



Sampson Community College

Clinton, North Carolina



Staff Handbook

September 2012

CHAPTER I: MISSION, VALUES, COLLEGE
GOALS, HISTORY, PHILOSOPHY, SERVICE
AREA, ACCREDITATION, COMPLIANCE WITH
ACCREDITATION AND SUBSTANTIVE CHANGE
POLICY AND PROCEDURES

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CHAPTER I: MISSION, VALUES, COLLEGE GOALS, HISTORY, PHILOSOPHY, SERVICE AREA, ACCREDITATION, COMPLIANCE WITH ACCREDITATION AND SUBSTANTIVE CHANGE POLICIES AND PROCEDURES

I. Mission

The mission of Sampson Community College is to provide accessible and affordable education, workforce training, and lifelong enrichment. The mission is accomplished through outreach, innovative and effective teaching, student support, and community partnerships.

II. Values

- Accessibility
- Collaboration
- Community
- Diversity
- Equity
- Excellence
- Innovation
- Integrity

III. College Goals

Goal 1: Re-envision and restructure the student-college interface.

Goal 2: Identify and reduce barriers to enrollment.

Goal 3: Strengthen and expand support services that promote student success.

Goal 4: Successfully transition students to jobs or further education.

Goal 5: Expand and support the diversity of the SCC student population.

Goal 6: Ensure instructional rigor and academic integrity.

Goal 7: Encourage the identification and application of innovation and improvements in teaching and academic support.

Goal 8: Enrich the lives of our students and communities.

Goal 9: Develop and support collaborative partnerships.

Goal 10: Seek resources to fulfill the institution's mission.

Goal 11: Utilize sound management practices which promote public confidence in the College.

Goal 12: Develop the campus and the campus identity in support of the College's mission.

Goal 13: Create a College work environment that values and engages all employees and provides opportunities for growth and development.

IV. History

Sampson Community College, one of the fifty-eight institutions in the North Carolina System of Community Colleges, was established in September 1965 under the provisions of Chapter 115-A of the General Statutes of North Carolina as an extension unit of Goldsboro Industrial Education Center (now Wayne Community College). The first institutional site was one office and one classroom located in the Sampson County Board of Education Building on Rowan Road. The institution moved from temporary offices in June 1966 to an old elementary school on Highway 421, six miles north of Clinton, and began the first curriculum programs in September of the same year. By an act of the 1967 General Assembly, the College became an independent unit and was called "Sampson Technical Institute." The first Board of Trustees was appointed in February 1968. As the institution grew, the need for a new campus with modern facilities was realized.

A \$500,000 bond issue was approved by Sampson County voters in April 1972. A vocational storage building was occupied on the Highway 24 campus in July 1974, and the main building on this new campus, the North Building, was occupied in January 1976. A new vocational shop building, East Building, was occupied in the fall of 1977 allowing for the expansion of several vocational programs. In 1979, through enabling legislation by the General Assembly, the Board of Trustees approved the school's name change to "Sampson Technical College." The College added additional facilities in 1982 with the construction of a 6,000 sq. ft. vocational shop building on the main campus and the county's provision of 8,000 sq. ft. in the new Courthouse Annex for the Continuing Education Division. In August 1987 the College completed construction of the West Building, and began erecting a new Student Center/Adult Education Building, the South Building, which was occupied in September 1988. In October 1987, the College changed its name to "Sampson Community College." The Board of Trustees approved changing the name of West Building to W.W. Kitchin Hall on August 21, 1989, and South Building to the Robert D. Warren Student Center on June 10, 1997. In the fall of 1998, two new buildings, the Technology Center and the Activities Center were occupied. The Occupational Building, along with renovations to the East Building, was completed in the fall of 2005 adding an additional 36,031 sq. ft. to the College Campus structures. In the fall of 2008, the Board of Trustees named the Occupational Building in honor of former president, Dr. William C. Aiken. In the summer of 2010, the College enrolled the first group of students in occupational classes in the Ammonia

Refrigeration Training Center. The specialized shop and classroom building includes 5,000 sq. ft. of space designed to support specialized training in the use of ammonia refrigeration in the food processing industry.

V. Philosophy

Sampson Community College, as a member of the state system of community Colleges, is obligated to provide educational services consistent with the philosophy of the North Carolina Community College System. "The fundamental concept of the Community College System of North Carolina is based on the philosophy that all institutions shall have an 'open door.'" The philosophy of the open door College has been stated by Dr. Dallas Herring, former Chairman of the State Board of Education, as follows:

"The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion; whose talents (however great or however limited or however different from traditional) the state needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's system of community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education at a time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skills they can sell in the market place of our state, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard College work, which will enable them to go to the university or to senior Colleges and on into life in numbers unheard of in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them to maturity."

VI. Service Area

By action of the State Board of Community Colleges, the College is limited to offering classes at sites within the County of Sampson. Any classes offered at sites out of the county must be held in accordance with State policies and with the written approval of the community or technical College serving that area.

VII. Accreditation

Sampson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Sampson Community College.

VIII. Compliance with Accreditation

The Board of Trustees is committed to the compliance of the institution with the policies of the Southern Association of Colleges and Schools Commission on Colleges and endorses policies and procedures adopted by the administration and the faculty that provide for the ongoing review of the College and its operations with policies, principles, and guidelines adopted by the Commission. The Board further affirms that the College will notify the Commission of substantive changes and will seek approval prior to the initiation of the change when appropriate.

IX. Substantive Change Policy and Procedures

Sampson Community College is committed to compliance with all policies and procedures mandated by the Southern Association of Colleges and Schools Commission on Colleges.

The College recognizes that modifications or new initiatives may deviate significantly from existing programs or conditions and affect the nature and scope of the institution. Recognizing it is the Commission's responsibility to evaluate the effect of a substantive change on the quality, integrity, and effectiveness of the institution, *SACS Substantive Change Policy* requires all accredited institutions, including Sampson Community College to file a Substantive Change Request prior to implementation.

Substantive change is defined by SACS as "a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs at a degree or credential level above that which is included in the institution's current accreditation or reaffirmation
- A substantial increase in the number of credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus."

The College's Planning Council is responsible for the review of all institutional changes that may constitute a substantive change and the determination of the form and type of response required. Responsibility for notifying SACSCOC of proposed substantive changes rests with the President.

A complete list of substantive change types and requirements may be found in materials maintained on the SACSCOC website.

CHAPTER II: ORGANIZATION OF THE COLLEGE

The College is organized in a manner consistent with the philosophy and leadership of the President and in a manner judged to provide for an efficient delivery of educational services. This organizational pattern is not static, but subject to change as circumstances and College direction necessitate.

I. Chief Administrative Officer

The Board of Trustees has designated the chief administrative officer of the College as "President" with duties and powers (authority), expressed or implied, as specified within the Operating Manual of the Board of Trustees. The President serves as the final administrative authority in reviewing and directing all College operations. The President is authorized to establish positions, to discipline employees, to appoint individuals to committees, and to direct the educational programs of the College. The President further serves as the liaison between the Board of Trustees and the College staff.

The President shall be elected to hold office by the Board, upon the nomination and majority vote of the Board (7 or more votes) with conditions and under such terms as the Board may set provided these provisions do not conflict with state law. In the absence of a written contract, the President shall serve at the pleasure of the Board and shall continue to serve until terminated by a majority vote of the Board (7 or more votes) after due notice has been given to all Board members.

As chief administrative officer, the President is responsible for the entire operation of the College pursuant to federal and state laws, the rules and policies of the State Board of Community Colleges, and the policies of the Board of Trustees. The President is expected to use his/her competence and personality to establish in the community the image of the College. More specifically, the following qualifications and duties are required of the President:

1. Education, experience, and philosophy to adequately develop and maintain a comprehensive community College with standards that are in accordance with North Carolina law, State Board of Community College policies, Board of Trustees policies, and sound judgment based on education, theory, and practice.
2. Attendance and participation, without a vote, in all Board of Trustees meetings except where the chairman expressly requests his/her absence or excuses his/her attendance.
3. Evaluation of the College on a continuous basis and submission of progress reports to the Board at such times as he/she or the Board deems it wise or feasible.
4. Responsible for the administrative and instructional organization, and in developing the operations of the College.
5. Recommendation of all educational programs for the development and growth of the citizens served by the College. These programs will have State Board of Community College approval and not be in conflict with the North Carolina General Statutes or State Board of Community College regulations.

6. Formulation of duties and responsibilities of all personnel of the College.
7. Advisement in the planning, construction, and modification of physical facilities.
8. Preparation of the annual current expense and capital outlay budgets and submission of the financial aid budgetary needs of the College to the Board of Trustees and expending College funds as budgeted.
9. Establishment of fees not set by the State Board.
10. Recommendation of all advisory committees for instructional programs.
11. Recommendation to the Board for appointment of all full-time staff, excluding temporary personnel.
12. Employment of all **adjunct**, part-time and temporary personnel.
13. Execution of all other functions the Board delegates.

The Board of Trustees delegates to the President the following specific powers in order to provide for a more efficient and timely delivery of educational services:

1. Accept all gifts to the institution on behalf of the Board.
2. Extend existing contracts of College employees approved by the Board from any lesser period up to 12 months during an existing fiscal year when an employment need exists.
3. Contract with consultants or other resource personnel external to the College for amounts not exceeding \$10,000 during a fiscal year.
4. Enter into contracts with clinical agencies or similar agencies for the provision of teaching facilities for the College's instructional programs.
5. Approve and contract with tutors or similar personnel for the delivery of individualized instruction in support of academic programs.
6. Approve requests and grant military leave and leave without pay to College staff.
7. Accept resignations of College staff.
8. Make line-item budget changes in all sources of funds.
9. Hire and terminate maintenance and housekeeping personnel.
10. Approve, on behalf of the Board, courses of instruction offered to "captive" or "co-opted" (immured) groups and special in-service industry training courses.
11. Enter into contracts with other educational institutions or boards for the purpose of establishing cooperative agreements.

12. Assign employees to assist with the operation of the College's foundation and make available to the corporation; office space, equipment, supplies, and other related resources.

II. Administrative Authority

A. General

The administration of the College is guided by the President's Council and the SACS/Planning Council.

B. Divisional Authority

Organizationally, the College is divided into four (4) major divisions reporting to the President: the Academic Affairs Division led by the Vice President of Academic & Student Affairs, the Student Services Division headed by the Dean of Student Services, the Finance & Auxiliary Division headed by the Vice President of Finance & Administration & Administration, and the Administrative Division led by the President. Each divisional administrator is responsible for the operation and the personnel within their respective division; however, during evening hours a campus official-in-charge is designated by the President (normally, the Evening Director). The responsibilities of each first-line administrator are as follows:

1. Vice President of Administration -

The Vice President of Administration reports to the President and has executive responsibility for institutional planning and evaluation, accreditation, computer and information services, public information, and plant operations.

2. Vice President of Academic & Student Affairs -

The Vice President of Academic & Student Affairs (~~VPAA~~) reports to the President and has executive responsibility for planning, managing, and evaluating all curriculum, occupational, continuing education, and basic skills areas of the College.

Dean of Workforce Development & Continuing Education –

The Dean of Workforce Development & Continuing Education reports to the ~~Vice-President of Academic & Student Affairs~~ President and has executive responsibility for Basic Skills, ESL, Compensatory Education, Occupational Extension Programs including Emergency/Medical Services, Safety and Health Programs, Human Resources Development, Fire and Rescue Training, Career Readiness Certification training and testing, Community Services, Small Business Center, and Workforce Development Programs.

3. Dean of Student Services -

The Dean of Student Services reports to the President and has executive responsibility for the organization and administration of all functions and activities of the Student Services Division including recruitment, admissions, enrollment, financial aid, counseling, disability services, and student

government.

4. Vice President of Finance & Administration & Administration -

The Vice President of Finance & Administration & Administration, who serves as the Chief Financial Officer and Internal Control Officer, reports to the President and has executive responsibility for the supervision and coordination of all business and financial services of the College, including duplicating services, the bookstore operations and all fiscal affairs, Accounts Payable, Purchasing, Accounts Receivable, Payroll, Equipment Inventory, General Ledger and Investments.

C. Emergency Line of Authority

In the absence of the President, the following officials constitute the emergency line of authority in the order presented:

Vice President of Administration
Vice President of Finance &
Administration
Dean of Student Services
Vice President of Academic &
Student Affairs

In limited instances when all these individuals are away from the campus, the President will appoint a staff member to assume emergency authority. Information concerning the campus official-in-charge can be obtained from the Personnel Officer during the day or the Evening Director during the evening.

If the President is out for a week or more, the Vice President of Administration will assume the President's duties and responsibilities and the staff will be notified of this assumption of duties.

III. Strategic Planning

The College utilizes a comprehensive planning process designed to provide strategic direction for the College focused upon realizing Institutional goals. The planning process provides for broad-based participation of faculty and staff and encourages all employees to provide input in the development of a coordinated plan. The process provides for the periodic review of the mission statement, identifies strategic priorities, incorporates assessment measures, and guides resource allocation.

The planning process proceeds from an assessment of the College's mission statement, reviews the institution's environment, assesses the current capabilities of programs and services, and identifies strategic priorities.

A strategic plan is developed for five-year periods. Annual updates are developed which identify progress toward overall plan goals, provide results of formative evaluations, and incorporate the changing realities of resource allocations from one budget year to another.

The planning process proceeds in the following general steps:

A. Review of Mission

The College's mission statement defines the statement of purpose for the College. While the mission must be rooted in the institution's legislative charter and the statutory framework of the North Carolina Community College System, the statement is expected to provide for the unique identity of the College, its programs and services, and the community it serves. Consistent with accreditation requirements, the mission statement must be clearly defined, comprehensive, and address teaching and learning. The mission statement is expected to be evaluated at five-year increments coinciding with the development of each strategic cycle. The College's Planning Council and Board of Trustees are responsible for periodic review of the mission statement.

B. Environmental Assessment

This component involves the compilation and analysis of the external forces which may significantly affect the ability of the College to realize its mission or the need for redefinition of the institution's mission. Environmental assessment includes the identification of demographic, economic, social, political, and technological trends currently or anticipated to affect the College. Methods used for this assessment include needs assessment, market analysis, image assessment, future research, and environmental scanning. The component is performed primarily by the Planning Council with input from other employees and outside consultants and agencies.

C. Internal Assessment

This component identifies the College's strengths and weaknesses. It is an attempt to answer the questions, "What are we doing?" and "How well are we doing it?" in preparation for the question, "What can and cannot be done here in the future?" Similar to the environmental assessment, information is collected and analyzed focusing upon student demographics, student readiness, and student achievement along with an assessment of faculty, staff, programs and services, and facilities. The administrative staff is responsible for preparing the assessment review for the Planning Council.

D. Planning Assumptions

Planning assumptions are developed consisting of important and probable developments that may have a significant impact on the College's performance or suggest management actions to reposition the institution's programs or services. During this stage of the planning process the questions to be asked focus upon minimizing negative impacts and taking advantage of projected opportunities. These assumptions are developed by the Planning Council.

E. Institutional Outcomes

Institutional outcomes are developed and evaluated concurrent with the College's mission statement. These statements are developed only after an intensive process of seeking input from across the College community through forums, surveys, and focus groups and include statements concerning the knowledge, skills, and behaviors that the institution has determined we want for all students.

F. Identify Strategic Priorities

Statements of strategic priorities provide an important link between the College's stated mission, institutional outcomes, and the operational activities of the institution. Strategic priorities identify the critical issues on which much of the work of the administration, faculty and staff must be focused. While priorities are not intended to be restrictive, they sharply define the focus and direction and support of the development of annual budgets that, over time, provide the needed resources to address priorities.

G. Expected Results

Statements of expected results are developed for divisions, departments, or programs which contribute to the accomplishment of the institution's strategic priorities. These expected results are developed by program and service leaders working with department staff and faculty. They are reviewed by the appropriate dean, vice president, and the Planning Council.

H. Implementation

The overall responsibility for the administration and the strategic plan is the responsibility of the President and the administration. When appropriate individual performance objectives should reflect efforts to help achieve plan outcomes, ad hoc committees or cross-divisional teams should be appointed to help achieve coordinated efforts to meet outcomes.

I. Develop Employees' Individual Work Plans (Performance Objectives)

Once goals, objectives, and implementation activities have been established and approved, each employee prepares specific statements of tasks, activities, and strategies to be undertaken. This plan is discussed with the employee's supervisor and, after approval; it becomes the basis, together with the individual's job description and staff development plan, for the employee's annual activities and performance appraisal.

