Activities will decide on an appropriate procedure and incorporate it into the bylaws in the manner specified under (TITLE 6).

A. Executive Board
   If the office of the President becomes vacant, the Vice President will assume the duties of this office for the remainder of the term. If any other Executive Board office becomes vacant, the Executive Board will make a recommendation to the Director of Student Activities and Vice President of Student Services, with a final decision being made by the Director and Vice President.

B. Senators
   A vacancy in the Senate will be filled by an appointment from the appropriate Club/Organization.

Title VII REMOVAL FROM OFFICE FOR CAUSE
A. General Assembly Members – Removal by General Assembly
   The General Assembly may initiate proceedings to remove any member of the General Assembly for cause by:
   1. Presenting a motion to remove from office to the Secretary (or to the President, if the Secretary is the officer named in the motion), to be read in General Assembly the meeting before vote is to be taken on the motion.
   2. A two-thirds majority vote of the General Assembly and consent of the Director of Student Activities and Coordinator of Student Activities.
3. If the General Assembly and Director of Student Activities upholds the motion to remove a member for cause, the member in question may:
   a. Accept the will of the General Assembly and relinquish office, or
   b. Appeal to the Vice President of Student Services.

4. If the member in question appeals, the member retains all rights and responsibilities of the office pending the outcome of the appeal.

5. Upon appeal, the following procedure must be followed:
   a. Individuals wishing to appeal the decision of the General Assembly or Director of Student Activities has five working days to submit an appeal in writing to the Vice President of Student Services.
   b. If an appeal request is made, the Vice President of Student Services will recommend one faculty/staff member and two General Assembly members and form an appeal committee; members are subject to Vice President of Student Services approval or replacement.
   c. Upon approval of committee members by the Vice President of Student Services, the appeal hearing must take place within ten working days. After appeal has been heard, the committee will respond with their opinion/decision in five working days from the date of the appeal.

B. Resignation from Office
1. Resignation from any office or position in the Executive Board or General Assembly will be submitted in writing to the Secretary of the SGA, with a courtesy copy directed to the Director of Student Activities.
2. The holder of any position in the Student Association who fails to function in that position and who does not follow the procedure above for resigning from office shall be considered to have abandoned the office and may be subject to removal procedure at the discretion of the Executive Board and the Director of Student Activities.

C. Executive Board Members – Removal by Executive Board
The Executive Board may initiate proceedings to remove any member of the Executive Board for cause by:
1. Presenting a motion to remove from office to the Secretary (or to the President, if the Secretary is the officer named in the motion), to be read in the Executive Board meeting the meeting before vote is to be taken on the motion.
2. A two-thirds majority vote of the Executive Board and consent of the Director of Student Activities/Coordinator of Student Activities.
3. If the Executive Board /Director of Student Activities upholds the motion to remove an officer for cause, the officer in question may:
   a. Accept the will of the Executive Board and relinquish office, or
   b. Appeal to the Vice President of Student Services.
4. If the officer in question appeals, the officer retains all rights and responsibilities of the office pending the outcome of the appeal.
5. Upon appeal, the following procedure must be followed:
   a. Individuals wishing to appeal the decision of the Executive Board or Director of Student Activities have five working days to submit
an appeal in writing to the Vice President of Student Services.

b. If an appeal request is made, the Vice President of Student Services will recommend one faculty/staff member and two Executive Board members and form an appeal committee; members are subject to Vice President of Student Services approval or replacement.

c. Upon approval of committee members by the Vice President of Student Services, the appeal hearing must take place within ten working days. After appeal has been heard, the committee will respond with their opinion/decision in five working days from the date of the appeal.

Title VIII  AMENDMENTS TO THE BYLAWS

A. The bylaws may be amended by

1. Simple majority vote of the Senate and approval by the Director of Student Activities and the Vice President of Student Services or
2. Simple majority vote of the Executive Board and approval by the Director of Student Activities and the Vice President of Student Services.

*Revised July 2012

Intercollegiate Athletics

CCCTI is committed to providing an organized athletic program in order to enhance the personal development of students. The college considers athletics an integral part of the total educational program with equal opportunities offered to all students. The purpose and objectives of athletics comply with the college’s purpose and goals. The college president retains final authority to approve, modify, or discontinue, athletics, clubs, or student activities.

Objectives of the athletic program are

- to provide an athletic program which considers the health and safety of each participant
- to provide the opportunity for all students to compete in equitable competition
- to provide students the ability to develop physically, emotionally, and socially
- to complement the physical education, intramural and extramural programs as a foundation for physical development
- to conduct an athletic program in accordance with NJCAA Division III rules and regulation
- to conduct an athletic program in accordance with academic guidelines of CCCTI
- to provide professionally trained coaches with emphasis on athletic programs
- to provide an athletic program which meets the needs of CCCTI day and evening students.

The athletic director has responsibility for the organization and administration of the athletic program, the hiring of coaches, and the scheduling of games and matches. The athletic director reports to the vice president of student services who supervises all student extra-curricular activities. The athletic director prepares and submits budget requests annually to the College Executive Council. Student activity fees support the athletic program. The athletic director initiates the requisitions and forwards the requests to the vice president of student services for approval who then forwards requisitions to the business office for processing.

There will be no special admissions criteria used for athletics. All students must meet the admission
requirements for a specific program in which that individual wishes to enroll. These requirements vary with the areas of study offered at the college. As outlined in NJCAA Division III rules and regulations, student athletes will not receive any special scholarships or financial assistance due to their participation in athletics.

The athletic program at CCCTI currently consists of basketball for the both men and women and is organizationally structured as indicated below.
SECTION EIGHT: TECHNOLOGY SERVICES

Technology Services
The Computer Services department of CCCTI is dedicated to delivering reliable, secure, and productive information technology services to students, staff, and faculty.
- CCCTI is responsible for the proper use and protection of equipment, software and data. The Computer Services department is designed to provide this support in accordance with the mission of the institution.

Areas of Responsibility
The Computer Services Department is responsible for all computer hardware and software on the Caldwell and Watauga campuses and all off-site locations.

Training
Each semester, Computer Services and the Distance Learning Department conduct technology trainings for faculty and staff. Opportunities are communicated to all faculty and staff by email. Supplemental training materials and videos are posted on the professional development section of MyCCCTI Portal. Trainings include but are not limited to:
- learning management system
- general computer usage
- open labs
- the administrative system (Colleague)
- Microsoft applications
- email
- instructional technology equipment

Training and support is also provided on an individual basis as requested.

Access Policy
The institution recognizes responsibility for access to all technology, files, and records. In order to meet the requirements of both federal and state laws and to establish sound operating standards, CCCTI has developed an employee computer usage policy and a student computer usage policy regarding access of data and the computer systems. Policies are available on the website, Moodle, student and faculty handbooks, and posted in computer labs. New employees are required to review and sign a copy of the policy during new employee orientation.

Employee Computer Usage Policies and Procedures

I. Campus Computer Usage Overview
The purpose of this document is to define the policies and procedures for using the administrative systems, computer resources, and network systems at CCCTI.

CCCTI will provide network access, computer systems, and other equipment to employees and students for the purpose of completing college-related assignments. These assignments include, but are not limited to the following: data entry and retrieval, report preparation, records maintenance, instruction, research, and planning. Because of this wide range of users and uses, it is necessary to establish policies and
procedures that assure that the systems are used in the most efficient manner possible while providing for the protection of equipment, data, and software. While the vice president of technology and instructional support services is charged with responsibility for the proper operation of the computer systems, all college employees are responsible for seeing that the computers are properly used and that security is maintained.

While every employee of the college has responsibility for the computer systems, those who actually use the systems are specifically responsible for data, personal file backup, software, and equipment. Since all of these responsibilities can be considered under the broad category of security, each user must be aware of and employ proper operating procedures to guarantee proper security. Access to the systems will be on a need to know basis, considering the accomplishment of assigned duties. In this context, “the system” means both the equipment and the data. With approval from the appropriate supervisor, employees may request access to administrative system services from the Systems Administrator. All employees have a responsibility to become familiar with the principles and capabilities of the college computer systems.

Use of Technology Resources
CCCTI technology resources may not be used for any purpose that is illegal, malicious, dishonest, or damaging. Any other action which violates any college, state, or federal policy is strictly prohibited and subject to discipline up to and including termination.

All technology equipment, software and services are the property of the North Carolina Community College System and are not to be used for personal or non-related college business.

Members of computer services or the administration may at any time use or examine the equipment, software, and services used by employees on college owned equipment.

Technology services are provided as a tool to complete job duties and are not intended for personal use.

Unacceptable uses include, but are not limited to, the following:
- unauthorized software or file downloads
- unauthorized relocation or modification of technology systems, equipment, or software
- libel or slander
- harassment
- fraud
- violation of copyright or infringement on trademark rights
- use of another employee or student’s account, password, or any other code or ID assigned to another individual
- unauthorized access or attempt to access college systems or other networked devices
- abuse or unauthorized use of college communications systems (email, phone, messaging)
- business, personal, or other purpose unrelated to normal college business
- academic dishonesty
- violation of privacy
- accessing, sending, sharing or use of any materials contrary to the mission of CCCTI
- participating in any other activity which violates another college policy

Any employee who learns of a violation of the Employee Computer Usage policy should report the violation to his/her supervisor and to the vice president of technology and instructional support services as soon as possible. Violators of the computer usage policies and procedures previously stated will be subject to one or more of the following sanctions: verbal and/or written warning, temporary or permanent
suspension of computer access privileges, or dismissal from the college as stated in the CCCTI Institutional Policies and Procedures Manual.

*Freedom of expression is a constitutional right afforded to individuals. However, users of college equipment, systems and software are held accountable for their actions and will respect the rights of individuals who may be offended by the services and images retrieved on the Internet. Individuals who feel they have been harassed should report the incident to the vice president of technology and instructional support services.

II. Procedures
The following procedures are to be used by employees when using college-owned equipment, software, systems, and services. These procedures also apply to personally-owned equipment if they are used to access the campus network and services. Procedures may be modified and information regarding new or modified procedures will be distributed to employees via the college email system.

**Employee Electronic Mail Policy**

**Faculty/Staff Email Policy**
CCCTI provides all employees with email accounts. Email accounts are provided as a communication method for work and must not be used for any other purpose. Email is the official preferred method of communication when delivering information to faculty/staff, students, and others as needed. Email correspondence created with CCCTI’s email accounts is subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

Employees will not use email to communicate, transmit, or originate any unlawful, abusive, threatening, hateful, or obscene material. Employees will not engage in non-college commercial activities, including political activities, unsolicited advertising, mass mailings, spam/hoaxes, or email chain letters. Email use must comply with the college’s Computer Usage Policy.

**Email Profile Picture**
Each employee has the opportunity to display a photograph of him/herself. The photograph must be a current, professional, head-and-shoulders shot, thereby, providing a uniform appearance for all email profile photographs. Personal photos with a professional appearance are acceptable. The email profile picture is optional and can be used at each employee’s discretion.

**Email Body and Signatures**
Email signatures will be uniform in appearance to ensure that college email meets professional standards.

Employees will adhere to the following guidelines:

Email Font: Simple fonts such as Arial, Verdana, and Calibri will be used. Script and cursive fonts must be avoided due to readability issues.

Email Signature and Email Body Text Color: Black is the most legible and recommended text color for signature and email body. Bright and light colors will not be used due to readability issues.

Email Images: Images and stationary will not be used in signatures or in the body of the email. This includes background images as well. Images can hinder email delivery and consume storage space.
Email Template: The following email template has been deemed appropriate for employee use:

Jane Doe (Employee First Name, Last Name, Academic Title as appropriate)
Director, Student Services (Title, Department)
CCCTI (Institution Name)
2855 Hickory Blvd, Hudson, NC 28638 (Institution Address, Caldwell or Watauga) *optional
828-726-0000 (Phone number)
jdoe@cccti.edu (Email address)
www.cccti.edu (College website)

**Email correspondence to and from this address may be subject to the North Carolina Public Records law and may be disclosed to third parties by an authorized state official. (NCGS. ch. 132)**

Email Add-ons: Addition of the institution’s physical address (Caldwell or Watauga) is optional. The information regarding NC Public Records law will be appended automatically to every email sent from the cccti.edu domain. Quotations, sayings, or any other information unrelated to the institution are not permitted for use as an add-on to signatures.

Email Archiving and Backups

The college does not offer email archiving or backups; however, each employee is given the opportunity to create an archive folder that resides on his/her computer. Archiving emails into the archive folder is the sole responsibility of the user. If an employee requires assistance in setting up an archive folder, he/she should contact the email administrator.

Email Size Limits

Outlook restricts the size of incoming and outgoing emails. The email size is restricted to 25 MB including the message header, body and any file attachments. All email correspondence must adhere to this size limit.

Outlook restricts the size of email inbox storage. Email inbox storage limits are 50 GB. Users will receive a message from Outlook before storage limits are reached. This message will advise users to delete unwanted emails or to move them to another location.

Employee Email Procedures

Full-Time Employees and Permanent Part-Time Employees
When full-time or permanent part-time employees are hired, the director of human resources or designee will complete the email account request form located on the college’s portal site and submit it to the email administrator.

When full-time or permanent part-time employees are terminated, the director of human resources or designee will notify the email administrator via email.

Each year, a new employee orientation is held which includes email training. Employees can also contact someone in computer services for individual training as needed.
Part-Time Employees
Using the Email Account Form found on the college’s portal site, requests for part-time employee email accounts will be submitted to the email administrator by the employee’s immediate supervisor or designee.

When part-time employees are terminated, the employee’s immediate supervisor or designee will notify the email administrator via email.

Each year, a part-time employee orientation is held which includes email training. Employees can also contact someone in computer services for individual training as needed.

General
Each year, the email administrator will distribute a list to the vice presidents of all employees in their respective divisions/departments with college email accounts. Lists must be reviewed to identify errors or any employee no longer employed with the college. The lists will be returned to the email administrator by the date requested.

Student Email
Students enrolled at CCCTI are provided with a college owned email account. Email is the preferred method used for communicating information. Students should use their email account to correspond with faculty and staff. Therefore, faculty and staff should use only college issued email addresses when sending communication to students. Email correspondence created with CCCTI’s email accounts is subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

Students should not use email to transmit or originate any unlawful, criminal, abusive, threatening, hateful, obscene communication. Proper email etiquette is required at all times. Email use must comply with the college’s Computer Usage Policy.

Purchasing Policy for Technology Resources
Departments that wish to purchase technology software or equipment must send a request via electronic mail to the vice president of technology and instructional support services (TISS). The vice president of technology and instructional support services will provide consultation to the individual requesting the purchase, generate the requisition, and will then approve a requisition be submitted to the business office for issuance of a purchase order.

The vice president of technology and instructional support services will compile a list of annual technology needs, including new computing equipment for faculty and staff, with the assistance of the computer services staff. Technology equipment, software, supplies and other resources will be ordered based on funds available and individual need. A requisition will be approved by the vice president of TISS and submitted to the business office for issuance of a purchase order.

Inventory Policy for Technology Resources
Employees should not relocate computer equipment or peripherals without notifying a technician in Computer Information Services. Individuals requesting computer and related equipment transfer and relocation must fill out an Inventory Transaction Form, located on MyCCCTI Portal, and submit it the assigned technician in Computer Information Services. Computer Information Services employees will not take any action until the Inventory Transaction Form is completed. Once the transaction form is completed, a technician will relocate the computer and related equipment and forward the Inventory Transaction Form to the Purchasing Office.

**Employee Laptops/Tablets**

Full-time employees may receive a laptop, tablet, or other portable equipment in addition to a desktop computer to perform job related duties. All employees who receive such equipment will be required to sign a receiving form in computer services before receiving their assigned equipment. Upon separating with the college, the equipment will be returned to the computer services department.

**Technology Repair Policy**

Employees requesting telephone, computer equipment or software repair services or Colleague assistance will submit an online work order using the online help desk accessed from MyCCCTI Portal. The help desk will provide automatic email updates to individuals regarding the status of their request.

**Administrative Access Policy (Colleague)**

Before access to CCCTI administrative systems is granted, a Colleague Access Authorization Form will be submitted through the user’s supervisor, the appropriate department chair or vice president, and the system administrator. The form can be accessed from MyCCCTI Portal.

Passwords will be changed every 90 days or less and passwords will not be divulged to any other person. Employees should not use another employee account or allow anyone to use their account. If a user is terminated for any reason the system’s administrator must be notified immediately by the supervisor so that the terminated user can be removed from the system. In the case of a supervisor’s termination, all of the supervisor’s employees must change their login passwords immediately.

**Backup and Recovery Policy**

While every employee of CCCTI has a responsibility for the computer systems, those who actually use the systems are specifically responsible for data, personal file backup, software, and equipment.

Backup of important files is the responsibility of the employee. Employees are encouraged to use external storage to backup and store files in the event of a system failure. Contents of each computer are not backed up on college servers with the exception of email.

Electronic mail is backed up on college systems and stored for a limited time. Archives are backed up on the employee computer and not on the college servers. Employees are encouraged to archive important
email in order to recover it easily in the event of a system failure. Archives should be backed up on external drives so that it may be copied back to the drive once it is restored.

Should you require assistance or guidance in setting up archives, backing up files, or purchasing external hard drives, complete a work order using the online help desk located on MyCCCTI Portal.

**Shared Files and Folders**

Departments may have need of a shared folder in order to collaborate and edit files. Team sites can be created on MyCCCTI Portal should this need arise. Shared files will be backed up on the college servers, but users are encouraged to store a copy of the files on their local machine as well in the event of a system failure.

To request a team site, employees should use the online help desk located on MyCCCTI Portal.

**Remote Administrative System Access**

Requests for remote access must be made by the employee’s direct supervisor verifying purpose, need, and duration of access. The request is sent via email to the vice president of technology and instructional support services. If approved, the employee will be emailed instructions and approved software which will allow the employee to access the system remotely. Remote access accounts will have an established expiration date and will not be granted on an extended basis.

No technical support for networks outside the college network will be available. No technical support for equipment owned by the individual will be available.

**Network and Telecommunications Policy**

Network and Internet access is a privilege, not a right, and can be withdrawn from those that use them irresponsibly. Users should not deliberately attempt to modify or degrade the performance of the network. Network services are provided to complete college-related tasks and not for personal business or recreation. Network services must not be used to intercept data, monitor user accounts, gain unauthorized access to restricted data, or for any purpose that violates other college, federal, state or local regulations. This policy applies to any technology equipment connecting to the college network whether personal property or college property.

Telephone and voice mail systems are provided to complete college-related tasks and not for personal business use. Computer services cannot guarantee privacy of voice mail or telephone conversations. Employees should use telecommunications services to represent the college in a professional and courteous manner. They should not be used for any purpose that violates other college, federal, state or local regulations. Telecommunications services can be withdrawn from those that use them irresponsibly.

**Electronic Signature Policy**

CCCTI recognizes an electronic signature as a valid signature from faculty, staff, and students if the communication occurs through a college-issued account. Students use electronic signatures for processes such
as registering for classes, checking financial aid awards, paying student bills, etc. Faculty and staff use electronic signatures for processes such as submitting grades, accessing campus computers, accessing course management systems, etc. Electronic signatures from accounts not issued by the college will not be accepted.