J. Budgeting

Institutional budgets reflect the priorities of the strategic plan and support activities and programs designed to help achieve identified outcomes. Any limitations in the budget revenues should be identified and used to prioritize activities during the budget planning process.

K. Evaluation

The President's Council is responsible for the ongoing evaluation of the planning process as well as the formative and summative assessment of the strategic plan. Evaluation is a critical element of the process and is expected to be evident at each level of the planning process. Written reports of accomplishments, activities to be continued, and problems encountered constitute a vital component of the overall planning process. Results of these reports are indicative of the need to alter the plan or to amend the planning process itself to promote a continued cycle of improvement. It is important that the results of evaluation and institutional actions be well-documented to provide evidence that institutional action is being taken as a result of evaluative information.

IV. Planning and Research

Planning and Research are expected activities for all professional employees of the College. The administration defines institutional research to include any of the activities undertaken by the College's staff which consists of collecting, processing, and evaluating information about the College's programs and services.

The Vice President of Administration has the responsibility of coordinating planning, research, and evaluation of programs, services, policies, and procedures. The Planning and Research Office is available to obtain data needs for research activities and to access computer data.

The Director of Computer Services and other staff are also available to obtain data needs for research activities and to access computer data.

V. Student Role and Participation in Decision-Making at Sampson Community College

Sampson Community College encourages its students to participate in the institution's decision-making processes to the fullest extent possible. Opportunities for participation are provided through formalized structures and the administration's practice of an open-door policy.

Students may as individuals or groups present ideas for improvement or concerns to the appropriate administrator or the President at any time. The College administration will respond to such input in a timely manner.

Formalized participation is provided in the following ways:

- 1) the Student Government Association President serves as an ex-officio member of the Board of Trustees (ex-officio status accords the SGA President all rights as other Trustees except the voting privilege),
- 2) student representatives serve on several standing committees,
- 3) when appropriate, student representatives serve on College ad-hoc committees,
- 4) the President meets with the SGA Senate and students periodically to discuss how the College can best meet student needs, and
- 5) students may appeal decisions made by faculty and staff through the academic and grievance processes.

VI. Policy for Faculty and Staff Participation in Institutional Governance

The Sampson Community College Board of Trustees is the governing body for the College. In accordance with policies established by the State Board of Community Colleges, the SCC Board of Trustees establishes appropriate policies for the achievement of the College's mission and goals and a high level of institutional effectiveness.

It is the responsibility of the College's President and administrators to develop and implement procedures and guidelines to effectively implement the policies established by the State Board of Community Colleges and the Sampson Community College Board of Trustees.

In the development of procedures and guidelines, the College encourages and provides for the full participation of the faculty and staff in its decision-making processes. Participation

is provided through formal structures and the administration's practice of an open-door policy.

Faculty and staff as individuals or groups may bring comments or concerns to the appropriate administrator or the President at any time. The College's administration will respond to such input in a timely manner.

Formal participation is provided through:

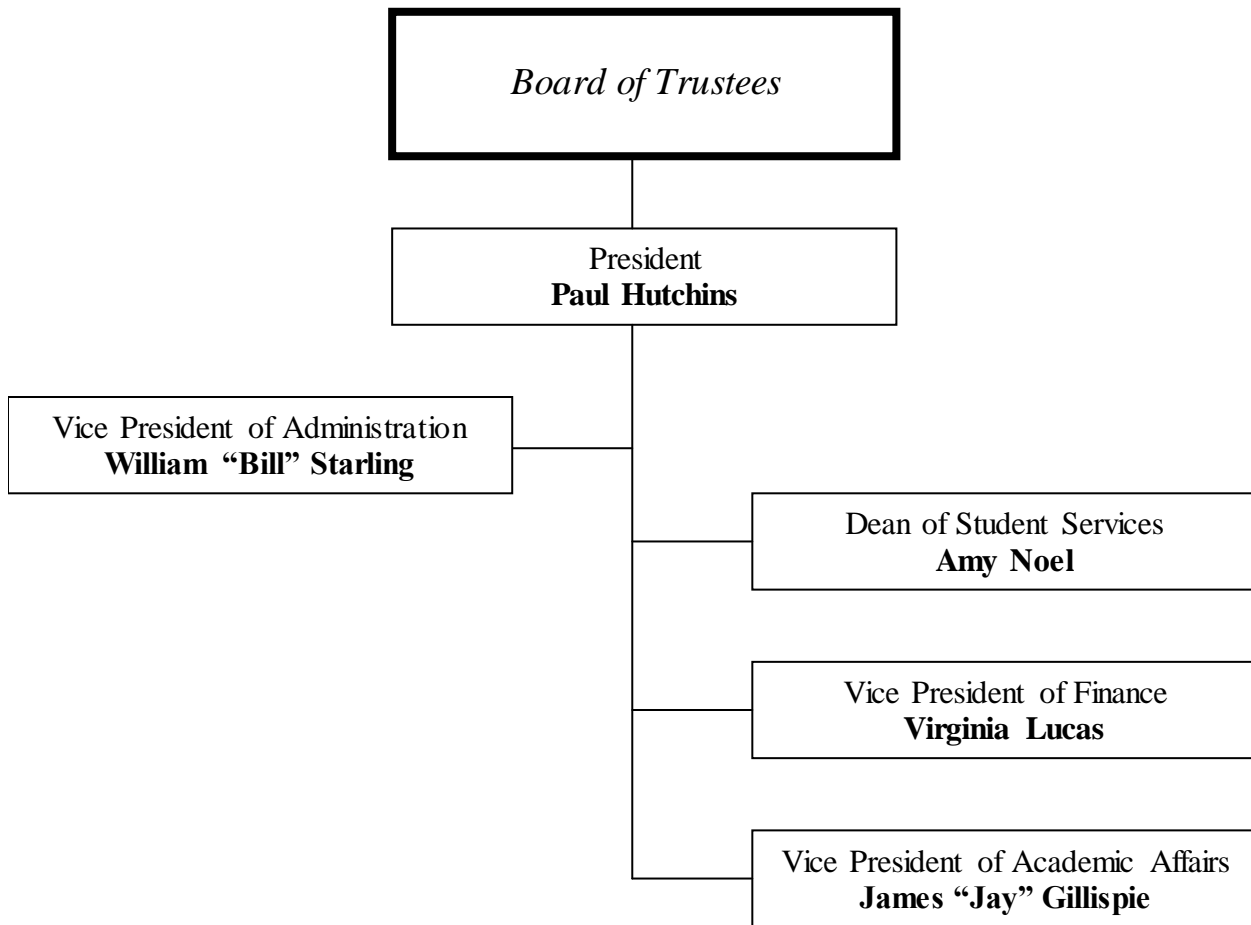
- 1) representation on selected committees,
- 2) representation on other standing committees,
- 3) representation on ad-hoc committees as appropriate,
- 4) the activities of the College's interest groups:
Educational Office Personnel (EOP)
Faculty Council
- 5) the College's Grievance Procedure whereby faculty and staff may appeal grievances, and
- 6) periodic planning meetings where input of the faculty and staff is sought.

VII. Assignment of Positions and Organizational Structure

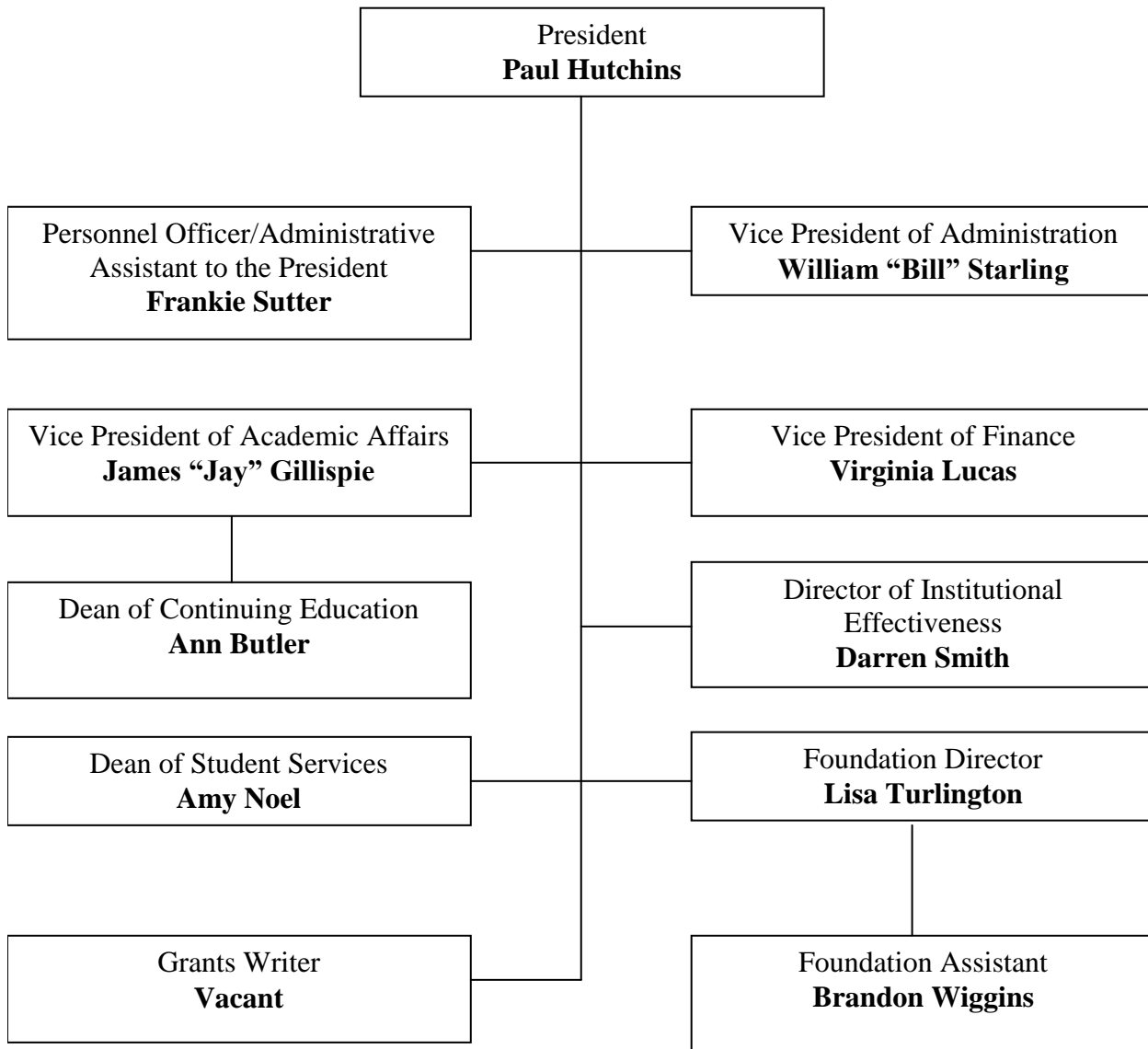
The President has the authority to assign titles and duties of all personnel within the College. He/she may determine the specific number of non-teaching and teaching personnel to be employed within funds available. He/she may organize the College in the manner he/she deems most appropriate for the promotion of educational vitality and administrative coordination. The organizational chart will be presented to Trustees annually for approval.

Organizational Chart: Current organizational charts are shown on the following pages. Charts are available from the Personnel Office.

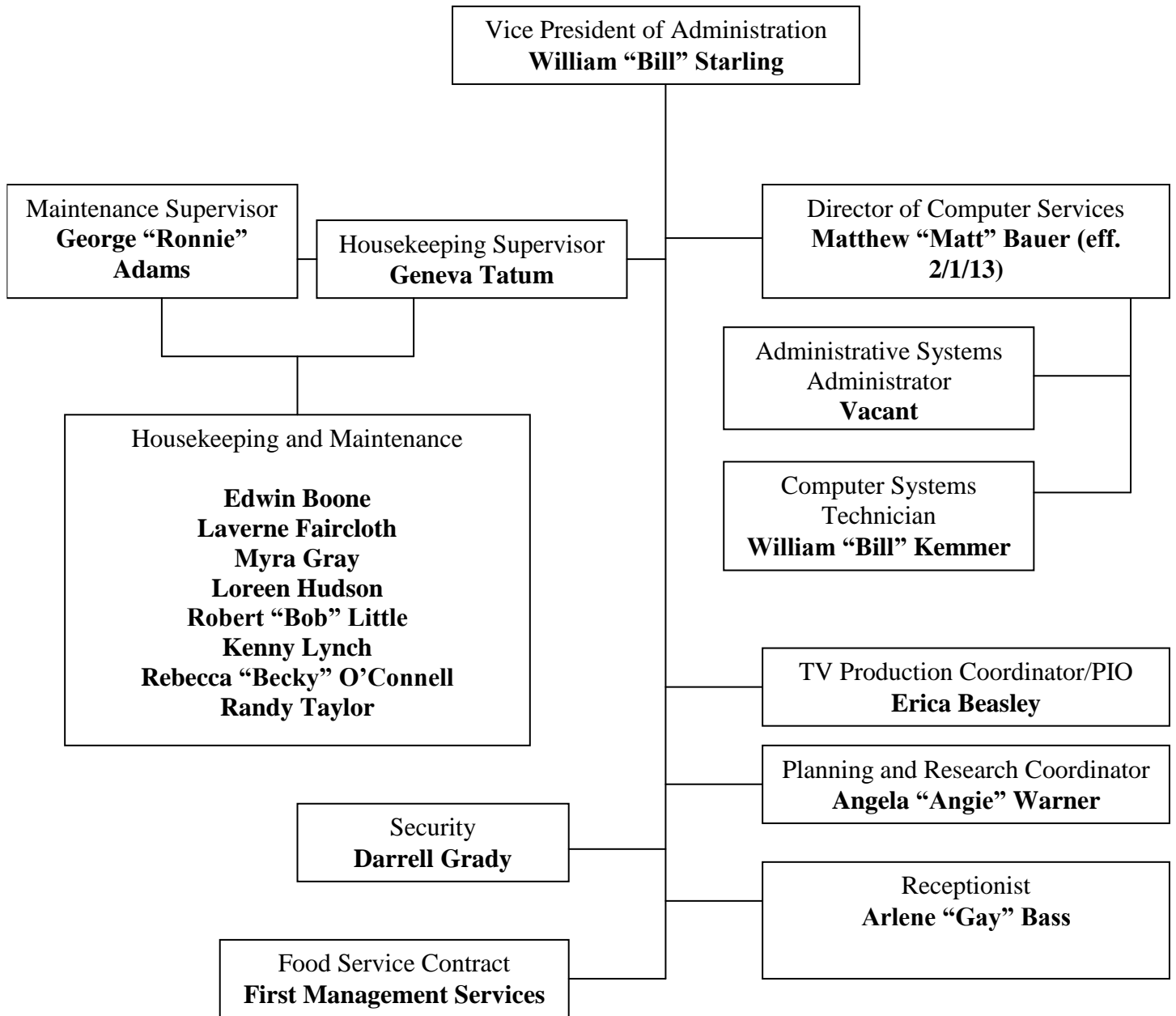
Sampson Community College Administrative Chart



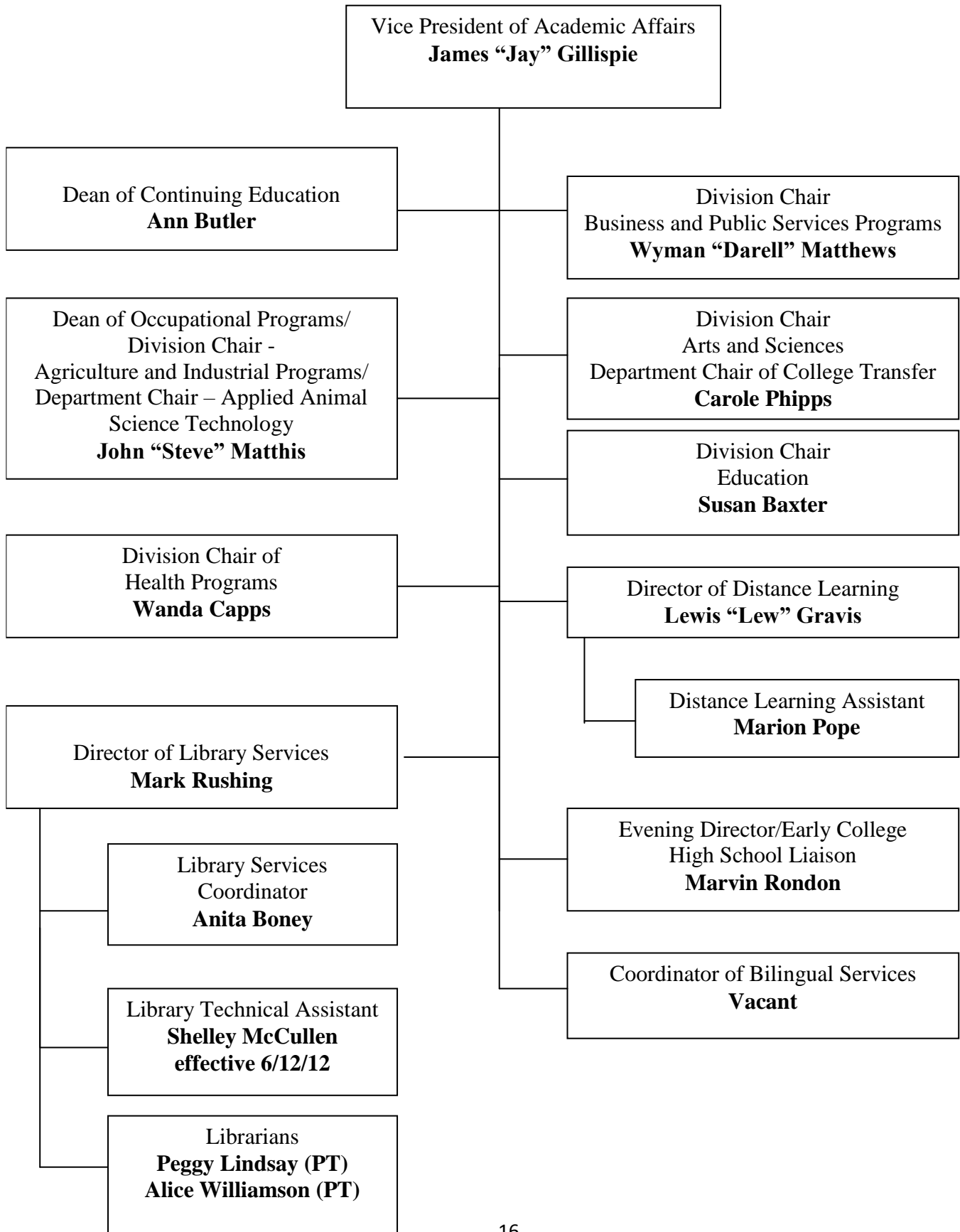
President's Division



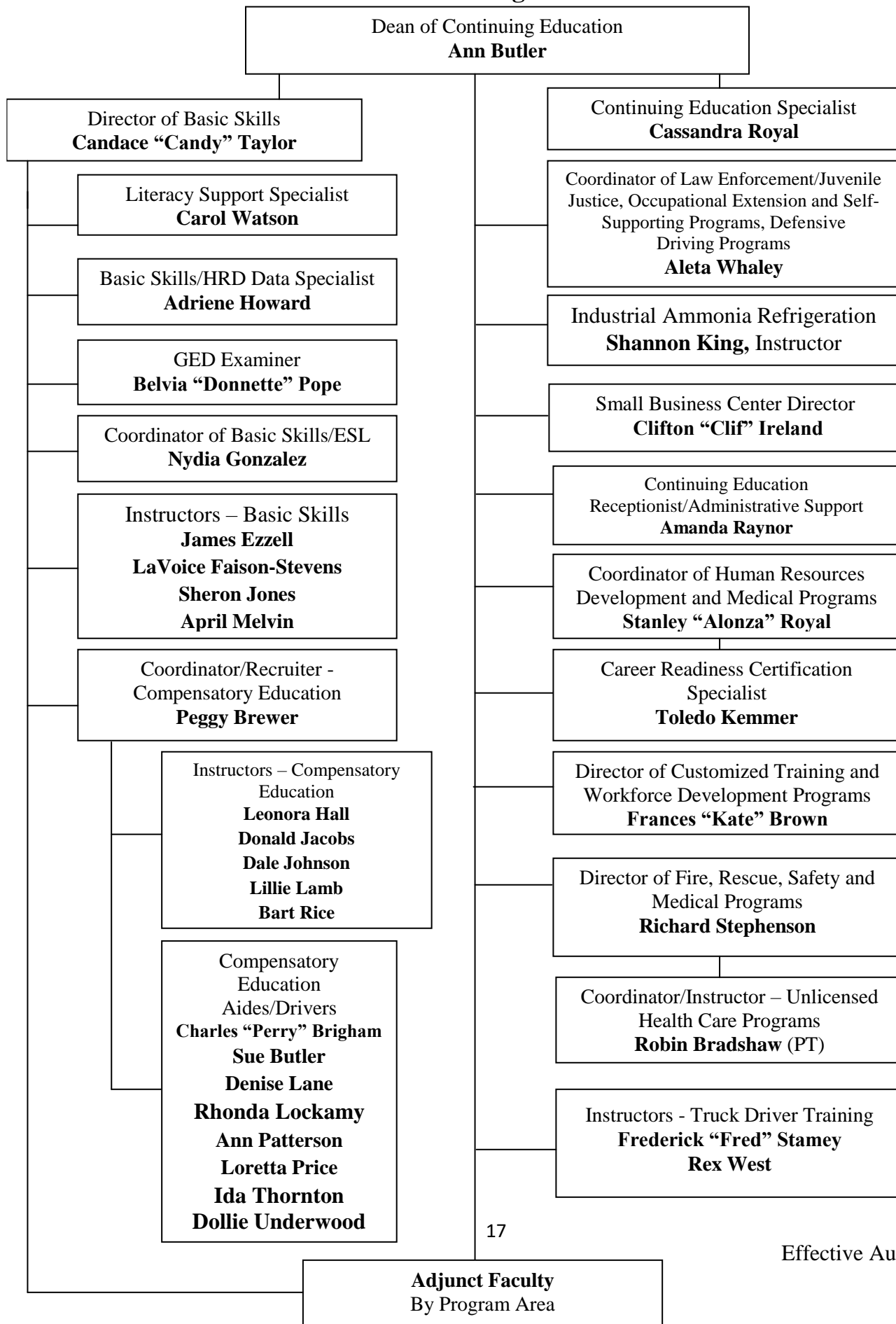
Administration



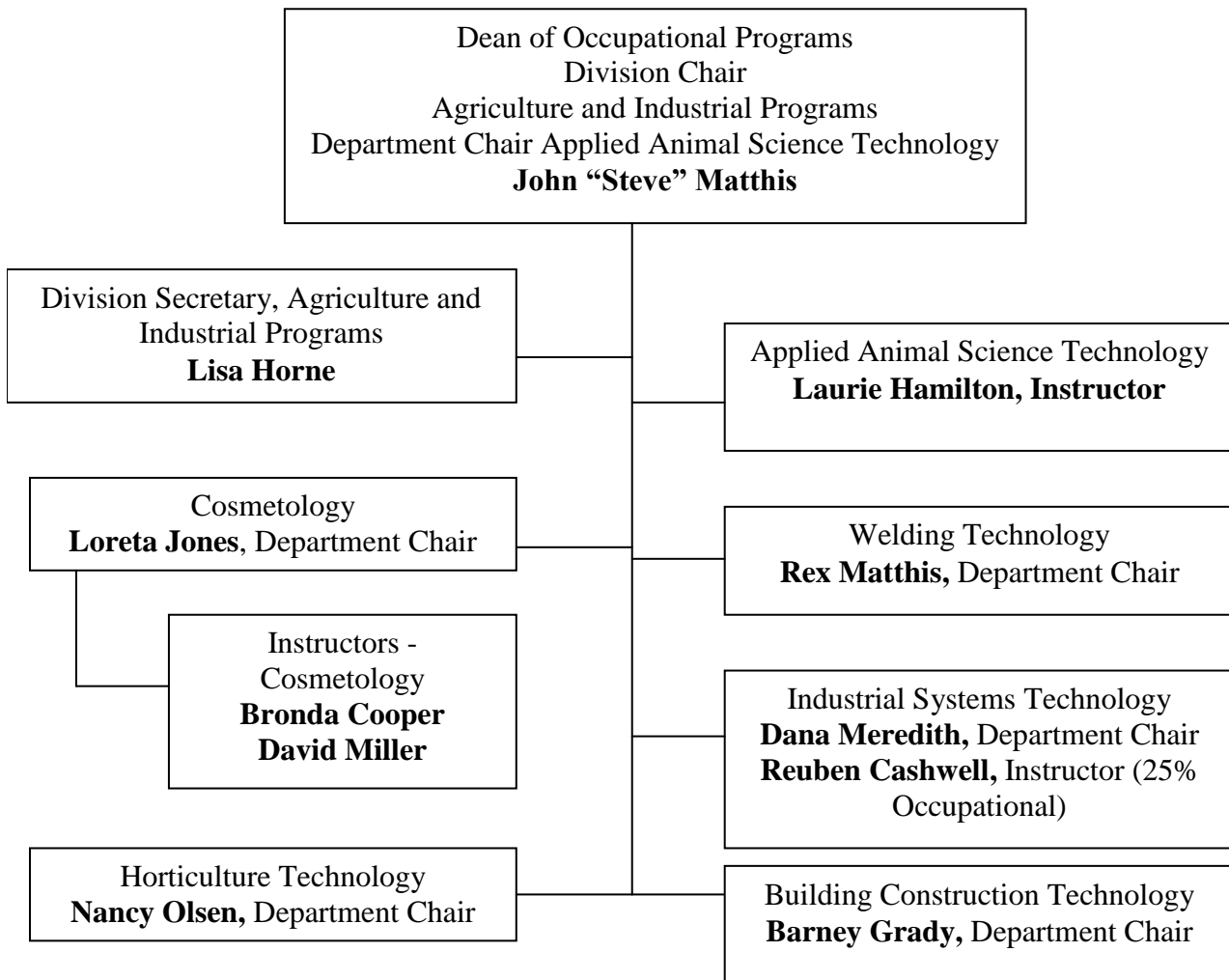
Academic Affairs



Continuing Education



Agriculture and Industrial Programs



Arts and Sciences

Division Chair
Arts and Sciences
Department Chair of College Transfer
Carole Phipps

Division Secretary -
Arts & Sciences
**Elizabeth “Beth”
Daughtery**

Director of
Developmental Studies/
Instructor
Harold Godwin

Instructors –
Developmental Studies
Melissa Ezzell
Jason Frazier (eff 8/6/12)
Eddie Hines
**Susan Jernigan (eff
8/6/12), Instructor/Tutor**
**Michael Traylor (50%
SSS also)**

Associate in Arts
Associate in Science
Associate in General Education
Instructors
Robyn Arnette, Psychology
Jennifer Eavenson, Mathematics
James “Jay” Gillispie, History
Britt Honeycutt, English
Emily Johnson, English
Patricia “Susan” Leach, Lead
Instructor - Science
Lee Anne Littleton, Science
Carole Phipps, Mathematics
Carrah Royal, English
Lucinda “Cindy” Shillady, Biology
Darren Smith, Biology
Paul Wolf, Psychology

Director of Student Support Services
Lisa Dobson

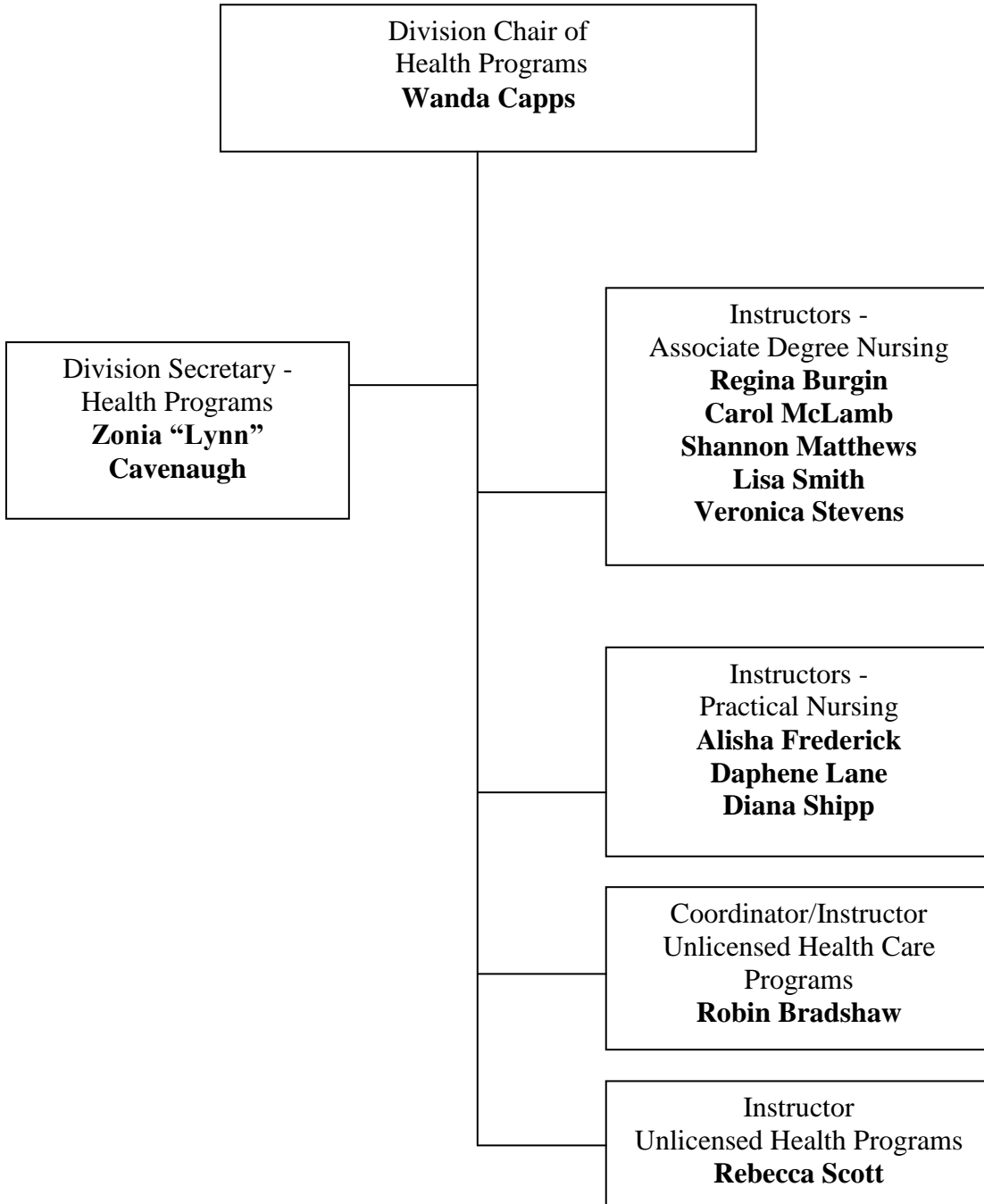
Student Support Services
Academic
Counselor/Learning Strategist
Audrey Spencer