CCCTI recognizes faculty, staff, and student electronic signatures as their unique username and password. CCCTI assigns usernames and passwords to faculty, staff, and admitted students. These individuals are required to change their passwords upon initial login. It is the responsibility and obligation of each individual to protect the confidentiality of his/her username and password. Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes. Students and employees are also responsible for adhering to the requirements of the institutional computer usage policy.

The CCCTI electronic signature policy is established to confirm and bind the identity of an individual to a process requiring his or her signature. This policy also reflects the legal intent of the individual that the electronic signature has the same authority as his or her written signature. By establishment of the Electronic Signature Policy, CCCTI is responsible for assuring electronically-signed record integrity, security, and accessibility to those who are entitled to such access by law, statute, or regulation. These records will be retained for any period mandated and in a form capable of being reproduced as needed.

NOTE: This policy is adapted from the Family Educational Rights and Privacy Act and the Electronic Signatures Act.

Website Publishing and Use Policy

The CCCTI website provides an effective communications medium to distribute information to the CCCTI community and to the world at large about the college's mission, academic programs, library resources and information technology, admission and financial aid, campus policies and procedures, student organizations, events, publications, and people. The sole function of the CCCTI website is to conduct the business of CCCTI on the World Wide Web as provided in the mission of the college.

The marketing and communications department of CCCTI will maintain the website. It will be the only official website representing the college. The Webmaster and the Public Information Officer have final responsibility for all content relating to the college’s web presence. Please direct any questions or suggestions concerning the CCCTI website to WebDev@cccti.edu.

General Website Guidelines

Requests for additions, deletions or updating of content on the CCCTI website will be submitted to WebDev@cccti.edu. It is the responsibility of the requestor to assure that submitted material is accurate, current, and appropriate for online use.

All requests will be reviewed and evaluated by the marketing and communications department. Approved requests will be prioritized and scheduled to be completed. Requested that are not approved will be returned to the requestor with an explanation of why the request was rejected.

Any minor changes, such as spelling and grammar mistakes, and reorganization of approved information, may be made at the Webmaster’s discretion. Any questions or concerns of the Webmaster will be referred back to the requestor for resolution.
When your request has been completed, you will be notified and be asked to review the changed page(s) for accuracy.

No one is permitted to use the college's name or any association with the college in websites they create without written approval of the vice president of technology and instructional support services.

CCCTI upholds and subscribes to all policies and provisions as stated in the Digital Millennium Copyright Act 105 PL 304 (DMCA) and Title 17 of the US Code. In particular, as stated, it is unlawful to download, upload, or distribute in any fashion, copyrighted material in any form without permission or a license to do so from the copyright holder. CCCTI does not endorse or encourage the use of copyrighted material in ways not intended for such materials.

Anyone submitting material to be published on the CCCTI website for which the copyright is held by another person or entity, must secure written permission in advance and keep it on file for the duration of the usage. Permission may be required for the following: text, images, graphic designs, audio files, video files, tables, charts, and graphs. Care must be taken that the copyrighted material is used only for the purpose and duration of the license or agreement.

The college takes every reasonable precaution to prevent the proliferation of viruses or other harmful or disruptive entities on its website, however; the college makes no warranty on, or takes responsibility for any virus or harmful or disruptive entity encountered in the use of its website.

While CCCTI makes an effort to protect privacy, the college makes no warranty as to the privacy or security of the information contained on its website.

Social Networking / Media Policy
Social networking, blogs, wikis, and social media sites (along with other online community sites) such as Facebook, Twitter, My Space, YouTube, Flickr, and others, are being used increasingly by individuals to electronically communicate with each other. CCCTI recognizes the benefits of utilizing social media resources and expects all users to agree to use the resources legally, ethically and in keeping with their intended use. Inappropriate or questionable use will be addressed.

Most online social networking sites and resources require an email address and personal profile information. Personal accounts should not be used to officially represent or promote CCCTI, a CCCTI organization, department, division, athletic team, group, official business, campus activity or event. When representing the college, or entity of the college, an approved campus representative account must be used. Individuals or groups are not permitted to freely create campus representative accounts on social networking, blog, wiki, or other social media sites. Only CCCTI employees specifically authorized by the marketing and communications department may create online accounts and/or post official college (departmental, divisional, athletic, organizational) information, media files, documents, resources, calendars, and events.

Student Computer Usage Policies and Procedures

1. Campus Computer Usage Overview
The purpose of this document is to define the policies and procedures for using the administrative systems, computer resources, and network systems at CCCTI.
CCCTI will provide network access, computer systems, and other equipment to employees and students for the purpose of completing college-related assignments. Because of a wide range of users and uses, it is necessary to establish policies and procedures that assure that the systems are used in the most efficient manner possible while providing for the protection of equipment, data, and software. While the vice president of technology and instructional support services is charged with responsibility for the proper operation of the computer systems, college employees and students are responsible for seeing that the computers are properly used and that security is maintained.

**Use of Technology Resources**

CCCTI technology resources may not be used for any purpose that is illegal, malicious, dishonest, or damaging. Any other action which violates any college, state, or federal policy is strictly prohibited and subject to discipline up to and including expulsion.

Members of computer services or the administration may at any time use or examine the equipment, software, and services on college owned equipment.

Technology services, software, and equipment owned by CCCTI are provided as a tool to complete course assignments and are not intended for personal use.

Unacceptable uses include, but are not limited to, the following:

- unauthorized software or file downloads
- unauthorized relocation or modification of technology systems, equipment, or software
- libel or slander
- harassment
- fraud
- violation of copyright or infringement on trademark rights
- use of an employee or student’s account, password, or any other code or ID assigned to another individual
- unauthorized access or attempt to access college systems or other networked devices
- abuse or unauthorized use of college communications systems (email, phone, messaging)
- business, personal, or other purpose unrelated to normal college business
- academic dishonesty
- violation of privacy
- accessing, sending, sharing or use of any materials contrary to the mission of CCCTI
- participating in any other activity which violates another college policy

*Freedom of expression is a constitutional right afforded to individuals. However, users of college equipment, systems and software are held accountable for their actions and will respect the rights of individuals who may be offended by the services and images retrieved on the Internet. Individuals who feel they have been harassed should report the incident to the vice president of technology and instructional support services.

Violators of the computer usage policies and procedures previously stated will be subject to one or more of the following sanctions: verbal and/or written warning, temporary or permanent suspension of computer access privileges, or dismissal from the college as stated in the CCCTI Student Code of Conduct.

**II. Procedures**

The following procedures are to be used by students using college-owned equipment, software, systems, and services. These procedures also apply to personally-owned equipment if they are used to access the
campus network and services. Procedures may be modified and information regarding new or modified procedures will be distributed to students via the student email system.

Security
Basic access to the CCCTI computer system and network is controlled through User ID and password protection. Each computer system has a personal ID that must not be used by any other user. CCCTI reserves the right to authorize the Computer Information Services Staff to override user accounts and computer systems if sufficient evidence of inappropriate usage exists.

Users should not leave computer systems unattended. If a user must leave the immediate area of his/her workstation for an extended period of time, he/she should log off the system. Sensitive information should not be left unattended or sent to printers that are located in areas open to the public.

All students of CCCTI are provided student email accounts. This is the primary form of communication between instructors, staff, and students. Student email is provided as a tool to complete college assignments and communicate with college personnel. Email accounts must not be used for unauthorized purposes.

Computer related files or data (including email) are considered open records and are subject to discovery and subpoena during disciplinary or legal actions. The college reserves the right to view, monitor, and disclose contents of email and data created, transmitted, received, and stored on college owned computer systems.

Electronic Signature Policy
CCCTI recognizes an electronic signature as a valid signature from faculty, staff, and students if the communication occurs through a college-issued account. Students use electronic signatures for processes such as registering for classes, checking financial aid awards, paying student bills, etc. Faculty and staff use electronic signatures for processes such as submitting grades, accessing campus computers, accessing course management systems, etc. Electronic signatures from accounts not issued by the college will not be accepted.

CCCTI recognizes faculty, staff, and student electronic signatures as their unique username and password. CCCTI assigns usernames and passwords to faculty, staff, and admitted students. These individuals are required to change their passwords upon initial login. It is the responsibility and obligation of each individual to protect the confidentiality of his/her username and password. Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes. Students and employees are also responsible for adhering to the requirements of the institutional computer usage policy.

The CCCTI electronic signature policy is established to confirm and bind the identity of an individual to a process requiring his or her signature. This policy also reflects the legal intent of the individual that the electronic signature has the same authority as his or her written signature. By establishment of the Electronic Signature Policy, CCCTI is responsible for assuring electronically-signed record integrity, security, and accessibility to those who are entitled to such access by law, statute, or regulation. These records will be retained for any period mandated and in a form capable of being reproduced as needed.

NOTE: This policy is adapted from the Family Educational Rights and Privacy Act and the Electronic Signatures Act.
Network and Telecommunications Policy
Network and telecommunications services are provided to students as a tool for completing college related assignments.

Network and Internet access is a privilege, not a right, and can be withdrawn from those that use them irresponsibly. Users should not deliberately attempt to modify or degrade the performance of the network. Network services are provided to complete college-related tasks and not for personal business or recreation. Network services must not be used to intercept data, monitor user accounts, gain unauthorized access to restricted data, or for any purpose that violates other college, federal, state or local regulations. This policy applies to any technology equipment used on campus to access the college network whether personal property or college property.