Student Support Services
Counselor/
Retention Specialist
Kimberly Philpott

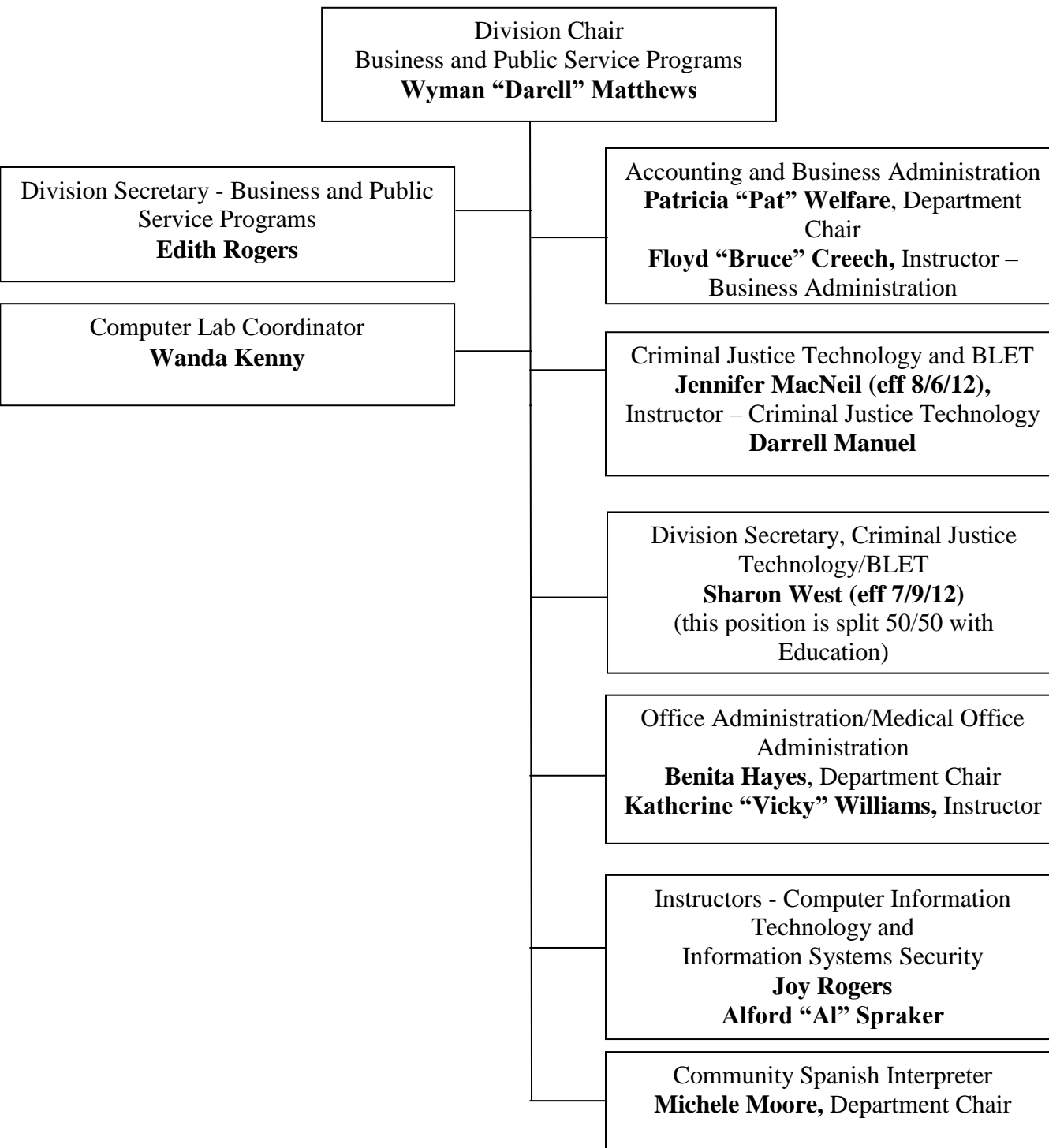
Student Support Services
Lead Tutor/Lab Assistant
DeLisa Moore-Herring

Secretary – Student
Support Services
Brandy Finney

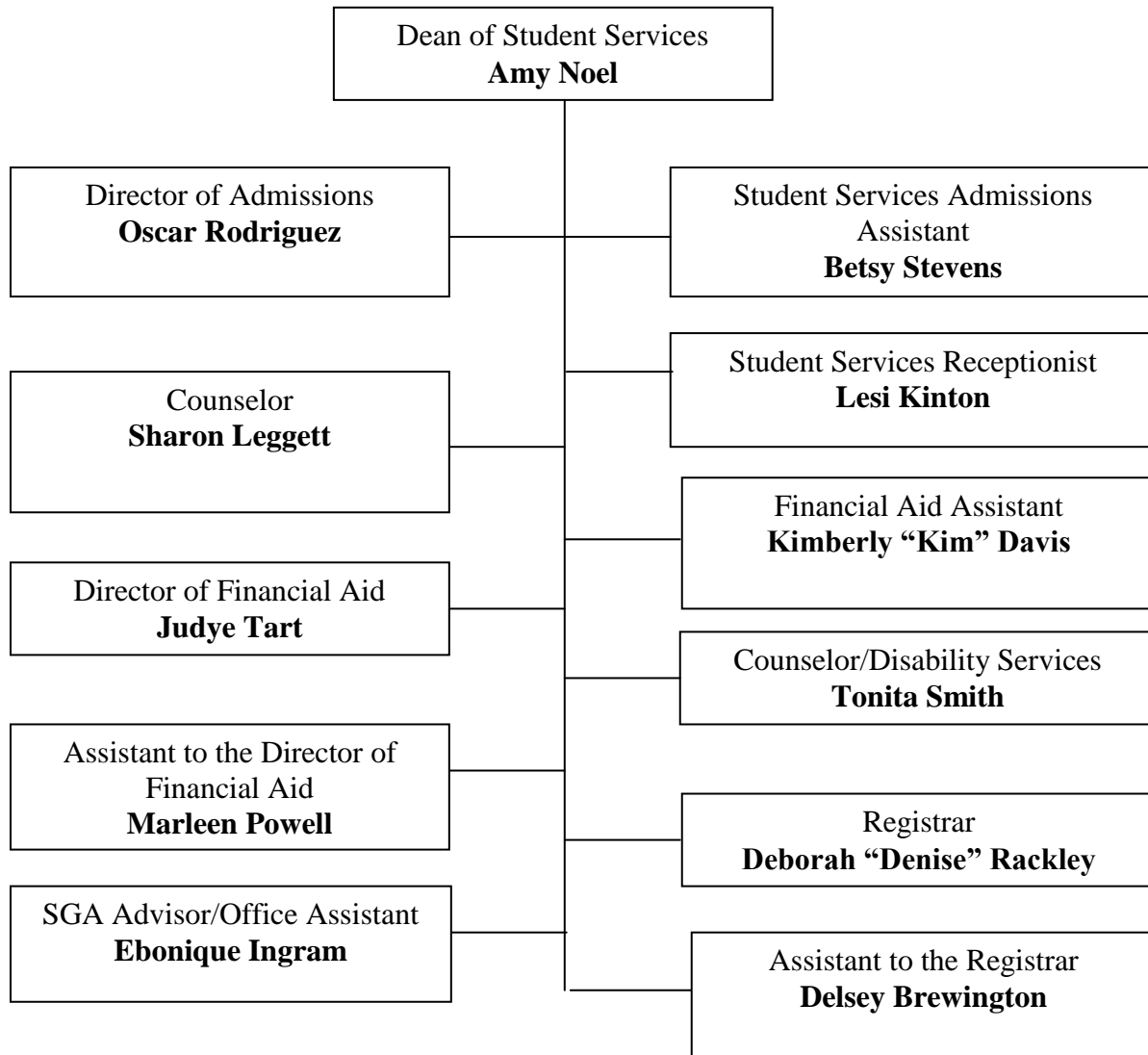
Health Programs



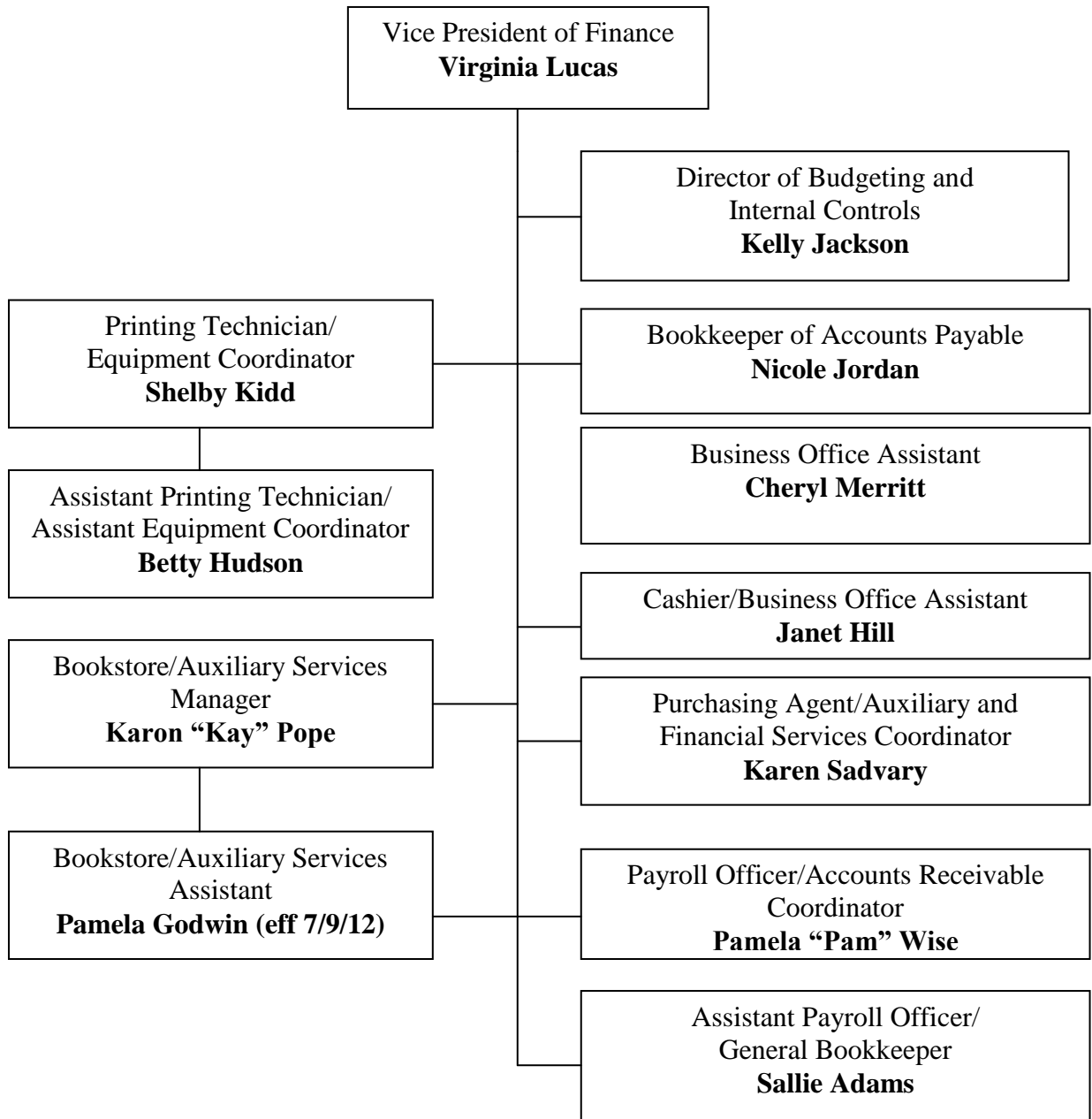
Business and Public Service Programs



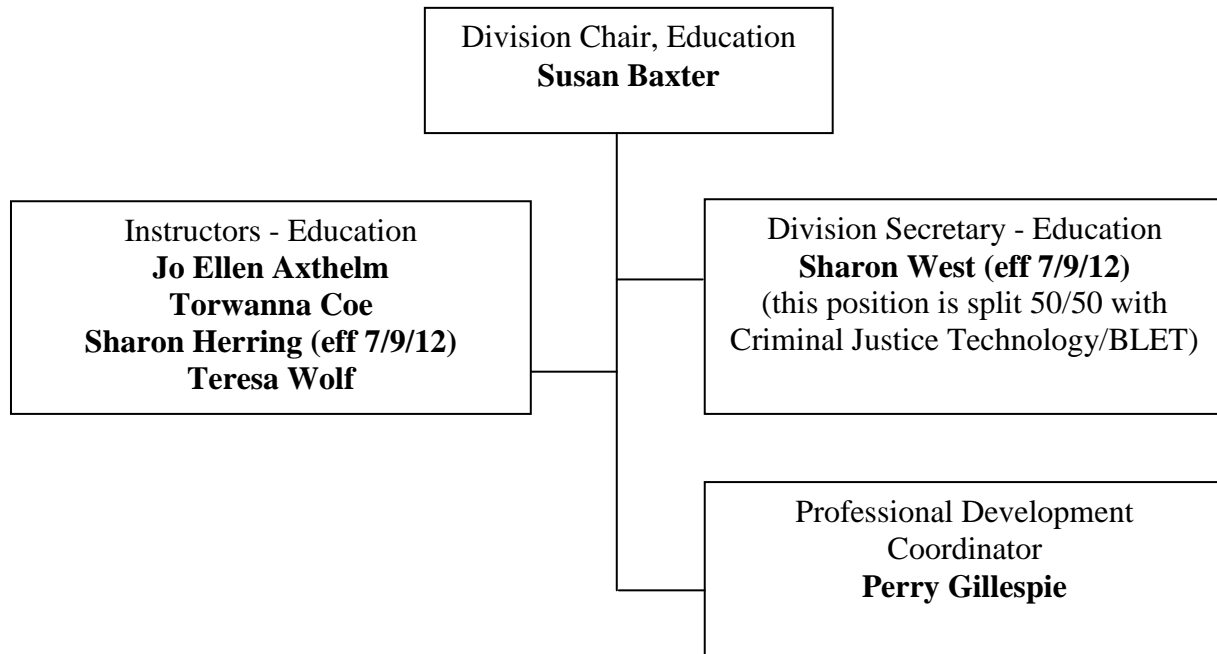
Student Services



Finance



EDUCATION



CHAPTER III: COMMITTEES OF THE COLLEGE

Committees of Sampson Community College operate in the various areas of the College and contribute to its growth and progress. The committee structure in this chapter identifies each committee, illustrates the working relationships among committees, and establishes lines of authority between each committee and the administration.

Although final authority for the governance of the College rests with the President and the Board of Trustees, the College vests committees with significant responsibilities. Through these committees, students, faculty, and staff are provided opportunities for participation in the planning and evaluation of College programs and services as well as the development of institutional policy. Generally, committee appointments from the faculty and student body are made at the beginning of the academic year. Recommendations for these appointments will be solicited from the Faculty Council and the SGA. All appointments are subject to the approval of the President.

I. President's Council

- A. Purpose: The President's Council is the principal advisory committee to the President of the College. The committee receives reports and recommendations from subordinate committees and advises and assists the President in all matters relating to the administration of the College. The Council serves as the principal committee assigned with the responsibilities for institutional planning and effectiveness. In addition to these responsibilities, the committee facilitates operational communication among the administrative divisions of the College and the coordination of College resources and activities.
- B. Membership: President, Chair
Vice President of Administration
Vice President of Academic & Student Affairs
Vice President of Finance & Administration
Dean of Student Services
Faculty Co-Chair, Academic Affairs Committee
Faculty Co-Chair, Student Affairs Committee
President, Faculty Council
SGA Representatives (2)
- C. Authority: This committee has the authority to make recommendations to the President on academic and administrative policy.

II. Academic Affairs Committee

- A. Purpose: The Academic Affairs Committee is the principal academic committee of the College. The committee is responsible for developing curriculum and extension programs, evaluating the effectiveness of these programs, and

developing and evaluating the College's policies in support of instructional programs.

- B. Membership: Vice President of Academic & Student Affairs, Co-Chair
Vice President of Faculty Council, Co-Chair
Dean of Workforce Development & Continuing Education
Division Chair, Agriculture and Industrial Programs
Division Chair, Arts and Sciences
Division Chair, Business and Public Service Programs
Division Chair, Education
Division Chair, Health Programs
Director of Basic Skills
Director of Developmental Studies
Registrar
Faculty Appointments (3)
SGA Representatives (2)

- C. Authority This committee has the authority to make recommendations, through its chair, to the President's Council and other standing committees of the College.

III. Student Affairs Committee

- A. Purpose: The Student Affairs Committee is the principal student development committee responsible for developing policies, programs, and activities in support of the student development program. These programs include financial aid, admissions, retention efforts, student counseling, career planning and job placement, course registration, student activities, and the support of the diversity program for the student body. The committee also assists in developing and coordinating recruiting and student outreach programs.
- B. Membership: Dean of Student Services, Co-Chair
Faculty Appointment, Co-Chair
Faculty Appointments (2)
Director of Admissions
Director of Student Support Services
Director of Financial Aid
SGA Representatives (2)
- C. Authority: The committee has the authority to make recommendations, through its chair, to the President's Council and other standing committees of the College.

IV. Library Committee

- A. Purpose: The Library Committee advises the Director of Library Services in the development and evaluation of library policies. The Committee serves as the liaison between all segments of the College and the activities of the

library. The Committee is responsible for the annual review of the mission and objectives of the library and for the initial consideration of appeals of library decisions.

- B. Membership: Director of Library Services, Co-Chair
Faculty Appointment, Co-Chair
Faculty Appointments (4)
Student Services Representative
SGA Representatives (2)
- C. Authority: The committee has the authority to make recommendations, through its chair, to the President's Council and other standing committees of the College.

V. Investment Committee

- A. Purpose: The investment committee serves as the staff resource to the Board of Trustee Finance Committee. The committee is responsible for seeking and reviewing banking proposals, monitoring the College's investment returns, preparing periodic financial reports, and recommending the purchase or divestment of investments. The committee establishes and maintains procedures for the receipt, deposit, and disbursement of monies which maximize the interest bearing investment of cash and minimize idle and non-productive cash balances. The committee serves the Trustees in support of the Board of Trustees assigned responsibilities set forth in Chapter 115DS, Article 58.6, Chapter 147, Article 86.10, and Chapter 159, Article 30.
- B. Membership: President, Co-Chair
Vice President of Finance & Administration, Co-Chair
Vice President of Administration
Director of Budgeting and Internal Controls
Trustee Liaisons (2)
- C. Authority: The committee is authorized to purchase and sell investment instruments as directed by the Finance Committee of the Board.

VI. Internal Control (EAGLE) and Identity Theft (Red-Flag) Committee

- A. Purpose: The committee is responsible for the institution's compliance with requirements of the State Governmental Accountability and Internal Control Act (EAGLE). The committee assists business office staff in identifying risks and compensating controls that reduce the possibility of material misstatements and misappropriation of assets; identifying compliance requirements and correlating controls for federal programs/grants; and, recognizing opportunities to increase efficiency and effectiveness in College business processes and operations. Complimentary with this strengthening internal control, the committee is

directed to develop and implement such reasonable policies and procedures needed to protect students and employees from damages associated with the compromises of sensitive personal information.

- B. Membership: Vice President of Finance & Administration, Co-Chair
Director of Budgeting and Internal Controls, Co-Chair
Dean of Workforce Development & Continuing Education
Dean of Student Services
Director of Financial Aid
Coordinator of Law Enforcement/Juvenile Justice, Occupational Extension and Self-Supporting Programs, Defensive Driving Programs
Payroll Officer/Accounts Receivable Coordinator
Purchasing Agent/Auxiliary Services Coordinator
Director of Computer Services
Personnel Officer/Administrative Assistant to the President
Registrar
- C. Authority: The committee is authorized to make policy and procedure recommendations to the President's Council for consideration and adoption.

VII. Personnel Committee

- A. Purpose: The Personnel Committee reviews and evaluates the College's personnel policies and practices to promote the recruitment, retention, and development of a qualified and diverse staff and faculty. The committee's responsibilities include the support and development of staff development programs and the selection and endorsement of insurance and investment programs offered to employees through payroll deduction.
- B. Membership: Vice President of Administration, Co-Chair
Faculty Appointment, Co-Chair
Vice President of Finance & Administration
Personnel Officer
Student Services Representative
Faculty Appointments (2)
SGA Representatives (2)
- C. Authority: The Personnel Committee has the authority, through its chair, to make recommendations to the President's Council.

VIII. Safety and Environmental Services Committee

- A. Purpose: The Safety and Environmental Services Committee is responsible for implementing and supporting an ongoing program of occupational health and safety activities designed to promote employee and student safety. The committee is further charged with ensuring institutional compliance with

federal and state safety and environmental laws.

- B. Membership: Vice President of Administration, Co-Chair
Faculty Appointment, Co-Chair
Vice President of Finance & Administration
Student Services Representative
Faculty Appointments (2)
Chemical Hygiene Officer
Bloodborne Pathogens Officer
Plant Coordinator
Evening Director
SGA Representatives (2)
- C. Authority: The Safety and Environmental Services Committee has the authority, through its chair, to make recommendations to the President's Council and other standing committees of the College.

IX. Distance Learning Committee

- A. Purpose: The Distance Learning Committee advises the Director of Distance Learning in the development and evaluation of distance learning practices and policies. The committee serves as the liaison between all segments of the College and the Distance Learning unit. The committee is responsible for the ongoing review, at least annually, of the mission, objectives and practice of distance learning at the College.
- B. Membership: Director of Distance Learning, Co-Chair
Faculty Appointment, Co-Chair
Distance Learning Assistant
Division Chair, Agriculture & Industrial Programs
Division Chair, Arts & Sciences
Division Chair, Business & Public Service Programs
Division Chair, Health Programs
Dean of Workforce Development & Continuing Education
Computer Services Representative
Student Services Representative
Faculty Appointments (2)
SGA Representatives (2)
- C. Authority: The committee has the authority to make recommendations, through its chair, to the President's Council and other standing committees of the College.

X. College Planning Council

- A. Purpose: The College Planning Council is the umbrella organization for institutional effectiveness at Sampson Community College. Originally formed in July 2012, the College Planning Council is broad-based in

membership and serves as the principal planning organization at the College. Appropriate, integrated planning, resource allocation, and assessment for improvement are essential processes for any organization. As part of these processes, systematically identifying and prioritizing the College's initiatives for implementation and annual budget development are key Planning Council activities.

- B. Membership: President, Co-Chair
 Vice President of Administration, Co-Chair
 Vice President of Academic & Student Affairs
 Vice President of Finance & Administration
 Dean of Student Services
 Dean of Occupational Programs
 Division Chair, Health Programs
 Division Chair, Arts and Sciences
 Dean of Workforce Development & Continuing Education
 Division Chair, Education Programs
 Division Chair, Business and Public Service Programs
 Planning and Research Coordinator
 Faculty Appointments (2)
 Staff Appointments (2)

- C. Authority: Under the leadership the Co-Chairs of the (President and the Vice President of Administration), the SACS/Planning Council provides the leadership for our College institutional effectiveness system including strategic planning. In so doing, the Council will ensure that our College mission statement reflects our College's values, purpose and direction so that we may better serve our students and community. Our institutional effectiveness system also addresses College performance in an accountable way so that we may demonstrate Sampson Community College's commitment to providing quality programs for our students.

XI. Quality Enhancement Planning (QEP) Committee

- A. Purpose: The Quality Enhancement Planning Committee is responsible for the topic selection process of the QEP, review of the literature, development of the plan inclusive of all components, marketing of the plan, oversight during the implementation process, and assisting with the Five Year Report.
- B. Membership: Chair and Co-Chair Recommended by the Vice President of Academic & Student Affairs and Appointed by the President
 Faculty and Staff Appointments that Represent the Various Areas of the College (7)
 Specific Faculty/Staff Who Will Offer Content Knowledge to the Committee Will be Added as Needed (4)
 SACS Liaison
 Vice President of Academic & Student Affairs

President

- C. Authority: The committee has authority to make recommendations to the President in all areas regarding the Quality Enhancement Plan.

XII. Program Advisory Committees

- A. Purpose: The program advisory committees are integral parts of the College's planning and evaluation of curriculum and extension programs and provide a direct link between the College and the community. These committee's counsel and advise department chairs and other faculty concerning improvements to educational programs in an effort to more adequately meet the needs of the community.
- B. Membership: Program advisory committees consist of at least five individuals who are active in or associated with occupations related to the curriculum.
- C. Authority: Each advisory committee is authorized, through its chair, to make recommendations to curriculum program chairs concerning course and curriculum revisions and such other improvements as they deem are necessary to improve program performance and student outcomes.

XIII. Ad Hoc Committees

- A. Purpose: Ad hoc committee's may be appointed to address topical problems or concerns. These committees may be appointed by the President or a senior staff member. Examples of these committees typically include those with responsibilities for social events, technology planning, and marketing activities.
- B. Membership: Chair and membership as appointed.
- C. Authority: Each committee is authorized, through its chair, to make recommendations to the President or other standing committees of the College.

CHAPTER IV: PERSONNEL

Trustees Authority - Pursuant to NCGS 115D-20(2), the Trustees of Sampson Community College are authorized to employ all personnel of the College upon nomination by the President subject to standards established by the State Board of Community Colleges except for the President who must be approved by the State Board. The Board of Trustees authorizes the President to make conditional offers of employment and to establish terms of employment for all employees subject to the Board of Trustees' review and ratification at their next meeting. All offers of employment, with the exception of those outlined below, shall be considered conditional until ratified by the Board of Trustees.

Powers of the President - Pursuant to NCGS 115D-20(2), the Trustees of Sampson Community College delegate to the President the authority to employ all personnel appointed to temporary or adjunct/part-time positions and full-time maintenance/housekeeping personnel.

The following chapter provides an overview of many of the personnel policies and procedures established by the institution, the North Carolina Community College System, and/or the State of North Carolina applicable to employees of the College.

The Board of Trustees has adopted employment policies and procedures pertaining to the recruitment and hiring of employees as set forth in the College's Employment Policies and Procedures Manual. This manual is located on the SCC website and in Appendix III of this handbook. It is also available in the Personnel Office.

Veteran's Preference Policy. Consistent with the policy of the State of North Carolina and the requirements of NCGS 128-15, and in recognition of the sacrifices made by veterans and their families on behalf of the nation, the College will extend preference for employment to veterans and veteran's spouses when the veteran or veteran's spouse is determined, by and through the application, interview, and other hiring processes to be equally or better qualified than all other candidates who applied for the position. This preference applies to selection for initial employment with the College and extends to other employment events including hiring, promotion, reassignment, and horizontal transfer to other positions within the College.

For purposes of this policy, the following shall apply:

- (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.

I. Definition of Personnel Terms

A. Staff

All full-time or annual part-time employees of the College whose responsibilities are principally non-instructional.

B. Faculty

All full-time and annual **adjunct** employees whose duties are comprised principally of providing instruction or who are assigned responsibilities for the development and operation of one or more educational programs.

C. Professional Staff

All full-time or annual part-time employees assigned responsibilities for administrative, academic administrative support, or program management responsibilities who are not members of the faculty.

D. Office Personnel

All full-time and annual part-time employees assigned responsibilities for the support of College academic programs or support of financial, student service, and operations.

E. Maintenance/Housekeeping Personnel

All full-time and part-time employees paid from local funds assigned with responsibilities for the operation and maintenance of the College’s campus and vehicles.

II. Appointments and Contract Considerations

Employment with the College is conditional upon receipt of required official documentation. Official transcripts and other documentation for full-time and **adjunct** faculty members are required to be on file prior to employment unless waived by the appropriate College officials. In these instances, the College notifies the potential faculty member that official transcripts must be on file within 60 days after employment. In rare instances, the College will use an unofficial transcript for the evaluation of a potential faculty member's credentials when it cannot immediately obtain official transcripts and other documentation.

A. Types of Employment

There are three classifications of employment contracts that are extended: faculty (includes professional staff), office personnel, and **maintenance/housekeeping** staff. Each of these classifications carries with it certain employment rights and expectations.

B. Types of Faculty and Professional Staff Appointments

The Board of Trustees distinguishes among four types of appointments to the College faculty and professional staff. Each of these employment categories is distinct; carrying with it specified benefits and obligations.

1. Probationary Appointment - All new full-time faculty members who are fully qualified with respect to established education and experience requirements and are assigned to established positions within the College, will be placed on probationary status for one annual contract period (a nine-month to twelve-month period) before becoming eligible for an annual appointment in an appropriate and available position. Individuals on probationary appointment must demonstrate satisfactory performance in fulfilling the demands of their position as identified in the formal evaluation system. The President may continue probationary status beyond one year or place an employee on probationary status after having an annual appointment.
2. Provisional Appointment - Provisional appointments are made when one or more of the following conditions exist:
 1. An applicant meeting the specific educational or experiential requirements of a position cannot be secured, a provisional appointment may be extended to an applicant provided the individual agrees to take specific compensatory measures toward meeting the stated qualifications of the position.
 2. A faculty member is hired under special funds that may be discontinued.
3. Temporary Appointment - Temporary appointments are awarded for brief periods of full- or **adjunct** employment (usually less than 9 months). Such appointments terminate upon expiration of the contractual period. These appointments are frequently written to fill faculty positions which are designed to achieve a special purpose. These appointments are often made necessary by extended employee illness, by resignation, by uncertainty as to the need for the position in the future, or by other causes which generate an immediate need for temporary assistance. Persons serving on full-time temporary appointments are eligible for fringe benefits which accrue to other employees and are given no job preference for employment beyond the contractual period.
4. Annual Appointment - Annual appointments are awarded to faculty of the College who are qualified with respect to the position to which they are appointed and have demonstrated satisfactory performance beyond the required probationary period. Annual appointments are issued by the College on a year-to-year basis generally coinciding with the state fiscal year, July 1-June 30, or with the grant period for employees paid from special funds.

C. Contracts for Employment

On behalf of the Trustees, the President is authorized to enter into employment contracts with employees in accordance with these policies. The Board authorizes the President to use the standard forms, subject to alterations as needed, to meet specific employment situations.

1. Faculty and Professional Staff Contracts – (Refer to FLSA for listing.) The general form to be used in employing faculty and professional staff is set forth on the following pages.
2. Contracts for Office Personnel – The general form for employing office personnel is set forth on the following pages. Office personnel may be terminated by the President, with or without cause, provided notice is given as set forth in the employment letter.
3. Employment of Maintenance/Housekeeping Personnel – The general form for employing plant operations personnel is set forth on the following pages. Plant operations personnel are employed at will, without a contract, and may be terminated, with or without cause, by the administration.
4. Employment of Adjunct Faculty and Staff – **Adjunct** instructors are employed under a contract or contracts to teach courses for a particular period. Other part-time staff are employed at will.

Employment Contract (12-month faculty)

Sampson Community College, Clinton, North Carolina, through its president, as authorized by its Board of Trustees provides the following contract with the following terms and conditions:

Names of the Parties

Employer: Sampson Community College

Employee: _____

Type of Employment

Your employment will be _____. The appointment will be considered as _____. See board policies for the explanations of types of employment.

Job Title and Responsibilities

_____ -Instructional Faculty—As teaching faculty, your duties will include predominantly teaching along with office hours, administrative duties, and student advisement. Workload will be developed and approved by the department chair and Vice President of Academic Affairs in accordance with the *Faculty and Staff Handbook*. Duties may include both day and evening responsibilities.

Location

Duties will be performed on the main campus of Sampson Community College, Clinton, North Carolina. However, responsibilities may require the individual to perform duties at an off-campus location.

Term of the Contract

The term of this contract is July 1, ____ through June 30, ____.

Base Contract:	_____	9 month contract
Extended Contract:	_____	1.5 months extended contract
Extended Contract:	_____	<u>1.5 months extended contract</u>
		12 months

Compensation and Benefits

Compensation will be at the rate of \$_____ per month.

Benefits will be granted in accordance with the State of North Carolina as established by the NC General Assembly and the *Operating Manual of the Sampson Community College Board of Trustees*.

Official Transcripts

You are required to provide the college with official transcripts of your college work within 60 days after date of employment. Non-compliance with this requirement may result in termination of the contract at the end of the 60 day period. Advanced educational obtainment after initial employment must also be reported to the college by submitting official transcripts 60 days after receipt of the advanced education.

Electronic Payroll Deposit

Compensation will be paid by the college by electronic payroll deposit.

Circumstances for Termination

Either party has the right to terminate this contract by giving to the other party written notice thirty days prior to the termination date with the exception of faculty who are expected to complete the semester. The contract can be terminated as a result of just cause, death, disability, or violation of policies of the college. Notice of termination by the employee shall be personally delivered or mailed to the president of the college. Notice of termination by the employer shall be personally delivered to the employee or mailed to the employee at his/her address of record.

Rights of Continued Employment

Employees have no right to or expectation of continued employment after the expiration of the term of the employment contract. The college is free to renew or not to renew the contract at its sole discretion.

College Policies

All employees are subject to the policies as stated in the *Policy Manual for the SCC Board of Trustees, the SCC Staff Handbook, and College Personnel Policy Manual*. These documents may be changed or amended at any time at the sole discretion of the Board of Trustees, and is hereby incorporated by reference into this employment agreement as if it were fully set forth herein. A copy of these documents is maintained on the college website.

Furloughs

Sampson Community College will implement any mandated furloughs as directed by the State of North Carolina.

Amendment

This Agreement may be amended during its term only by mutual written consent of Sampson Community College and the employee. Any such amendment shall be in writing, approved by official action of the college, and accepted in writing by the employee.

Governing Law

This Agreement shall be governed by and construed and enforced in accordance with the law of the State of North Carolina.

Savings Clause

If, during the term of this Agreement, a court finds that a specific clause of the Agreement is in violation of any federal or state law, the remainder of the agreement not affected by such a ruling shall remain enforceable.

Intellectual Property

Any intellectual property created by virtue of the employment agreement is solely owned by the college.

Entire Agreement

The parties agree that this Agreement contains the entire Agreement between them, has not been induced by either party by any representations, promises, or undertaking not expressed herein, and that there are no collateral agreements, stipulations, promises, or understandings whatsoever by the respective parties in any way affecting the subject matter of this Agreement which are not explicitly contained in this Agreement.

This offer will terminate on _____ unless extended in writing by the president of the college.