Social Networking/Media Policy
Social networking, blogs, wikis, and social media sites (along with other online community sites), such as Facebook, Twitter, My Space, YouTube, and Flickr, are being used increasingly by individuals to electronically communicate with each other. CCCTI recognizes the benefits of utilizing social media resources and expects all users to agree to use the resources legally, ethically and in keeping with their intended use when using the college network and systems. Inappropriate or questionable use will be addressed.

Most online social networking sites and resources require an email address and personal profile information. Personal accounts should not be used to officially represent or promote CCCTI, a CCCTI organization, department, division, athletic team, group, official business, campus activity or event. When representing the college, or entity of the college, an approved campus representative account must be used. Individuals or groups are not permitted to freely create campus representative accounts on social networking, blog, wiki, or other social media sites. Only CCCTI employees specifically authorized by the marketing and communications department may create online accounts and/or post official college (departmental, divisional, athletic, organizational) information, media files, documents, resources, calendars, and events.

Additional Employee Procedures and Information

Student Labs
The college is committed to providing students with current technologies. Open access computer labs are provided to offer training and support to students, faculty and staff. These labs are open during normal operating hours and are staffed with employees whose responsibilities include providing technical support, monitoring the labs, and maintaining the working order of the computers. Students may print in the labs by purchasing reloadable print cards located in lab areas.

Surplus of Equipment
When computer systems are no longer deemed usable by the college, they may be posted for sale on the NC State Surplus System. Computer hard drives are erased using software which removes all software and files and then replaces hard drive sectors with zeros making data recovery impossible. For systems that are deemed a high security risk, the machines are cannibalized; the hard drive removed, and destroyed.

Employee Backup Procedures
Full backups of the administrative system are performed daily. Files located on employee assigned computer workstations are the responsibility of the user and should be backed up on a regular basis.
Should employees require assistance with personal backups or equipment, computer services personnel can provide assistance. (See Employee Computer Usage Policy for more information including purchasing and inventory policies)

**Software Inventory**
To meet software license requirements, the Computer Services Department of CCCTI has implemented the following procedures. CCCTI complies with the strictest compliance of the EULA (End-User License Agreement) from the software manufacturer. As each PC is put into service, an inventory sheet of the PC’s hardware and software is conducted and recorded by the technician responsible for that area.

Any software found not to be covered by a EULA will be removed immediately and the individual who uses the computer workstation will be notified of the software infraction. The employee’s supervisor and the division vice president will also be notified of the violation as necessary. Software license information will be stored in the Computer Information Services Department.

**Work At Home Software**
CCCTI purchases a campus-wide software license for Microsoft products including a “Work at Home” provision. This provision allows any faculty or staff member who uses college licensed Microsoft products at work to purchase and install the same software on their own computer workstation for exclusive use at home.

In order to gain work at home rights for licensed Microsoft products, the employee can contact the administrative assistant for Computer Services for a list of available software and fees. Before receiving software, the employee must review and sign the following agreement. Signed agreements are kept on file by the administrative assistant for Computer Services.

Employee Name:  
Date:  
Software:  

This agreement does not entitle an employee to technical support by Microsoft. Computer Services Department support will be limited to answering application usage questions during regular business hours that are relevant to work-related projects. The Computer Service support staff will not install the software on an employee home computer or attempt to resolve operational issues related to their home computer.

If an individual leaves employment with the CCCTI or disposes of their home computer, they agree to immediately remove the Microsoft software from their home computer.

________________________________________  ________________
Employee signature Date

**Business Continuity Plan**
CCCTI recognizes the importance of computer services and its impact on the operation of the institution. Disaster recovery procedures provide short term solutions should a disaster affect computer information systems at the college.

**Disaster Recovery**
Currently, all administrative data is stored on a UNIX based computer system. Data is stored regarding enrollment, payroll, personnel, student, and other financial data.

The computer room is behind a locked door that has a controlled key access and anyone who enters the computer room must have a key. The room is classified as off limits to unauthorized personnel.

Power to the UNIX servers is supported by an uninterruptable power source device (ups). Additionally, the system is shut down if the threat of a hurricane or any other sort of threatening weather condition exists.

All computers and servers are protected from viruses using appropriate antivirus software. The software is automatically updated with new virus definition tables as they are made available. If a virus should attack any of the servers, the server is removed from the network, and virus removal procedures are implemented. If the removal procedures are ineffective, the server can be reloaded and returned to service using the latest backup.

A complete call list of employees and vendors that may need to be notified in the event of an emergency is available from the vice president of technology and instructional support services or the network administrator.

**Backup Storage and Disaster Recovery Procedures**

Full institutional backups of the administrative system are completed on a regular basis. These backups contain all data that is stored on the administrative system. Copies of backups are sent to a fully redundant computer system at an off campus location.

Backups are provided for reporting to the North Carolina Department of Community Colleges (NCCCS) and other outside agencies as required.

A complete explanation of disaster recovery procedures is available on a need to know basis from the vice president of Technology and Instructional and Support Services.

**Identity Theft Prevention Program (Red Flag Rules)**

**Background**

As a result of the increasing instances of identity theft, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA). This amendment to the Fair Credit Reporting Act dictated that the Federal Trade Commission (FTC) promulgate rules to address identity theft. This regulation applies to any organization that offers credit or manages a “covered account.” The Red Flag rule requires organizations to establish, document and maintain a written identity theft prevention program that identifies potential red flags, detects the occurrence of red flags and responds appropriately. The Identity Theft Prevention Program should be appropriate to the size and complexity of the organization and the nature and scope of the organization’s activities.

**Purpose**

The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program. The program shall include reasonable policies and procedures to

1. Identify relevant red flags for covered accounts the college offers or maintains and incorporate
those red flags into the program
2. Detect red flags that have been incorporated into the program
3. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft
4. Ensure the program is updated annually to reflect changes in risks

Definitions of Terms
Creditor – Any organization, including community colleges, that regularly
• extends, renews, or continues credit;
• arranges for someone else to extend, renew, or continue credit; or
• is the assignee of a creditor involved in the decision to extend, renew, or continue credit.

Credit – Deferral of payment of a debt incurred for the purchase of goods or services, including educational services.

Covered account – An account with a creditor used by individuals, families, or households which involves multiple payments to that creditor. Examples include emergency loan accounts, scholarships which could involve repayment if the terms of the scholarship are not met, and deferred payment accounts.

Identifying information – Information which alone, or in combination with other information, can be used to identify a specific individual. Identifying information includes name, social security number, date of birth, driver’s license number, identification card number, employer or taxpayer identification number, biometric data, unique electronic identification numbers, address or routing code, or certain electronic account identifiers associated with telephonic communications.

Identity theft – A fraud attempted or committed using identifying information of another person without proper authority.

Red flag – A pattern, practice, or specific activity which indicates the possibility of identity theft.

Sensitive information – Personal information belonging to any student, employee, or other person with whom the college is affiliated.

Service provider – Person or organization providing a service directly to the college.

Scope
Activities in which community colleges are often involved that require compliance with the Red Flag Rules include
• participation in federal student loan programs
  utilization of deferred payment plans issuance of student loans for technical and vocational education
• provision of emergency loans to students
• issuance of any scholarship which requires the recipient to sign a promissory note
• maintaining an account for students from which the student can authorize payments for goods and services
• using debit card accounts
• persons attempting to access academic or financial information

Identification of Relevant Red Flags
To identify relevant red flags, the college considered the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts and its previous experiences with identity theft. The college has identified the following red flags:

**Presentation of Suspicious Documents**
- Documents provided for identification that appear to have been altered or forged.
- The photograph/physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
- Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- Other information on the identification is not consistent with readily accessible information that is on file with the college, such as a signature card or a recent check.
- An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

**Suspicious Personal Identifying Information**
- The social security number provided is the same as that submitted by another person.
- The address or telephone number provided is the same as that of another person.
- The person opening the account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- Personal identifying information provided is not consistent with personal identifying information that is on file with the college.
- If the college uses a challenge question, the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

**Suspicious Covered Account Activity or Unusual Use of Account**
- Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.
- The college is notified that the customer is not receiving paper account statements.
- The college is notified of unauthorized charges or transactions in connection with a customer's covered account.
- A customer initiates multiple address changes over a short period of time.
- The college is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

**Notice Regarding Possible Identity Theft in Connection with Covered Account**
- A student, borrower, law enforcement personnel or service provider notifies the college of unusual activity related to a covered account. This includes discrepancies in the social security number to a student’s name (provided typically by the NC Department of Revenue from debt set-off), address is not a valid address (provided typically by the NC Attorney General’s Office), and/or payment plan provider having a discrepancy of data between college and responsible party.

**Request for Access to Information**
- A student or customer does not know personal information that they should know (i.e., social security number, date of birth, student identification number).
- A student attempts to change his or her address if an account for that student has been inactive for a prolonged period of time.
- A student wishes to register for courses and/or apply for financial aid when that student’s account
has been inactive for a prolonged period of time.

**Detecting Red Flags**

*Student Enrollment*

In order to detect any of the red flags identified above associated with the enrollment of a student, college personnel will take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic record, home address or other identification;
2. Verify the student’s identity at time of issuance of student identification card by reviewing the student’s driver’s license or other government issued photo identification; and
3. Verify the student’s identity when the student registers after a period of inactivity.

*Existing Accounts*

In order to detect any of the red flags identified above for an existing covered account, college personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students when they request information;
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address change;
3. Verify changes in banking information given for billing and payment purposes; and
4. Verify the identification of students when charges are made to a covered account.

**Preventing and Mitigating Identity Theft**

In the event college personnel detect any identified red flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

1. Continue to monitor a covered account for evidence of identity theft.
2. Contact the student or applicant.
3. Change any passwords or other security devices that permit access to sensitive information.
4. Not open a new covered account.
5. Provide the student with a new student identification number.
6. Notify the program administrator for determination of the appropriate steps to take.
7. Notify law enforcement.
8. Determine that no response is warranted under the particular circumstances.

**Protect Identifying Information**

In order to further prevent the likelihood of identity theft the college will take the following steps:

1. Ensure that its website is secure or provide clear notice that the website is not secure.
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
3. Ensure that office computers with access to sensitive information are password protected.
4. Avoid the use of social security numbers except when required.
5. Ensure computer virus protection is up-to-date.
6. Require and retain sensitive information only when necessary.
7. Security officer and/or equipment inventory coordinator reporting that laptop and/or computer equipment with sensitive data has been lost or stolen.
8. All employees will adhere to FERPA laws to prevent disclosure of information to unauthorized persons.
9. The college will ensure that credit card processing is PCI (payment card industry) compliant.
10. Monitor network for unusual traffic or security breaches.
Program Administration

Oversight
Responsibility for developing, implementing and updating this program lies with the vice president of finance and administration. The vice president of finance and administration will serve as the program administrator for the Identity Theft Prevention Program.

Reporting
Any college employee who becomes aware of an incident of identity theft or of the college’s failure to comply with this program will notify the program administrator immediately.

Service Provider Arrangements
In the event the college engages a service provider to perform an activity in connection with one or more covered accounts, the college will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft:

a. require, by contract, that service providers have such policies and procedures in place
b. require, by contract, that service providers review the college’s program and report any red flags to the program administrator or the college employee with primary oversight of the service provider relationship
Institutional Effectiveness, Research, and Grants (OIERG)

The mission of the Office of Institutional Effectiveness, Research, and Grants (OIERG) is to support and fulfill the mission of Caldwell Community College and Technical Institute (CCCTI) by directing and coordinating institutional planning, evaluation, policy and procedures analysis and institutional research.

The OIERG serves as the administrative support unit assigned responsibility for carrying out institutional effectiveness, research, and grants functions at the institution. This office is responsible for planning, research, institutional effectiveness, assessment activities, data management, and data storage. The director of Institutional effectiveness, research, and grants reports directly to the executive vice president.

Resources related to institutional effectiveness, research, and grants are located on the OIERG site on MyCCCTI Portal under Teams. There are also resources and published documents available to the public on the college’s website.

Cycle of Institutional Effectiveness

Institutional effectiveness at CCCTI is a continuous process stemming directly from the institution’s mission, vision, and values and the most current strategic plan. The strategic plan is reviewed and revised every five years, and allows the institution to focus its planning and assessment efforts on the goals and objectives identified by the college and surrounding community.

The entire cycle, as illustrated in Figure 1, is assessed annually by the OIERG and College Planning Council to ensure it is effectively contributing to continuous improvement at the institution. OIERG services and the institutional effectiveness process itself are also reviewed annually by faculty and staff and revised to meet the growing needs of the college.

Figure 1: Cycle of Institutional Effectiveness
Institutional and Program Planning

The CCCTI planning process is a ground-up approach to planning, focusing on the needs of individuals and programs within the institution while still supporting the institutional mission and five year strategic plan.

Goals of Planning
1. Utilize assessment results and other supporting data to
   a. Identify needs for program, departmental, divisional, and institutional improvement;
   b. Support funding requests at the program, departmental, divisional, and institutional level;
2. Develop a process for encouraging and maintaining a culture of data-based decision making;
3. Establish an ongoing system to demonstrate institutional effectiveness of the type required by programmatic and regional accrediting bodies.

Annual Planning Process

The annual planning process at CCCTI begins at the program level with faculty, staff, and directors identifying program-specific priorities to facilitate improvement. Early in the spring semester, individual faculty and staff indicate position objectives and accompanying needs for the coming academic year and meet with the program coordinator and/or director to discuss program strategies for improvement. After review of the institutional achievement plan, the current plan of action, and any available assessment results, faculty, staff, and the program director develop a plan of action to be implemented that fall.

The plan of action is a compilation of strategies for improvement based on current program assessment, prioritized by need, that will direct planning and implementation for the next year. Each strategy for improvement links directly to an improvement objective on the institutional achievement plan and strategic plan and provides documentation of need. Program directors are encouraged to include all planned strategies, including those that do not require funding.

Program plans of action are then reviewed at the department level by program directors and department chairs and prioritized department strategies for improvement are identified on a department plan of action. Department plans of action are reviewed by department chairs and the divisional vice president to develop a final divisional plan of action which will be presented at the annual CCCTI planning/budget retreat held each May.

Annual CCCTI Planning/Budget Retreat

The annual planning/budget retreat is a full day meeting, facilitated by the Office of Institutional Effectiveness, Research, and Grants, and held each May during which Executive Council members determine by vote the institutional priorities for the next planning year. In addition to the presentation of institutional priorities and divisional plan of action strategies for approval, Executive Council members review the current planning cycle, institutional accomplishments, budget expectations, and concerns for the upcoming year.

After the conclusion of the retreat, the executive vice president and vice president of finance and administration produce a summary of the retreat and list of institutional priorities for the next planning cycle. This information is then disseminated electronically to all faculty and staff from the Office of the Executive Vice President. The OIERG develops the institutional plan of action identifying these same
institutional priorities and both documents are combined and disseminated to all faculty and staff. The institutional effectiveness plan is updated in June and posted on the CCCTI website and OIERG site on MyCCCTI Portal to begin the new planning year.

Institutional Effectiveness Plan
The institutional effectiveness plan (IEP) describes and documents the planning, assessment, and program review processes through which CCCTI fulfills its mission and vision. The IEP is reviewed and updated annually and serves as a resource for the institution and its commitment to continuous improvement.

While the institutional effectiveness process at CCCTI encompasses all divisions and services and encourages participation across the college, the IEP focuses on planning and assessment at the institutional level. All information and documentation is managed through the Office of Institutional Effectiveness, Research, and Grants.

North Carolina Community College System (NCCCS) Guidelines
The institutional effectiveness plan for CCCTI follows mandates required by NCCCS, the North Carolina General Assembly, and the State Board of Community Colleges, outlined below:

In its 1989 session, the North Carolina General Assembly adopted a provision (S.L.1989; C. 752; S.80) which mandated that:

Each college shall develop an institutional effectiveness plan, tailored to the specific mission of the college. This plan shall be consistent with the Southern Association of Colleges and Schools criteria and provide for collection of data as required by the “Critical Success Factors” list.

Strategic Planning
Strategic planning at CCCTI is an in-depth, all-encompassing process culminating in a five year long-range plan and strategic plan. The goals, initiatives, and objectives outlined by the plan guide annual planning through five years in an effort to meet the institutional missions and respond to the needs of the community.

The strategic planning process is completed over two years and is directed by the OIERG and supported by the College Planning Council. Beginning with a review of the current institutional mission, vision, core values and strategic plan, an initial environmental scan and data collection is conducted and faculty, staff, and students are surveyed to determine future critical issues in education and the community. Analysis of this data provides the base for CCCTI Future Search which invites board of trustee members, faculty, staff, students and community partners to contribute to the building of a new strategic plan.

Institutional Achievement Plan
Using the completed strategic plan, faculty and staff from across the institution determine improvement objectives relating to appropriate strategic initiatives and specific to their division. These objectives are refined by the OIERG and approved by College Planning Council to create the institutional achievement plan. These objectives will be the main focus of institutional planning and ensure that all plans of action are guided by the current strategic plan.

The institutional achievement plan is reviewed annually in conjunction with divisional plan of action reports and updated to document how CCCTI is achieving its strategic goals.
Institutional and Program Assessment

Assessment at CCCTI is a natural extension of the institution’s commitment to excellence in teaching and learning. It is a process of critical self-examination with the aim of program improvement.

All assessment efforts begin at the program level with the outcomes, measures, and criteria identified by faculty and staff. Assessment should above all things be useful in facilitating program improvement. Therefore, faculty and staff in the program need to claim ownership of assessment and use the process to match their needs.

Goals of Assessment
- Gain insight into student learning so that we can speak with authority about the value of a CCCTI education
- Support the efforts of faculty and staff to identify those activities that have the greatest potential for success in fostering student learning
- Develop a process for encouraging and maintaining a culture of data-based decision making
- Establish an ongoing system to demonstrate institutional effectiveness of the type required by programmatic and regional accrediting bodies

Accountability
CCCTI’s assessment efforts go beyond meeting the expectations of SACSCOC and various programmatic accreditors. Sound assessment practices will allow programs to speak to institutional stakeholders authoritatively about the impact of their efforts and present evidence that a reasonable person would accept as proof that their claims are accurate.

Program Improvement
Academic programs will craft assessment plans to address that which is most important to student learning in their disciplines. Support programs will address the impact of their core services. It is also expected that during this process programs will find areas that need improvement, address them, and reassess until the program is functioning up to faculty and staff expectations.

Targeting assessment measures at possible “problem areas” is encouraged. This gives faculty, staff, and directors documented evidence of where improvement is needed and allows the impact of improvements to be tracked over time. This process of program improvement is best depicted in Figure 2.
General Education Assessment
As an open door community college, general education (GenEd) is an important part of the curriculum. In addition to being crucial for ongoing improvement of core learning requirements for all graduates, a mature GenEd assessment program is necessary for a reaffirmation of our accreditation by SACSCOC. CCCTI has identified the core GenEd competencies and related student learning outcomes and assesses these outcomes in core courses annually.

Program Review
The program review process is completed by coordinators and directors every five years and is designed to assist in the documented analysis of their program(s). Used thoughtfully, the process can assist in making decisions regarding the future of the program, as well as bring together documentation that accurately reflects program effectiveness.