Sampson Community College

President

Date

Acceptance of Offer

The undersigned does accept the offer of employment, subject to the terms and conditions herein.

Employee

Date

Employment Contract (9.6 month faculty)

Sampson Community College, Clinton, North Carolina, through its president, as authorized by its Board of Trustees provides the following contract with the following terms and conditions:

Names of the Parties

Employer: Sampson Community College
Employee: _____

Type of Employment

Your employment will be _____. The appointment will be considered as _____. See board policies for the explanations of types of employment.

Job Title and Responsibilities

_____ - Instructional Faculty—As teaching faculty, your duties will include predominantly teaching along with office hours, administrative duties, and student advisement. Workload will be developed and approved by the department chair and Vice President of Academic Affairs in accordance with the *Faculty and Staff Handbook*. Duties may include both day and evening responsibilities.

Location

Duties will be performed on the main campus of Sampson Community College, Clinton, North Carolina. However, responsibilities may require the individual to perform duties at an off-campus location.

Term of the Contract

The term of this contract is _____ through _____. The contract covers _____ and _____ semesters. A supplemental contract will be written to cover any teaching during the Summer, _____ semester.

Base Contract:	_____	9.0 months contract
Extended Contract:	_____	0.3 month extended contract
Extended Contract:	_____	<u>0.3 month extended contract</u>
		9.6 months

The 9.6 is calculated as:
80% of regular salary in August, _____
100% of regular salary September, _____ – April _____
80% of regular salary in May, _____

Compensation and Benefits

Compensation will be at the rate of \$_____ per month. However, this amount will be distributed over a 12-month period. ($\$_____ \times 9.6 \text{ months divided by } 12 \text{ months} = \$_____$). Any compensation for the summer term will be in a supplement to this contract.

Benefits will be granted in accordance with the State of North Carolina as established by the NC General Assembly and the *Operating Manual of the Sampson Community College Board of Trustees*.

Official Transcripts

You are required to provide the college with official transcripts of your college work within 60 days after date of employment. Non-compliance with this requirement may result in termination of the contract at the end of the 60 day period. Advanced educational obtainment after initial employment must also be reported to the college by submitting official transcripts 60 days after receipt of the advanced education.

Electronic Payroll Deposit

Compensation will be paid by the college by electronic payroll deposit.

Circumstances for Termination

Either party has the right to terminate this contract by giving to the other party written notice thirty days prior to the termination date with the exception of faculty who are expected to complete the semester. The contract can be terminated as a result of just cause, death, disability, or violation of policies of the college. Notice of termination by the employee shall be personally delivered or mailed to the president of the college. Notice of termination by the employer shall be personally delivered to the employee or mailed to the employee at his/her address of record.

Rights of Continued Employment

Employees have no right to or expectation of continued employment after the expiration of the term of the employment contract. The college is free to renew or not to renew the contract at its sole discretion.

College Policies

All employees are subject to the policies as stated in the *Policy Manual for the SCC Board of Trustees, the SCC Staff Handbook, and College Personnel Policy Manual*. These documents may be changed or amended at any time at the sole discretion of the Board of Trustees, and is hereby incorporated by reference into this employment agreement as if it were fully set forth herein. A copy of these documents is maintained on the college website.

Furloughs

Sampson Community College will implement any mandated furloughs as directed by the State of North Carolina.

Amendment

This Agreement may be amended during its term only by mutual written consent of Sampson Community College and the employee. Any such amendment shall be in writing, approved by official action of the college, and accepted in writing by the employee.

Governing Law

This Agreement shall be governed by and construed and enforced in accordance with the law of the State of North Carolina.

Savings Clause

If, during the term of this Agreement, a court finds that a specific clause of the Agreement is in violation of any federal or state law, the remainder of the agreement not affected by such a ruling shall remain enforceable.

Intellectual Property

Any intellectual property created by virtue of the employment agreement is solely owned by the college.

Entire Agreement

The parties agree that this Agreement contains the entire Agreement between them, has not been induced by either party by any representations, promises, or undertaking not expressed herein, and that there are no collateral agreements, stipulations, promises, or understandings whatsoever by the respective parties in any way affecting the subject matter of this Agreement which are not explicitly contained in this Agreement.

This offer will terminate on _____ unless extended in writing by the president of the college.

Sampson Community College

President

Date

Acceptance of Offer

The undersigned does accept the offer of employment, subject to the terms and conditions herein.

Employee

Date

Employment Contract (11-month – out in June)

Sampson Community College, Clinton, North Carolina, through its president, as authorized by its Board of Trustees provides the following contract with the following terms and conditions:

Names of the Parties

Employer: Sampson Community College

Employee: _____

Type of Employment

Your employment will be _____. The appointment will be considered as _____. See board policies for the explanations of types of employment.

Job Title and Responsibilities

_____ -Instructional Faculty—As teaching faculty, your duties will include predominantly teaching along with office hours, administrative duties, and student advisement. Workload will be developed and approved by the department chair and Vice President of Academic Affairs in accordance with the *Faculty and Staff Handbook*. Duties may include both day and evening responsibilities.

Location

Duties will be performed on the main campus of Sampson Community College, Clinton, North Carolina. However, responsibilities may require the individual to perform duties at an off-campus location.

Term of the Contract

The term of this contract is July 1, _____ through May 31, _____.

Base Contract:	_____	9.0 months contract
Extended Contract:	_____	1.0 month extended contract
Extended Contract:	_____	<u>1.0 month extended contract</u>
		11 months

Compensation and Benefits

Compensation will be at the rate of \$_____ per month. However, this amount will be distributed over a 12-month period. ($\$_____ \times 11 \text{ months} \div 12 \text{ months} = \$_____$).

Benefits will be granted in accordance with the State of North Carolina as established by the NC General Assembly and the *Operating Manual of the Sampson Community College Board of Trustees*.

Official Transcripts

You are required to provide the college with official transcripts of your college work within 60 days after date of employment. Non-compliance with this requirement may result in termination of the contract at the end of the 60 day period. Advanced educational obtainment after initial employment must also be reported to the college by submitting official transcripts 60 days after receipt of the advanced education.

Electronic Payroll Deposit

Compensation will be paid by the college by electronic payroll deposit.

Circumstances for Termination

Either party has the right to terminate this contract by giving to the other party written notice thirty days prior to the termination date with the exception of faculty who are expected to complete the semester. The contract can be terminated as a result of just cause, death, disability, or violation of policies of the college. Notice of termination by the employee shall be personally delivered or mailed to the president of the college. Notice of termination by the employer shall be personally delivered to the employee or mailed to the employee at his/her address of record.

Rights of Continued Employment

Employees have no right to or expectation of continued employment after the expiration of the term of the employment contract. The college is free to renew or not to renew the contract at its sole discretion.

College Policies

All employees are subject to the policies as stated in the *Policy Manual for the SCC Board of Trustees, the SCC Staff Handbook, and College Personnel Policy Manual*. These documents may be changed or amended at any time at the sole discretion of the Board of Trustees, and is hereby incorporated by reference into this employment agreement as if it were fully set forth herein. A copy of these documents is maintained on the college website.

Furloughs

Sampson Community College will implement any mandated furloughs as directed by the State of North Carolina.

Amendment

This Agreement may be amended during its term only by mutual written consent of Sampson Community College and the employee. Any such amendment shall be in writing, approved by official action of the college, and accepted in writing by the employee.

Governing Law

This Agreement shall be governed by and construed and enforced in accordance with the law of the State of North Carolina.

Savings Clause

If, during the term of this Agreement, a court finds that a specific clause of the Agreement is in violation of any federal or state law, the remainder of the agreement not affected by such a ruling shall remain enforceable.

Intellectual Property

Any intellectual property created by virtue of the employment agreement is solely owned by the college.

Entire Agreement

The parties agree that this Agreement contains the entire Agreement between them, has not been induced by either party by any representations, promises, or undertaking not expressed herein, and that there are no collateral agreements, stipulations, promises, or understandings whatsoever by the respective parties in any way affecting the subject matter of this Agreement which are not explicitly contained in this Agreement.

This offer will terminate on _____ unless extended in writing by the president of the college.

Sampson Community College

President

Date

Acceptance of Offer

The undersigned does accept the offer of employment, subject to the terms and conditions herein.

Employee

Date

Employment Contract (11-month – out in July)

Sampson Community College, Clinton, North Carolina, through its president, as authorized by its Board of Trustees provides the following contract with the following terms and conditions:

Names of the Parties

Employer: Sampson Community College

Employee: _____

Type of Employment

Your employment will be _____. The appointment will be considered as _____. See board policies for the explanations of types of employment.

Job Title and Responsibilities

_____ -Instructional Faculty—As teaching faculty, your duties will include predominantly teaching along with office hours, administrative duties, and student advisement. Workload will be developed and approved by the department chair and Vice President of Academic Affairs in accordance with the *Faculty and Staff Handbook*. Duties may include both day and evening responsibilities.

Location

Duties will be performed on the main campus of Sampson Community College, Clinton, North Carolina. However, responsibilities may require the individual to perform duties at an off-campus location.

Term of the Contract

The term of this contract is August 1, _____ through June 30, _____.

Base Contract:	_____	9.0 months contract
Extended Contract:	_____	0.5 month extended contract
Extended Contract:	_____	<u>1.5 month extended contract</u>
		11 months

Compensation and Benefits

Compensation will be at the rate of \$_____ per month. However, this amount will be distributed over a 12-month period. ($\$ \times 11 \text{ months} \div 12 \text{ months} = \$$ _____).

Benefits will be granted in accordance with the State of North Carolina as established by the NC General Assembly and the *Operating Manual of the Sampson Community College Board of Trustees*.

Official Transcripts

You are required to provide the college with official transcripts of your college work within 60 days after date of employment. Non-compliance with this requirement may result in termination of the contract at the end of the 60 day period. Advanced educational obtainment after initial employment must also be reported to the college by submitting official transcripts 60 days after receipt of the advanced education.

Electronic Payroll Deposit

Compensation will be paid by the college by electronic payroll deposit.

Circumstances for Termination

Either party has the right to terminate this contract by giving to the other party written notice thirty days prior to the termination date with the exception of faculty who are expected to complete the semester. The contract can be terminated as a result of just cause, death, disability, or violation of policies of the college. Notice of termination by the employee shall be personally delivered or mailed to the president of the college. Notice of termination by the employer shall be personally delivered to the employee or mailed to the employee at his/her address of record.

Rights of Continued Employment

Employees have no right to or expectation of continued employment after the expiration of the term of the employment contract. The college is free to renew or not to renew the contract at its sole discretion.

College Policies

All employees are subject to the policies as stated in the *Policy Manual for the SCC Board of Trustees, the SCC Staff Handbook, and College Personnel Policy Manual*. These documents may be changed or amended at any time at the sole discretion of the Board of Trustees, and is hereby incorporated by reference into this employment agreement as if it were fully set forth herein. A copy of these documents is maintained on the college website.

Furloughs

Sampson Community College will implement any mandated furloughs as directed by the State of North Carolina.

Amendment

This Agreement may be amended during its term only by mutual written consent of Sampson Community College and the employee. Any such amendment shall be in writing, approved by official action of the college, and accepted in writing by the employee.

Governing Law

This Agreement shall be governed by and construed and enforced in accordance with the law of the State of North Carolina.

Savings Clause

If, during the term of this Agreement, a court finds that a specific clause of the Agreement is in violation of any federal or state law, the remainder of the agreement not affected by such a ruling shall remain enforceable.

Intellectual Property

Any intellectual property created by virtue of the employment agreement is solely owned by the college.

Entire Agreement

The parties agree that this Agreement contains the entire Agreement between them, has not been induced by either party by any representations, promises, or undertaking not expressed herein, and that there are no collateral agreements, stipulations, promises, or understandings whatsoever by the respective parties in any way affecting the subject matter of this Agreement which are not explicitly contained in this Agreement.

This offer will terminate on _____ unless extended in writing by the president of the college.

Sampson Community College

President

Date

Acceptance of Offer

The undersigned does accept the offer of employment, subject to the terms and conditions herein.

Employee

Date

Employment Contract (Professional)

Sampson Community College, Clinton, North Carolina, through its president, as authorized by its Board of Trustees provides the following contract with the following terms and conditions:

Names of the Parties

Employer: Sampson Community College

Employee: _____

Type of Employment

Your employment will be _____. The appointment will be considered as _____. See board policies for the explanations of types of employment.

Job Title and Responsibilities

_____—Non-instructional personnel will perform duties as described by the specific job description maintained by the Personnel Officer. Other duties may be assigned by the immediate supervisor or President of the college.

Location

Duties will be performed on the main campus of Sampson Community College, Clinton, North Carolina. However, responsibilities may require the individual to perform duties at an off-campus location.

Term of the Contract

The term of this contract is July 1, _____ through June 30, _____.

Compensation and Benefits

Compensation will be at the rate of \$ _____ per month.

Benefits will be granted in accordance with the State of North Carolina as established by the NC General Assembly and the *Operating Manual of the Sampson Community College Board of Trustees*.

Official Transcripts

You are required to provide the college with official transcripts of your college work within 60 days after date of employment. Non-compliance with this requirement may result in termination of the contract at the end of the 60-day period. Advanced educational obtainment after initial employment must also be reported to the college by submitting official transcripts 60 days after receipt of the advanced education.

Electronic Payroll Deposit

Compensation will be paid by the college by electronic payroll deposit.

Circumstances for Termination

Either party has the right to terminate this contract by giving to the other party written notice thirty days prior to the termination date with the exception of faculty who are required to complete the semester. The contract can be terminated as a result of just cause, death, disability, or violation of policies of the college. Notice of termination by the employee shall be personally delivered or mailed to the President of the college. Notice of termination by the employer shall be personally delivered to the employee or mailed to the employee at his/her address of record.

Rights of Continued Employment

Employees have no right to or expectation of continued employment after the expiration of the term of the employment contract. The college is free to renew or not to renew the contract at its sole discretion.

College Policies

All employees are subject to the policies as stated in the *Policy Manual for the SCC Board of Trustees*, the *SCC Staff Handbook*, and *College Personnel Policy Manual*. These documents may be changed or amended at any time at the sole discretion of the Board of Trustees, and is hereby incorporated by reference into this employment agreement as if it were fully set forth herein. A copy of these documents is maintained on the college website.

Furloughs

Sampson Community College will implement any mandated furloughs as directed by the State of North Carolina.

Amendment

This Agreement may be amended during its term only by mutual written consent of Sampson Community College and the employee. Any such amendment shall be in writing, approved by official action of the college, and accepted in writing by the employee.

Governing Law

This Agreement shall be governed by and construed and enforced in accordance with the law of the State of North Carolina.

Savings Clause

If, during the term of this Agreement, a court finds that a specific clause of the Agreement is in violation of any federal or state law, the remainder of the agreement not affected by such a ruling shall remain enforceable.

Intellectual Property

Any intellectual property created by virtue of the employment agreement is solely owned by the college.

Entire Agreement

The parties agree that this Agreement contains the entire Agreement between them, has not been induced by either party by any representations, promises, or undertaking not expressed herein, and that there are no collateral agreements, stipulations, promises, or understandings whatsoever by the respective parties in any way affecting the subject matter of this Agreement which are not explicitly contained in this Agreement.

This offer will terminate on _____ unless extended in writing by the President of the college.

Sampson Community College

President

Date

Acceptance of Offer

The undersigned does accept the offer of employment, subject to the terms and conditions herein.

Employee

Date



SAMPSON COMMUNITY COLLEGE

a member institution of the North Carolina Community College System

Established 1967

HIGHWAY 24 WEST
POST OFFICE BOX 318
CLINTON, NORTH CAROLINA 28329

voice 910-592-8081
fax 910-592-8048
email: fsutter@sampsoncc.edu

(Clerical Letter)

August _____

TO: _____

FROM: Dr. Paul C. Hutchins

RE: Contracts for FY _____

Upon recommendation of the Administration, the Sampson Community College Board of Trustees approved salaries for FY _____ at their meeting on _____. Your new monthly salary will be \$_____.

Thank you for your excellent service to Sampson Community College.

/fks



SAMPSON COMMUNITY COLLEGE

a member institution of the North Carolina Community College System

Established 1967

HIGHWAY 24 WEST
POST OFFICE BOX 318
CLINTON, NORTH CAROLINA 28329

voice 910-592-8081
fax 910-592-8048
email: fsutter@sampsoncc.edu

(Maintenance/Housekeeping Letter)

August _____

TO: _____

FROM: Dr. Paul C. Hutchins

RE: Contracts for FY _____

Upon recommendation of the Administration, the Sampson Community College Board of Trustees approved salaries for FY _____ at their meeting on _____. Your new monthly salary will be \$_____.