Goals of Program Review
1. Highlight the challenges and successes/achievements of the program.
2. Provide a snapshot in time to
   a. Measure growth and improvements made in the program over a five year period
   b. Support funding requests at the program, departmental, divisional, and institutional level
3. Gather valuable input from other coordinators, directors, and administration for program improvement.

The State Board of Community Colleges Code dictates a comprehensive program review of every college program every five years.

Program Review and Administrative Committees
Program review is a peer review process designed to promote student success through quality instructional and support programs. With the assistance of the Office of Institutional effectiveness,
research, and grants, individual program directors develop periodic program reviews that detail the quality of their instructional or support programs through careful analysis of institutional data. The program review committee considers the results of this analysis and meets with the program director to discuss possible program improvements. Recommendations are then made to an administrative committee that consults with the director before making final recommendations to College Planning Council. All programs will be reviewed at least once every five years.

Program review committee members are professionals who represent each organizational area, each campus, and serve for two years. The membership of the program review committee is as follows: Curriculum and Adult Education (four members), Continuing Education and Workforce Development (two members), Student Services (two members), technical and instructional support services (one member), Facilities Services, Finance and Business Services, or Administration (one member in alternate years), and director of the Institutional effectiveness, research, and grants (ex-officio). Resource personnel shall be consulted as necessary.

The Administrative Committee includes those with supervisory responsibility over the program: coordinator or director’s supervisor, department chair, if applicable, vice president of the division, and executive vice president. College Planning Council will evaluate the effectiveness of institutional program review on an annual basis.

*Amended and approved by Executive Council on May 5, 2014

Substantive Change Policy and Procedure

SACSCOC Institutional Accreditation
The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional accrediting agency for Caldwell Community College and Technical Institute (CCCTI). The SACSCOC’s accreditation process fosters a culture of continuous quality improvement through institutional effectiveness, which includes an ongoing learning outcomes and support services assessment program. Regardless of the requirement, standard, policy, or guideline, the SACSCOC expects assertions of compliance to be supported with documented evidence. Much of this evidence is provided through effective planning and assessment processes.

Policy for Identification and Notification of Substantive Change

Definition
Substantive change, according to SACSCOC, is a “significant modification or expansion of the nature and scope of an accredited institution.”

Purpose
In accordance with North Carolina General Statutes and State Board of Community College (SBCC Code) mandates, Caldwell Community College and Technical Institute (CCCTI) seeks to maintain institutional accreditation and membership in the Southern Association of Colleges and Schools Commission on Colleges.

In keeping with the college’s mission to “provide accessible, quality instruction to enhance student learning.” CCCTI is committed to the continuous improvement of its academic programs. With the development of new programs and the expansion of course delivery options,
CCCTI is committed to full compliance with all policies and procedures mandated by the Southern Association of Colleges and Schools Commission on Colleges.

As a SACSCOC member institution, CCCTI is eligible to provide federal funding for qualifying students and facilitate the transferability of CCCTI courses to other regionally accredited institutions. As a SACSCOC requirement for membership and accreditation, CCCTI must comply with the SACSCOC’s policy statement *Substantive Change for Accredited Institutions of the Commission on Colleges* by taking the appropriate measures to ensure timely, accurate, and complete notification to the SACSCOC of any significant modification or expansion in its nature and scope and, when required, seek approval prior to the initiation of changes.

The SACSCOC’s policy statements may be reviewed on their website at www.sacscoc.org.

**Procedure for Identification and Notification of Substantive Change**

Academic program administrators, the SACSCOC liaison, and other administrators within the college community whose duties involve them with substantive changes will work cooperatively to

- share knowledge and information regarding actions and proposed actions that may constitute substantive changes
- prepare and submit to SACSCOC all materials required for compliance with the SACSCOC substantive change policy
- follow up on any recommendations or requirements from SACSCOC that are required for compliance.

As part of the ongoing planning process, College Planning Council will review all potential issues involving substantive change and make recommendations to Executive Council regarding the substantive nature of these changes. Recommendations regarding substantive change will be approved by Executive Council at the annual planning retreat and notification will be sent to the Commission on Colleges after this approval has been granted.

**Documentation of Compliance**

College Planning Council and the SACSCOC liaison will monitor and document any substantive change activity for the prior fiscal year.

**Revision**

The executive vice president and Executive Council will review this procedure annually on or before August 1.

*Approved by CCCTI Board of Trustees 2-18-16*

**Federal and State Regulations and Reporting**

The OIERG monitors federal and state regulations related to reporting and disclosure, including consumer information, gainful employment, etc. While the office is not directly responsible for completing most reports or disclosing consumer information or college data, it acts as a
centralized location for support and assistance. The director of institutional effectiveness, research, and grants is responsible for staying up to date with changes in regulations to ensure institutional compliance.

**NCCCS Performance Measures and Standards**

In February 1999, the North Carolina State Board of Community Colleges developed twelve performance measures for accountability that focus primarily on student success. These measures and standards were accepted and approved by the full state board in May 2000 for implementation in the fiscal year 2000-01. Amended in 2013, the performance measures for accountability were adapted to eight annual measures. All community colleges are required to publish performance on the eight measures annually in their electronic catalog or on the Internet, and in its printed catalog each time the catalog is reprinted. The Performance Measures for Student Success Report is published by the NCCC System Office in late-spring or early-summer.

The eight Performance Measures and Standards and most current results, based on data from the Performance Measures for Student Success Report for the NCCCS may be found at: http://www.nccommunitycolleges.edu/sites/default/files/data-warehouse/2016_performance_measures_report_-_20160816_final.pdf

All data included in the Performance Measures for Student Success Report is pulled from the NCCCS Data Warehouse. The Data Warehouse is populated through state mandated DCC and LEIS reports each semester or annually. Performance measures are the major accountability document for the NCCCS and as of 2013-14, performance funding based on institutional success rates is a set component of the overall state budget.

The data coordinator is responsible for reviewing and distributing for review the Performance Measures for Student Success Report draft, sent out in late spring. Once approved, the Office of Institutional Effectiveness analyzes the results and presents to College Planning Council and other interested areas of the institution. The Performance Measures are also a core component of the annual institutional assessment report.

**Surveys and Data Reports**

The OIERG is responsible for managing survey instruments, processes, and data for the institution. Individual departments and programs can and do handle their own internal surveys, however, to ensure consistency in representation of the institution and access to data for accreditation and state reporting, OIERG encourages survey instruments and data be sent for reference.

**Requesting a Survey**

All survey new requests and requests for revisions are initiated with the completion of the survey request form. This form is available on the OIERG site in MyCCCTI Portal or upon request. Some revision or renewal requests require few changes and the previously completed request form will instead be sent to the client for revision. Copies of the most recent survey instrument will also be sent with these requests.
National and Institutional Surveys
The OIERG handles national and institutional surveys required for accreditation or reporting or requested and used by administration. OIERG administers institutional surveys such as
- Community College Survey of Student Engagement (CCSSE)
- Student Evaluation of Instruction (SEI)
- Graduate Survey

Departmental and Special Request Surveys
The OIERG also handles departmental surveys (upon request) and any special surveys requested by internal or external clients. OIERG administers departmental surveys such as
- Advising and Registration Surveys (annual continuous)
- New Student Orientation Survey
- Capstone and Follow-up Graduate Surveys
- North Carolina Information Highway (NCIH) Survey

All departmental surveys follow the same request process, requiring completion or updating of the survey request form. Clients for recurring semester or annual surveys will be sent the past request form and survey prior to the beginning of the survey process for review and revision.

Data Requests and Reporting
Requests for data may be directed to the institutional researcher, who is directly responsible for managing and reporting on all internal and external research data requests.
APPENDIX A

- Full-Time Instructor Evaluation Form (5 pages)
- Part-Time Instructor Evaluation Form (1 page)
# Caldwell Community College and Technical Institute
## Job Description and Performance Evaluation

<table>
<thead>
<tr>
<th>Employee Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Instructor</td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
</tr>
<tr>
<td>Contract period</td>
<td>2013-2014: 9 months</td>
</tr>
<tr>
<td>Hepatitis Classification</td>
<td></td>
</tr>
</tbody>
</table>

## Position Requirements

**Knowledge of**
- Principles and techniques of classroom instruction.
- The mission, goals and objectives of CCCTI.
- Principles and procedures of record keeping.
- Principles and techniques involved in test development and administration.
- Safe work practices and procedures.
- Operational characteristics of equipment and tools used in the area of work assigned.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment.
- Current trends, research and development in the area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

## Education

- In the case of faculty teaching courses designed for transfer, a masters degrees from an accredited college or university with major course work (18 gsh) in a discipline within the area of instructional assignment.
- Among faculty teaching in AAS/certificate/diploma programs, a bachelor’s degree, or an associate’s degree with demonstrated competencies, or other exceptional qualifications

## Experience

- Experience teaching at the college level. Experience teaching in the area of (or in an area related to) the teaching assignment.

## Work Experience/Special Skills

---

## Performance Expectations

<table>
<thead>
<tr>
<th>Quality, quantity, timeliness, manner of performance, and adherence to procedures:</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide supervisor with objectives and course outlines for each class the first week of class.</td>
<td>S, N or NA</td>
<td></td>
</tr>
<tr>
<td>Be well prepared before each class.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make recommendations to supervisor regarding supply and/or equipment needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist in curriculum development and revision, revising course content and objectives as necessary.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ratings: S - Satisfactory  N - Needs Improvement  NA - Not Applicable
<table>
<thead>
<tr>
<th>Performance Expectations</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality, quantity, timeliness, manner of performance, and adherence to procedures:</td>
<td>S, N or NA</td>
<td></td>
</tr>
<tr>
<td>Prepare objectives, assignments, grading standards, attendance policies and course syllabus to be distributed at first class meeting.</td>
<td>Emp Coor/Dir Chair</td>
<td></td>
</tr>
<tr>
<td>Begin and end each class on time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep accurate attendance and grade records.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enters final grades electronically and turns in attendance reports to faculty administrative assistants.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return homework assignments and exams on a timely basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retain major exams for one year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use various and innovative teaching techniques where applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revise course content and objectives as required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate and recommend textbooks and materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop new courses in field as required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advise assigned students and others when called upon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain scheduled office and conference hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be available during non-scheduled hours by appointment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist with day and evening registration sessions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work closely with probationary advisees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advise students in academic and employment planning (goals).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend advisement workshop.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep up-to-date records for each advisee and have knowledge to find student information in Datatel.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep current on graduation and transfer requirements, as relevant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participate in orientation sessions for students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participate in professional development activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain contacts with business, industry, and professional organizations for the purpose of keeping instructional programs current with occupational or academic field.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain liaisons with relevant community agencies, the public schools, senior institutions, businesses and industries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend at least one workshop/conference/seminar each year as funding is available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep abreast of new developments in field, professional literature, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fulfill general college responsibilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide leadership in the orientation for new full and part-time faculty members.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participate in the development and delivery of public information efforts (i.e., news articles, brochures, speeches, etc.) as needed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ratings:  S - Satisfactory  N - Needs Improvement  NA - Not Applicable
<table>
<thead>
<tr>
<th>Performance Expectations</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality, quantity, timeliness, manner of performance, and adherence to procedures:</td>
<td>S, N or NA</td>
<td>Emp</td>
</tr>
<tr>
<td>Support college functions/cultural activities.</td>
<td></td>
<td>Coor/Dir</td>
</tr>
<tr>
<td>Participate in Faculty Senate</td>
<td></td>
<td>Chair</td>
</tr>
<tr>
<td>Attend graduation ceremonies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend departmental meetings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet workload policy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist in the placement of students (i.e., senior institutions and employment).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend program advisory committee meetings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist in recruiting for programs in discipline.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct inventory of program equipment, as relevant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assume responsibility for labs, shops and other facilities designed primarily for division programs, as relevant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participates in assessment process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adhere to college policies and procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform other reasonable job-related tasks as assigned.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Secondary Job Description (Special assignments, activities, and tasks)**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Performance Evaluation Summary

<table>
<thead>
<tr>
<th>Employee Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Instructor</td>
</tr>
<tr>
<td>Supervisors/Titles</td>
<td></td>
</tr>
<tr>
<td>Evaluation period</td>
<td>2013-2014</td>
</tr>
</tbody>
</table>

Coordinator Comments:

Department Chair Comments

Employee Comments
Employee has the right to request a review of this evaluation with the evaluator's supervisor.

Employee Development Plan
List task/assignment goals (primary or special) for the coming year that will require additional attention and/or time. These items may include areas of new knowledge, skills for improvement, or other pursuits related to job performance, outcomes, and satisfaction. These activities should be monitored at a mid-year evaluation session.

Recommendation for Re-employment:
- □ yes, with no conditions
- □ yes, with conditions, stipulated in Supervisor’s Comments on Summary Sheet
- □ no

<table>
<thead>
<tr>
<th>Employee Signature/Date</th>
<th>Coordinator Signature/Date</th>
<th>Dept. Chair Signature/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee signature indicates only that the employee is aware of the contents of this appraisal summary.

<table>
<thead>
<tr>
<th>Vice President Signature/Date</th>
<th>Executive Vice President Signature/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ratings:  S - Satisfactory  N - Needs Improvement  NA - Not Applicable
Performance Evaluation Addendum for

In order to provide a more complete picture of your professional involvement at CCCTI, please provide the following information for the current year. Feel free to attach additional pages.

A. Professional Development Activities (Please include any presentations, workshops, conferences attended, additional coursework, professional responsibilities outside CCCTI, etc.)

B. Teaching and Learning Innovations (Please list or describe the development and/or implementation of successful teaching and learning strategies.)

C. Service to the College Community (Please list college activities, committee assignments, special projects or initiatives you have been involved with in the past year.)

D. Professional Goals and Objectives

Initials
Instructor ________________
Supervisor ________________
Caldwell Community College and Technical Institute
Part-Time Instructor Evaluation Form

<table>
<thead>
<tr>
<th>Part-Time Instructor:</th>
<th>Academic Year:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Meeting/Observation:</th>
<th>Course(s) Taught:</th>
</tr>
</thead>
</table>

Coach:

**Areas to Consider**
- Demonstrates professionalism
- Uses good voice quality and verbal skill
- Well-prepared for class
- Well-organized coverage of course material
- Stimulates and encourages discussion through varied techniques
- Responds appropriately to student questions
- Effectively uses technology or other instructional aids
- Maintains proper behavior and orderliness
- Clinical/Lab/Shop Instructors only:
  - Maintains safe environment
  - Demonstrates responsibility for physical setting (cleanliness, security)
  - Effective and efficient student interaction
  - Demonstrates skills and techniques appropriate to subject matter

**Coach Comments:**

Signature: Date: / /

**Part-Time Instructor Comments:** (Please also suggest ways that a department representative might provide assistance to you in your teaching):

Signature: Date: / /

---

**Supervisor: Assign a rating for each item listed below in accordance with the following scale:**

<table>
<thead>
<tr>
<th>S - Satisfactory</th>
<th>N - Needs Improvement</th>
<th>NA - Not Applicable</th>
</tr>
</thead>
</table>

- [ ] Provides supervisor with objectives and course outlines
- [ ] Prepares objectives, assignments, grading standards, attendance policies and course syllabus to be distributed at first class meeting.
- [ ] Covers course material as described in the course description and syllabus
- [ ] Meets class as scheduled.
- [ ] Makes recommendations to supervisor regarding supply and/or equipment needs.
- [ ] Enters final grades electronically, turns in attendance reports to faculty administrative assistants, returns textbooks and other materials to dept. chair/program director when applicable.
- [ ] Participates in the assessment process.
- [ ] Returns homework assignments and exams on a timely basis.
- [ ] Keeps accurate attendance and grade records.
- [ ] Maintains office hours.
- [ ] Student evaluations of instruction reviewed

**Supervisor Comments:**

---

**Employee Signature/Date**

White: Curriculum Vice President

**Director/Coordinator Signature/Date**

Yellow: Department Chair

Pink: Coordinator/Director

Gold: Instructor

**Department Chair Signature/Date**
APPENDIX B

CALDWELL COMMUNITY COLLEGE AND TECHNICAL INSTITUTE

COLLEGE PLAN

TO
INCREASE PARTICIPATION BY HISTORICALLY UNDERUTILIZED BUSINESSES IN THE PROCUREMENT OF GOODS AND SERVICES

September 25, 2001
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Definitions</td>
<td>2</td>
</tr>
<tr>
<td>Historically Underutilized Businesses (HUB)</td>
<td>2</td>
</tr>
<tr>
<td>Minority Business Enterprise (MBE)</td>
<td>2</td>
</tr>
<tr>
<td>Women Business Enterprise (WBE)</td>
<td>2</td>
</tr>
<tr>
<td>Disabled Owned Business Enterprises (DBE-O)</td>
<td>2</td>
</tr>
<tr>
<td>Objectives</td>
<td>3</td>
</tr>
<tr>
<td>Administration</td>
<td>4</td>
</tr>
<tr>
<td>Action Plan</td>
<td>5</td>
</tr>
<tr>
<td>Internal Staff Training</td>
<td>5</td>
</tr>
<tr>
<td>Purchasing Process</td>
<td>5</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>6</td>
</tr>
<tr>
<td>Outreach</td>
<td>8</td>
</tr>
<tr>
<td>Follow-up</td>
<td>9</td>
</tr>
<tr>
<td>Procedures for Resolving Complaints</td>
<td>10</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

It is the intent of the Board of Trustees of Caldwell Community College and Technical Institute to encourage and promote equal opportunities for Historically Underutilized Businesses (HUBs) in order to foster more diverse participation in all aspects of procurement and contracting opportunities at Caldwell Community College and Technical Institute (hereinafter “CCCTI”).

Further, it is the policy of Board of Trustees of CCCTI (hereinafter Board) to prohibit discrimination against any person or business on the basis of race, color, sex, religion, or national origin.
DEFINITIONS OF TERMS

Historically Underutilized Businesses (HUBs)  
(For purposes of this Plan)

A Historically Underutilized Business is a business:

A. In which at least 51 percent of the business, or of the stock in the case of a corporation, is owned by one or more minority persons, women, or disabled persons, and
B. Of which one or more minority persons, women, or disabled persons control the management and daily business operations.

[Reference Executive Order Number 150]

Minority Business Enterprise (MBE)

A Minority Business Enterprise is a business that is owned and controlled (as defined above in the HUB definition) at a minimum of 51 percent by one or more minority persons. The term “minority person” means a person who is a citizen or lawful permanent resident of the United States and who is:

A. Black, that is, a person having origins in any of the black racial groups in Africa.
B. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.
C. Asian-American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands.
D. American Indian or Alaskan Native, that is, a person having origins in any of the original peoples of North America.

[Reference GS 143-48b(2) and GS 143-128(f)(2)(a-d)]

Women Business Enterprise (WBE)

A Women Business Enterprise is a business that is owned and controlled (as defined above in the HUB definition) at a minimum of 51 percent by a non-minority woman or women.