Thank you for your excellent service to Sampson Community College.

/fks

D. Length of Contracts

Twelve-month contracts are offered on a fiscal year basis, extending from July 1 through June 30, or during a grant fiscal year. **Generally, faculty are assigned on a twelve-month basis, while instructional faculty are assigned on a nine-month basis.**

E. Full-time or Part-time

Consistent with the NCCCS, the College recognizes the following definitions:

Full-time - A position established in the budget as a recurring position. Employment must be for nine or more months per calendar year and at least 30 hours per week or the equivalent thereof.

Part-time - A position established in the budget as a recurring position. Employment must be for nine or more months per calendar year and at least 20 hours per week, but less than 30 hours per week.

Temporary Full-time - A position not established in the budget as a recurring position. Employment must be for a period of nine or more months per calendar year and at least 30 hours per week or the equivalent thereof, but only for a special assignment or project not expected to recur on a continuous basis.

Temporary Part-time and Hourly (Adjunct) - A position not established in the budget as a recurring position. Employment is for less than 9 months per calendar year and/or less than 30 hours per week. Any employee working less than 20 hours per week will be in this category. Most employees in this category are paid at an hourly rate.

Full-time and full-time temporary employed for a minimum of nine months per year will receive full benefits (retirement, hospitalization, leave).

Part-time employees receive leave as recognized by the College's leave policies, but do not receive other benefits except those established by law, or stated elsewhere in these policies. Part-time temporary and hourly employees do not receive benefits.

F. Tenure

As a member of the North Carolina Community College System, Sampson Community College is prohibited from establishing any system of employment which confers upon its staff a system of tenure or confers upon its staff any system which might be construed to offer any expectations of employment beyond the contract period.

Notwithstanding any other policies of the Board, any statements in the Staff Handbook, or other College documents, or any verbal communication, personnel employed by the President will not have vested rights in employment other than for the contractual period in contracts set forth in the written employment contract. The Board expressly reserves all rights to change policies relative to tendering and non-tendering of a new contract, including the required notice of non-reappointment to employees.

G. Employee Position Descriptions

Employee's job descriptions are available from supervisors or the personnel office.

III. **Institutional Statement on Diversity and any Applicable Federal and State Laws**

A. Diversity

Sampson Community College and its Board of Trustees are committed to creating and maintaining a quality educational environment that promotes and supports a student body, faculty, staff, and administration that is multicultural, diverse, and reflective of our student body and community population.

IV. **Salaries**

The President is authorized to establish and adjust the salaries of all personnel within the College, excluding the President. The President's salary will be determined by the State salary schedule and local salary supplements as approved by the Trustees.

A. Full-Time Employees

Salaries for all full-time employees are determined through College pay schedules modified and adopted annually consistent with actions of the General Assembly, the State Board of Community Colleges and the Sampson County Board of Commissioners. An employee's rate of pay is determined by three factors:

1. Demand level assigned to the position.
2. Years of experience recognized for the employee in the current position.
3. Educational level up to the maximum recognized for the position.

The College uses two schedules, based upon these factors, in determining the salaries of full-time employees:

1. Salary schedule for faculty and staff.
2. Salary schedule for Maintenance and Housekeeping staff.

The President sets salaries according to the rate of pay as defined in the pay schedule subject to the following conditions:

1. State law and the policies of the State Board of Community Colleges supersede local salary determinations. For example, if the State provides a 5% across-the-board increase and no additional salary increases, then the President will give each employee a 5% increase and the charts will not be used in determining salaries for that year.
2. The State has minimum and maximum salary regulations. If an employee's salary on a schedule exceeds the State's maximum, then that employee will be paid the State's maximum salary. If the employee's salary on the schedule is lower than the State's minimum salary, then that employee will be paid the State's minimum salary.

3. The President will make adjustments in employee's status during a transitional period. For instance, an employee's salary may be gradually reduced when they have been assigned to a lower demand level. Also, gradual adjustments may be made when transitioning to a new salary schedule.
4. The President may, as the College's budget and cost-of-living warrant, establish minimum and maximum salary increases for employees.
5. The President is authorized to provide salary supplements for instructional positions when there is a shortage of instructors in a field. This is authorized in instances when, in the President's opinion, a qualified faculty member cannot be employed unless a supplement is provided.
6. Monthly salaries are rounded to the nearest dollar.
7. When an employee works only a portion of a month, the monthly salary will be prorated according to working days with holidays counting as working days.

B. Demand Level

Each position at the College is classified according to a demand level. This approach is based on the following assumptions:

1. Jobs require varying degrees of responsibility, skill, knowledge, time, effort, and related factors.
2. An employee's pay should be commensurate with the demands of their assigned job.
3. If an employee is paid according to the requirements of a particular position, the performance rating should be based upon the degree to which the requirements are satisfied. As a position is established, a position description is prepared, and a demand level is assigned. An employee's demand level is determined by the assigned position rather than by the degree, experience, or seniority within the institution. While the demand level for a position may be changed as a result of the redefinition of an employee's duties, as a general rule an employee's demand level will change only through reassignment to a less or more demanding position.

C. Educational Status

Public perception, quality assurance, accrediting agencies and governing bodies and boards are influences that make advanced educational preparation an added value in a College. For those positions where education beyond the high school is helpful to the College, a higher base salary is paid for each advanced degree. Pending the availability of funds, full-time faculty, staff, and administrators who earn advanced degrees or certification in their field of employment are eligible for a salary increase if the additional degree or certification enhances or improves the employee's ability to satisfy the requirements of the position.

Levels of educational preparation acceptable to and recognized by the College have been established for all positions. Minimum educational requirements and maximum education levels recognized for pay are described in job descriptions and included in the Staff Handbook.

The following are the preparation levels and criteria for each educational level:

1. Preparation Levels and Criteria

<u>Level*</u>	<u>Criteria</u>
High School	Classify any educational office personnel here who fail to meet a higher degree level.
One Year	Thirty semester hours, 45 quarter hours or an equivalent combination of quarter and semester hours toward the Associate's or Bachelor's degree in an appropriate field.
Two Years	An Associate's degree in an appropriate field or 60 semester hours, or an equivalent combination of quarter and semester hours toward the Bachelor's degree.
Bachelor	A Bachelor's degree with a major in the field of assignment. A Bachelor's degree without a major in field, so long as the individual has accumulated a minimum of 24 semester hours of undergraduate or graduate credit in the field of assignment.
Master	A Master's degree with a major in the field of assignment. The major should require a minimum of <u>18</u> semester hours, or a Master's degree without a major in the field of assignment, so long as the individual has accumulated a minimum of <u>18</u> semester hours of graduate credits in the field of assignment.
Doctorate	A Doctorate status will be recognized when an earned Doctorate is granted, so long as the major field of concentration is consistent with the individual's principal assignment, or without a major in field, a Doctorate status will be recognized when the individual has an earned Doctorate, so long as the individual has accumulated <u>54</u> semester hours of graduate credit within his/her field of principal assignment at Sampson Community College.

Advanced degrees and certifications recognized for increases in an employee's rate of pay are defined in the employee's job description and in the College's Staff Handbook. In instances where the degree or certification is not identified, the credential will be reviewed by the President, who will determine if a salary increase is warranted. For new degrees received between July 1 and June 30, salary adjustments are made effective at the next contract renewal date, normally July 1, provided funds are available and legislation permits. Official transcripts should be provided to the Personnel Office after a credential is awarded.

Employees are responsible for initiating action to change their educational status. This should be done when all requirements for the higher rating have been met and all transcripts, letters, and other official documentation have been received. Higher

educational status will not be reflected in the following year's salary unless the higher status is determined prior to the finalization of the College's budget. As a general rule, salaries are finalized in July or August each year. Accordingly, it is strongly recommended that any request for a status change be submitted no later than July 1 of each year.

All employees are encouraged to discuss their plans for educational advancement with their supervisor and the Personnel Office prior to enrolling in any program of study to determine if the credential will be recognized for an increase in rate of pay.

D. Degrees from Non-Regionally Accredited Institutions

- The requirements of various accrediting agencies are extensive. The College does not have the resources to evaluate and equate the academic appropriateness of applicants who possess degrees from non-regionally accredited institutions, especially degrees from Colleges not located in the United States. Persons holding such degrees who wish to apply for employment must provide to the College unquestionable evidence that the applicant has both adequate and appropriate academic preparation. Such evidence may include such documents as formal appraisals of transcripts by established agencies in the business of appraising and evaluating transcripts. For pay purposes, advanced degrees (above the Bachelor) will only be recognized if granted by institutions accredited by a regional accreditation association of the United States (i.e. New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges).

E. Experience Level

Within certain limitations, College employees are credited with prior employment experiences that enhance the individuals potential for performance. These employment experiences are converted into years of service which are entered into the salary formula. To be recognized for experience credit, the work experiences must have been in education or other areas that relate directly to the employee's work assignment at Sampson Community College.

In evaluating experience credits, the following definitions apply:

- "Educational experience" is defined as teaching and/or administrative experience in a bona fide educational institution or agency.
- "Full-time experience" is defined as a full teaching load, a 40-hour week, or an equivalent work assignment over the period of time claimed.
- A "year" of experience is defined as from 9 to 12 months, or the equivalent, of full-time employment within an appropriate 12-month period.
- Other definitions and interpretations following county and State guidelines.

In evaluating experience credits, the following limitations apply:

- Credible experience earned prior to employment at the College may not exceed a 10-year maximum.
- Creditable experience is evaluated with each change in position, e.g. experience earned as an instructional faculty member may not be credited on a one-for-one basis if assigned or promoted to another position.
- Experience credit may be withheld as a result of budget limitations or to comply with actions of the General Assembly or the State Board of Community Colleges.
- Experience accrues in increments of one year for each year worked in a position of equal demand. While experience increments are accumulative when in continuous service to the College, the recognition of experience for pay purposes may be delayed pending budget availability or actions of the General Assembly and the State Board of Community Colleges.

F. Adjunct Faculty

Adjunct faculty will be paid using established schedules that recognize the faculty member's educational level, work experience, and specialized credentials. Rates of pay for adjunct faculty will be established for curriculum, extension, and Basic Skills faculty on an annual basis, approved by the President, and utilized to determine rates of pay for adjunct faculty contracts for the fiscal year. In instances when a faculty member cannot be recruited at the established pay rate, exceptions may be made when approved by the President or his/her designee. The salaries for part-time staff will be approved by the President. Annual minimum and maximum salaries adopted by the State Board of Community Colleges apply to part-time employees' rate of pay.

V. Abrogation of Contracts

Contracts extended by the College may be abrogated when one or more of the following conditions or circumstances have occurred.

1. Financial Exigency

An employment contract may be terminated by the College's Board during the contractual period of employment when a significant decline in the financial resources of the institution is brought about by a decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operation budget, in accordance with procedures set forth in the Reduction in Force Policy in Paragraph X of this chapter.

2. Program Change

An employment contract may be terminated by the College's Board during the contractual period when there is any elimination, curtailment, reorganization of a curriculum or extension offering, program, College operation or when the service of the affected employee is no longer appropriate to the programs of the College being conducted at that time in accordance with procedures set forth in the Reduction in Force Policy.

3. Dismissal, Suspension, and Other Disciplinary Action

An employee may be dismissed, suspended, or otherwise disciplined in accordance with the policies and procedures set forth below.

VI. Dismissal, Suspension, or Other Disciplinary Action Taken Against Employees

A. Grounds for Dismissal

Justifiable grounds for dismissal, suspension, or other disciplinary action include:

1. Failure in the opinion of the President and based on the recommendations of the members of the employee's supervisory chain of command to perform competently and in keeping with the administrative practices of the College the duties of the position for which he/she was employed.
2. Failure to serve in capacities complimentary to his/her related position such as student advisory committee member, etc., or to actively participate in opportunities for professional improvement.
3. Conviction of a crime involving moral turpitude or conviction of a felony.
4. Insubordination or failure to maintain satisfactory and harmonious working relationships with the public and with other employees.
5. Failure to obtain or maintain a current license or certificate required by law as a condition for performing the job.
6. Chronic absenteeism, absence without approved leave, and/or improper use of leave privileges.
7. Sustained physical or mental incapability for performing duties, not protected by the Americans With Disabilities Act.
8. Falsification of official records, College reports, expense claims, and/or misuse of funds or assets of the College.
9. Possession of unauthorized firearms or lethal weapons on the job or on institution property.
10. Failure to comply with rules, regulations, and policies of the State Board of Community Colleges, the Board of Trustees, or lawful directives of the President.
11. Use of controlled substances during work hours or appearing at any time on the properties of Sampson Community College under the influence of controlled substances in violation of N.C. General Statutes 90-95, the North Carolina Controlled Substance Act.
12. Violating the College policy on alcoholic beverages and controlled substances.
13. Refusal to accept a reasonable and proper assignment from an authorized supervisor or failure to report for duty at the assigned time and place.
14. Counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the

educational or other lawful operations of the College.

B. Authority of the President

The Board of Trustees confers upon the President the authority to suspend, demote, terminate or discipline any employee whose conduct, in the findings of the President, violates any of the provisions above and warrants disciplinary action subject to provisions as set out below.

C. Procedures for Review

The President or his/her authorized designee may maintain a record of the complaints, commendations, and suggestions about each employee with each entry being signed by the person making it. At the discretion of the President, each such complaint, commendation, and suggestion may be placed in the employee's personnel file. The employee may inspect their personnel file during normal working hours and will be given an opportunity to attach a letter of agreement, denial, or explanation. Should an employee contest an item placed in his/her personnel file, he/she may petition the President for its removal through the Grievance Procedures. If the President, after an investigation, believes an employee has violated any of the provisions of Paragraph A above, the President may suspend or dismiss the employee without pay, demote the employee with or without reduced pay or take other disciplinary action, by mailing a notice of the action by certified mail, return receipt requested, addressed to the employee's last address on record at the College, or by delivering the notice to the employee personally. Specific reasons must be given in the notice regarding inadequate performance or other basis of the action taken. Action of the President pertaining to pay and benefits shall not become effective until the decision of the College is finalized by no appeal being taken or until an appeal has been decided.

The employee may appeal the decision and action of the President to the Board of Trustees as set forth in Chapter X. On appeal, the President will have the burden of proving that the employee has violated the provisions of Paragraph A above. If the hearing committee finds that the employee did violate the provisions, the Board may affirm the actions of the President or modify the action as it deems advisable. If the committee does not find a violation, the employee shall be reinstated to his/her former position at his/her former salary, with no loss of pay or benefits.

VII. Notice of Non-tendering of a New Contract and Discontinuation of Other Contracts

Updated June/2018

Annual-appointment employees will be notified in writing of the intent of the President to not recommend the tendering of a new contract of employment for the subsequent employment period 30 or more days prior to the expiration of their contract. A new contract shall be interpreted as the offer of the type of the existing contract under such terms and conditions as the President may set except that the period of the contract must be at least three calendar months and the monthly salary at least 90 percent of the preceding contract's monthly salary rate; or the extension of a new type of contract (e.g. probationary, provisional, temporary) when, in the opinion of the President, the College has a compelling interest for such change, e.g. program change, enrollment decline, etc. to change the type of contract tendered. This

notification will be mailed to the employee by certified mail, return receipt requested, addressed to the employee's last address on record at the College, or be delivering the notice to the employee personally. It is the responsibility of the employee to update his/her address information to ensure the timeliness of this information. The notification requirement does not apply to those situations caused by reduced funding as set forth in Paragraph V. There will be no public disclosure by the President of the College or by any employee of the College of the reasons that any regular employee was not tendered a new contract of employment. Employees with provisional, probationary, or temporary appointments will not receive a notice. The College employment contract constitutes the only agreement of employment and represents the entire period of employment.