Disabled Owned Business Enterprises (DBE-O)

A Disabled Owned Business Enterprise is a business owned and controlled (as defined above in the HUB definition) at a minimum of 51 percent by a non-minority handicapped person or persons. Handicapped persons shall include those individuals with physical, mental and visual disabilities.

[Reference GS 143-48b(3) and GS 168-1]
OBJECTIVES

The objectives of this plan are

A. To procure at least 10 percent of the college’s goods and services from HUB vendors while maintaining sound financial practices and complying with state purchasing and contracting laws and policies.

B. To accurately report the participation by HUB vendors and contractors in procurement and construction contracts at the college.

C. To comply with state laws and procedures related to participation by HUBs in construction, service, and procurement contracts.

D. To establish procedures to accomplish these objectives that will not increase the cost of the college’s purchasing and contracting programs.

E. To accomplish these objectives utilizing the limited staffing and funding resources available to the college.
ADMINISTRATION

The president of Caldwell Community College and Technical Institute (hereinafter president) is responsible for the implementation of this plan. The vice-president of finance and administration or his or her designee(s), shall carry out the day-to-day management of the plan. This will include reporting results relative to the plan to the President and providing required reports to the North Carolina Community College System Office (hereinafter System Office), General Assembly, HUB Office, and other interested parties.
ACTION PLAN

Internal Staff Training

CCCTI’s purchasing personnel (hereinafter “purchasing personnel”) will conduct training for the college staff to educate them on the purpose of this HUB plan, the implementation of the plan, and the role that each staff member will play. This will include training to familiarize college staff on how to locate HUB vendors and service providers. This may include familiarization with the Division of Purchase and Contract’s (hereinafter P&C) “Vendor Link” which may be used to locate HUB vendors and contractors. Vendor Link can be found through P&C’s website or at www.ips.state.nc.us/vendor/SearchVendor.aspx

Purchasing Process

A. The college will publish the names of purchasing personnel who will be the college’s primary contacts with vendors. These personnel will answer purchasing questions for vendors.

B. The college will provide college requisitioners with information and training to ensure that barriers do not exist that reduce the participation of HUB vendors and service providers in procurement opportunities at the college.

C. Purchasing personnel, prior to issuing a purchase order, will review each purchase requisition and service agreement to assure that the requisitioner has made a “good faith effort” toward securing a HUB vendor/contractor.

D. For the purchase of items that are on a State Term Contract, purchasing personnel should consider selecting a HUB vendor, when available, as long as the commodities meet the college’s needs. Purchasing personnel will always take into consideration the best value in terms of price, quality and service.

E. For the purchase of items that are not on a State Term Contract, purchasing personnel will solicit quotes from HUB vendors, when available, in an effort to increase participation by HUBs.

F. For purchases that exceed the college’s purchasing delegation, purchasing personnel will submit the requisition to the state purchasing agency (Office of Information Technology Services or the Division of Purchase and Contract) responsible for the formal bidding of our request. If purchasing personnel, as part of their outreach efforts, are aware of any HUB vendors that can provide the goods or services, they may alert these vendors of the bidding opportunities.
G. Purchasing personnel will evaluate and report the percent of participation by HUBs in purchasing and contracting activity to the HUB Office via the Quarterly Historically Underutilized Business Purchasing Report (hereinafter “Quarterly HUB Report”).

H. Purchasing personnel will maintain records of bid solicitations and bid responses from HUB vendors to provide back-up information and documentation for Quarterly HUB Reports. This will assist in identifying or explaining variances in the participation by HUBs at the college.

**Capital Improvement Process**

The Capital Project Coordinator for CCCTI (hereinafter “CPC”) will:

A. Publish the name of the Capital Project Coordinator (CPC) who will be the college’s primary contact person for construction related issues and answer any questions that construction contractors may have.

B. Provide a form (Payments to Historically Underutilized Businesses) to be completed by all contractors, subcontractors, and designers to collect data on their actual monthly expenditures for HUB contractors, subcontractors, and material suppliers. The collection of this contractor information on HUB participation has been mandated for all projects (large or small) funded with the 2000 state bond funds, but will be completed for all projects including those small construction projects that utilize funds other than the 2000 state bond funds, are under $100,000 in cost, and are not subject to the review and approval process with the State Construction Office (Hereinafter “SCO”). This data should be collected for all tiers of contracting within the project, including subcontractors to the subcontractors. This data will show a breakdown of the expenditures by the three HUB categories. Contractors and designers will submit this data to the CPC with each pay request. These forms will be maintained in a file by the college.

C. Aggregate the contractor’s monthly HUB expenditure data on a NCCCS 3-6 form (Quarterly Summary of HUB Construction Expenditures) to be provided by the System Office. This report will be submitted quarterly to the System Office, but only for those construction projects (large or small), that utilize any amount of the 2000 state bond funds. Included in this report will be expenditures made to HUBs by category for the quarter and the total expenditure to the contractor for the quarter. The System Office is required to report to the General Assembly on the participation by HUBs utilizing the proceeds of the state bond funds. The System Office will not report this HUB utilization to the HUB Office for the colleges as part of the colleges’ Quarterly HUB Report that is required by G.S. 143-48.
D. Report on the Quarterly HUB Report (Section V), all participation by HUBs for small capital improvement projects that are not subject to the review and approval process with the SCO. This includes all small projects, regardless of whether the funding is from state bonds or non-state bonds. (Note: The SCO only reports to the HUB Office on the HUB construction activity for the large projects that are subject to their approval and review.)

E. Encourage the Board of Trustees to consider qualified design firms (architectural and engineering) that are HUBs.

F. Encourage the Board of Trustees to select the most qualified design firm that is committed to increasing the participation of HUB contractors and material suppliers on construction projects.

G. Remain alert during the planning process to areas of work that may be of particular interest for HUB firms.

H. Become familiar with and follow the requirements of the SCO’s “Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts.” These can be found under “Forms” on the SCO web page, or at (n).

I. Strive, for projects over $100,000, to allow a minimum of four weeks between the advertisement for bids and the opening of bids, and to conduct a prebid conference. The date of the prebid conference will be included with the advertisement for bids. The purpose of the prebid conference will be to acquaint contractors and subcontractors with the project requirements and bidding opportunities and give subcontractors an opportunity to meet and interact with prime contractors.

J. Ensure that the designer, as the agent for the owner, will comply with the requirements of the SCO’s “Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts.”

K. Ensure that the designer, as the agent for the owner, will send individual notices to potential HUB bidders to solicit interest on all projects. If there are more than three certified HUBs in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the designer shall notify three, but may contact more, if the designer so desires.

L. Maintain documentation of any contacts, correspondence or conversations with HUB firms made by the designer and the college in an attempt to meet the goals.

M. Ensure that prospective HUB contractors or subcontractors have access to project bidding documents. This can be accomplished by establishing an area at the college where bidding documents can be reviewed. This is in addition to the contractor associations’ plan rooms where the designer will place bidding documents.
N. Review, for state bond projects whose cost is between $100,000 and $250,000 that are not subject to the review and approval process with the SCO, the contractors’ bid documents prior to recommending the acceptance of the bid. This review will be to determine if the contractor shows they made a “good faith effort” to seek HUB subcontractors.

O. Request a list from each prime contractor of all of the subcontractors they intend to use. (This information is required under Article 16 of the “General Conditions to the Contract.”) The CPC may then compare this list with the information reported on the form “Payments to Historically Underutilized Businesses” submitted monthly by the contractors and subcontractors. The CPC may further compare this list with P&C’s Vendor Link to determine which subcontractors are classified as HUBs.

Outreach

CCCTI’s staff will

A. Increase their efforts to locate additional HUB vendors, service providers, and construction contractors that can provide goods and services for the College.

B. As they locate HUB construction contractors, compile and maintain a listing of the names, addresses, and phone numbers of these HUB construction contractors within their bidding area. This list will provide an avenue for prime contractors to locate HUBs and will be a means for HUBs to keep their data current and visible.

C. Maintain a listing of those projects, both large and small, for which they will be seeking bids during the next three months. This listing will be in addition to any requirement to publish an advertisement in a newspaper.

D. Strive to identify additional HUB resource entities such as regional HUB trade organizations, HUB advocacy organizations, etc.

E. Notify the HUB Office and other HUB resource entities about upcoming purchasing and contracting opportunities.

F. Participate in regional seminars sponsored by the HUB Office and other HUB advocacy organizations to network with HUB vendors and provide information sessions that will instruct vendors on “how to do business” with the college.

G. Strive to attend HUB outreach training workshops at the Business and Finance Conferences, Association of Community College Business Officers’ Conferences, and elsewhere as identified.

H. Offer information to the Board of Trustees regarding the college’s HUB plan and discuss opportunities for ways in which the Board of Trustees can be an advocate of the college’s HUB plan.
Follow-up

The college staff will analyze each Quarterly HUB Report and submit their findings to the vice president of finance and administration. This review will show the progress toward attaining the state goal. If a marked increase toward the goal is not achieved, the findings will be further reviewed to determine if a more suitable course of action is warranted.
PROCEDURES FOR RESOLVING COMPLAINTS

Any complaints regarding the vendor selection practices for procuring or contracting that are handled by the college should be in writing and addressed to the college president. A review will be conducted of the procurement process and award to ensure that no barriers existed in the award of the contract. When the review is complete, a written response will be sent to the complainant with the findings of the review.

If the college is made aware of a construction contractor that is not making timely or proper payments to subcontractors, in violation of G.S. 143-134.1, they will investigate the allegations and take whatever steps they can, within the law, to resolve the situation. It should be noted that the college is not a party to the contract with the subcontractor.