VIII. Non-tendering of New Contract, Discontinuing Contract, Terminating Employees, Failing to Rehire Employees, and Failing to Recommend the Employment of an Applicant

The President has the authority to not tender a new employment contract to a faculty member, to discontinue a continuing contract of office personnel or other employees under this type of contract, to terminate an employee at will, to not rehire an employee when an existing employment contract ends, to terminate an employment contract during the contractual period when the contract so allows, and not to recommend the employment of an applicant, all at his/her discretion, with or without cause, but without violating the protective rights of an employee or applicant. If an affected employee or applicant believes his/her race, sex, religion, national origin, disability, age, protected First Amendment rights or other protective rights have been involved in the decision of the President, he/she may, upon receiving notice of the decision, appeal the decision and action of the President to the Board of Trustees as set forth in Chapter X of this manual. The affected parties must allege facts in the Notice of Appeal, and at the hearing shall have the burden of making a prima facie case, showing the involvement of his/her race, sex, religion, national origin, disability, age, protected First Amendment rights, or other protected rights in the employment decision. If the affected party fails to allege facts in his/her Notice of Appeal or present evidence at the hearing that any of these protected rights were involved in the decision, the Hearing Committee may dismiss the appeal. If at the hearing the affected party presents evidence showing a prima facie case, then the President has the burden of showing that race, sex, religion, national origin, disability, age, protected First Amendment reason, or other protected rights were either not a factor or not a substantial factor in the employment decision. At the conclusion of the President's evidence, the employee will be given the opportunity to present evidence in rebuttal.

IX. Employee Grievance Procedures

A. Purpose

The purpose of this Grievance Procedure is to assure the full-time and part-time employees of Sampson Community College that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. This Grievance Procedure is expected to encourage employees to initially discuss problems and matters of concern with their supervisor. The College would like to address all grievances informally, and supervisors and employees are expected to make every effort to resolve any problems as they arise. Free discussion between employees and supervisors will lead to better

understanding of the policies and procedures affecting all employees, thus serving to identify and eliminate conditions which may cause further misunderstandings. However, the College recognizes that not all grievances will be satisfactorily settled between an employee and his or her supervisor. Therefore, this Grievance Procedure has been adopted. Employees should utilize this procedure first in all applicable situations. Any employee electing initially to pursue a grievance outside of this procedure has thereby waived the ability to pursue his or her grievance hereunder unless otherwise permitted by the College.

B. Definition of Grievance

Grievance is defined as any matter of employee concern or dissatisfaction within the control of the College, except for the following:

- (1) The content of College policies except as such policies modify or impact on an employee's employment.
- (2) The decision to terminate, suspend, demote or discipline an employee for violating Paragraph VI. For procedures to use in this instance see Paragraph VI.
- (3) The decision not to tender a new contract, discontinuing a continuing contract, terminating employees and failing to re-hire employees. See Paragraph VIII.
- (4) The decision to terminate under a RIF policy. See Paragraph X.

C. Procedure

Employees should seek the informal resolution of grievances with those parties involved in the grievance (except when circumstances warrant the immediate appeal to the employee's supervisor). Appeal will be afforded each employee through the employee's chain of command. Appeal is available to both the complaining party and the party against whom the complaint may have been made.

Unresolved grievances will then be addressed in writing by letter to the College President. The letter will include a statement of the grievance and whether the employee is seeking official redress under Employee Grievance Procedures. If audience is sought with the President, it will be requested in the letter of grievance. This request will be granted and the conference held within five (5) working days after receipt of the request. The word "day" shall mean any day except Saturday, Sunday, or a College holiday. In computing any period of time, the day in which notice is received is not counted. Within thirty (30) days after the conference day, the President will give the staff member a simple, unelaborated, written statement of his/her decision. This statement shall be conveyed by certified mail, return receipt requested, addressed to the employee's last address of record at the College, or by delivering the statement to the employee personally. If still not satisfied, the complaining party or the party against whom the complaint was made may request a hearing before the Board of Trustees as provided in Chapter X.

X. Reduction in Force

A. Definitions

For the purpose of this section, the following terms have the meanings indicated:

1. "Termination" means the cessation of employment of an employee, the transfer of an employee to a lower paying position, a reduction of the employee's status to part-time employment, or a reduction in pay for reasons of financial exigency or program change. The nonreappointment of an employee on a specified term appointment is not a termination, and no objection to a nonreappointment may be filed under this procedure.
2. "Employee" means any member of the College's faculty and staff.
3. "Financial exigency" means any significant decline in the College's financial resources that is brought about by decline in enrollment or by other action or events that compel a reduction in the College's current operations budget.
4. "Program change" means any elimination, curtailment, or reorganization of a curriculum or extension offering, program, College operation, or any reorganization that is unrelated to financial exigency.
5. "Faculty and Staff Committee" means a committee to be constituted from the employees of the College excluding the President. The committee which shall consist of not less than five (5) members including at least one (1) administrator, shall be selected by the President and approved by the Board of Trustees on the basis of broad representation from the College staff. The committee is empowered to discharge functions prescribed for it in this policy.
6. "Day," except where calendar day is specified, means every day including Saturdays and Sundays, but it does not include official holidays such as Thanksgiving and Christmas.

B. General Grounds for Termination

A continuation of the institution's obligation to one or more employees cannot or should not reasonably be further met when the Board decides that because of demonstrable bona fide financial exigency or because of a program change for demonstrable bona fide institutional reasons and because the services of the employee(s) are no longer appropriate to the programs of the College being conducted at that time. Such a decision may be made and any resulting termination may be effective in accordance with the procedure provided in this reduction-in-force (RIF) policy.

C. Board's Preliminary Determination and Statement

If the Board decides that a state of exigency exists or is imminent and that termination of the employment of one or more employees may be a needed consequence of either circumstance, it shall forthwith prepare a statement that identifies with reasonable particularity the financial exigency. The statement shall outline in terms as specific as the circumstances permit the options for response readily apparent to the Board including possible terminations of employment. This statement with a request for committee action in accordance with the provisions of the reduction-in-force policy shall be transmitted forthwith to the Faculty and Staff Committee, appointed by the Board in accordance with Paragraph X. Simultaneously, a summary of the statement shall be published by any means reasonably calculated to bring it to the attention of all employees, together with a statement that the subject has been referred to the Faculty and Staff Committee for action. Until the committee acts, the Board shall undertake directly through the President's Office

to obtain advice and recommendations with respect to the matters addressed in the statement.

D. Committee Action

The committee shall consider the matters identified in the Board's statement in order to give the Board its advice and recommendations. In this function, the committee acts as the representative of the employee's interests in both their personal and professional concerns for the College's education programs. The committee is entitled to further information reasonably available to the Board or the President, including any clarification of the situation by the Board in light of available information. Within ten (10) calendar days after it receives the Board's statement, the committee shall submit to the Board its written report including any minority reports. The report shall contain advice and recommendations addressed to the precise circumstance and optional responses or courses of action for the Board's consideration or adoption. The report may be accompanied by any communications considered by the committee.

E. Board's Decision

Within 30 days after it receives the committee's report and having due regard for the advice and recommendations received from both the committee and the President, the Board shall determine whether any option involving terminations must be retained as a possible response. If it determines that in view of other available options it need not consider further operations involving termination, it shall so notify the President, the committee, and the staff. If it determines on the basis of all information then available that it must take action that will (or reasonably might) involve termination, it shall transmit to the President a statement that designates the particular areas in which it thinks termination should be effected and that sets forth the criteria for selecting individual employees for termination or employment.

F. President's Action

Within ten (10) days after he/she receives the statement, the President shall submit to the Board his/her recommendations for terminating the employment of particular employee(s). In making this recommendation, he/she shall not be limited to considering only the employees in the areas or programs designated by the Board in its initial statement.

G. Notice to Individual Employees

If after considering the President's recommendation, the Board acts to terminate employment, it shall give written notice of that fact by certified mail, return receipt requested, addressed to the employee's last address on record at the College, or by delivering the notice to the employee personally. The notice shall include a statement of the conditions requiring termination of employment, a general description of the procedures followed in making the decision, and a disclosure of pertinent financial or other data on which the decision was based.

The Board shall make every reasonable effort, consistent with the need to maintain

sound educational programs and within the limits of available resources, to give not fewer than 30 calendar days' notice before terminating the employment of an employee before the end of the employment period. But if it is not possible to comply with the regular notice requirement, the Board shall give as much notice as is reasonable in this time of distress.

H. Request for a Hearing

Within ten (10) working days after receiving a notice of termination, an employee may request a review of the action by the Board of Trustees by appealing to the Board of Trustees under Chapter X of this manual. The appeal will be solely to determine whether the decision to terminate was arbitrary or capricious with respect to that individual or was in violation of law. This notice of appeal must specify the grounds on which it is contended that the decision was arbitrary, capricious, or in violation of law.

Submission of such a request constitutes on the part of the employee a representation that he/she can support his/her contention by factual proof and an agreement that the College may offer in rebuttal of his/her contention any relevant data in its possession.

The Hearing Committee will consider the appeal and shall grant a hearing if it determines that the appeal contains a bona fide contention that the decision to terminate was arbitrary, capricious, or in violation of law and that the facts suggested, if established, might support the contention. A denial of the request finally confirms the decision to terminate, and the committee shall so notify the employee.

I. Conduct of the Hearing

The hearing shall begin with the employee's presentation of contentions, those grounds specified in the request for a hearing and supported by such proof as the employee desires to offer. When this presentation is concluded, and unless there is a rebuttal, the Hearing Committee shall recess to consider whether the proof offered in support of the contention does in fact establish the contention. If it determines that the contention has not been established, it shall notify the parties and conclude the proceedings. This action shall finally confirm the decision to terminate. If there is a rebuttal, it shall notify the parties, and the hearing shall proceed. The President shall then present, in rebuttal of the decision to terminate, such testimonial or documentary proofs as he/she desires to offer including his/her own testimony.

After the President completes his/her presentation, the Hearing Committee shall consider the matter in executive session. The burden shall be on the employee to satisfy the Committee by a preponderance of clear and convincing evidence that the decision to terminate was arbitrary or capricious or in violation of law.

J. Procedures for Hearing

If the committee determines that the employee's contention has not been established, it shall by a simple unelaborated statement so notify the employee and the President. Such a determination shall finally confirm the decision to terminate. If the Board determines

that the employee's contention has been established, it shall so notify him/her and the President by a written notice that states that corrective action must be taken.

XI. Employee Activities and Health

A. Community Participation

Personnel of the College are encouraged to participate as responsible citizens in the activities of the community.

B. Professional Organizations

The College encourages the staff and faculty to participate in professional organizations. The College is limited, however, in its financial ability to pay many of the expenses often associated with officer positions (e.g. travel, mailing, and photocopying.) Employees are asked to consider the costs associated with a particular position in an organization and the organization's ability to pay for these expenses before accepting these financial obligations on the part of the institution. Prior approval for these financial obligations should be obtained through the President's Office before assuming the institutional reimbursement or support.

C. Off-Campus Activities

1. Full-time Responsibility - Full-time employees are expected to give full-time service to their institutional duties. An individual with activities which interfere with their work performance may be required to curtail or eliminate their noninstitutional activities.
2. Consistent with Integrity - When an employee seeks additional part-time employment or seeks representation in political or quasi-political offices, activities shall be consistent with the professional integrity of the employee and his/her position at Sampson Community College.
3. Authority to Control - When, in the judgment of the President, an employee's off-campus activities are sufficiently detrimental to his/her work performance or when such activities violate the above, the President may require the termination of the off-campus activities or terminate the employee's contract with the College.
4. Employment - Secondary employment of all full-time employees which Secondary may conflict with the employee's primary job responsibilities and institutional resources must have prior approval.
 1. The Board of Trustees shall approve or disapprove any secondary employment of the President.
 2. The President or his/her designee shall approve or disapprove secondary employment of all full-time employees.

D. Political Activities of Employees

Employees who decide to run for public offices shall notify the Board of Trustees through the President of their intentions to run, and certify that they will not campaign or otherwise engage in political activities during their regular work hours or involve the College in their political activities. Any employee who is elected to a part-time public office shall certify through the President to the Board of Trustees that the office will not interfere with their carrying out the duties of the position with the College, or request leave. If there is interference, the employee must request leave and must make such

arrangements to remove the interference. Any employee who is elected or appointed to a full-time public office or the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The length of leave of absence shall be determined by the local Board of Trustees. Employees, who are candidates for political office, are prohibited from soliciting support during regular work hours or on College property. Public office means any national, State or local governmental position of public trust and responsibility, whether elective or appointive, which is created, prescribed or recognized by constitution, statute, or ordinance. Membership in the General Assembly is a full-time public office under this rule. By virtue of the Hatch Act, no employee paid with federal funds is allowed to run for a partisan political office.

E. News Release and Public Information

All publications and information designated for release outside the College should be approved by the divisional dean/vice president/president and then routed through the Public Information Office, with the exception of news releases for Continuing Education.

These publications/information include all news releases (except those generated by Continuing Education Officer) to media, brochures, advertising, schedules, announcements; and all bulk mailings to prospective or enrolled students, business and industry, civic organizations, churches, public schools, other Colleges, alumni, or related groups and organizations.

F. Conflict of Interest and Acceptance of Gifts

Trustees and employees of the College must comply with the provisions of NCGS 138-A. This includes prohibitions against the solicitation and acceptance of gifts.

- (a) Trustees and employees may not knowingly, directly or indirectly, ask, accept, demand, exact, solicit, seek, assign, receive, or agree to receive anything of value for the covered person or legislative employee, or for another person, in return for being influenced in the discharge of the employee's official responsibilities, other than that which is received by the employee from the College for acting in the employee's official capacity.
- (b) Employees may not solicit for a charitable purpose any gift from any subordinate employee. This does not apply to generic written solicitations to all employees. Nothing in this subsection shall prohibit an employee from serving as the honorary head of the SCC Foundation Fund Drive or similar charitable campaigns.
- (c) No trustee or employee may knowingly accept a gift, directly or indirectly, from a lobbyist or lobbyist principal.
- (d) No trustee or employee may knowingly accept a gift, directly or indirectly, from a person whom the employee or trustee knows or has reason to know any of the following:
 - (1) Is doing or is seeking to do business of any kind with the College.

- (2) Is engaged in activities that are regulated or controlled by the College.
 - (3) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the employee's or trustees' official duties.
- (e) Subsections (c) and (d) of this policy do not apply to any of the following:
- (1) Food and beverages for immediate consumption in connection with public events.
 - (2) Informational materials relevant to the duties of the covered person or legislative employee.
 - (3) Reasonable actual expenditures of the employee or trustee for food, beverages, registration, travel, lodging, other incidental items of nominal value, and entertainment, in connection with (i) an employee or trustee attendance at an educational meeting for purposes primarily related to the public duties and responsibilities of the employee or trustee or in order for the employee or trustee to participate as a speaker or member of a panel; (ii) a public servant's attendance and participation in meetings as a member of a board, agency, or committee of a State, regional, national, or international legislative organization of which the employee or trustee is a member by virtue of their public position, provided the following conditions are met:
 - a. The reasonable actual expenditures shall be made by a lobbyist's principal, and not a lobbyist.
 - b. Any educational meeting must be attended by at least 10 or more participants, have a formal agenda, and notice of the meeting has been given at least 10 days in advance.
 - c. Any food, beverages, or entertainment must be provided to all attendees or defined groups of 10 or more attendees.
 - d. Any entertainment must be incidental to the principal agenda of the educational meeting.
 - (4) A plaque or similar nonmonetary memento recognizing individual services in a field or specialty or to a charitable cause.
 - (5) Gifts accepted on behalf of the College for the benefit of the College.
 - (6) Anything generally made available or distributed to the general public or all other community college employees by lobbyists or lobbyist's principals.
 - (7) Gifts from the trustee's or employee's, or a member of the same household.
 - (8) Gifts given to a trustee or employee not otherwise subject to an exception under this subsection, where the gift is food and beverages, transportation, lodging, entertainment or related expenses associated with the public business of industry recruitment, promotion of international trade, or the promotion of travel and tourism, and the employee is responsible for conducting the business on behalf of the College, provided all the following conditions apply:

- a. The employee or trustee did not solicit the gift, and the public servant did not accept the gift in exchange for the performance of the employee's or trustee's official duties.
 - b. The public servant reports electronically to the Commission within 30 days of receipt of the gift or of the date set for disclosure of public records under G.S. 132-6(d), if applicable. The report shall include a description and value of the gift and a description how the gift contributed to the public business of industry recruitment, promotion of international trade, or the promotion of travel and tourism. This report shall be posted to the Commission's public Web site.
 - c. A tangible gift, other than food or beverages, not otherwise subject to an exception under this subsection shall be turned over as College property within 30 days of receipt, except as permitted under subsection (f) of this section.
- (9) Gifts of personal property valued at less than one hundred dollars (\$100.00) given to an employee or trustee servant in the commission of the public servant's official duties if the gift is given to the public servant as a personal gift in another country as part of an overseas trade mission, and the giving and receiving of such personal gifts is considered a customary protocol in the other country.
- (10) Gifts given or received as part of a business, civic, religious, fraternal, personal, or commercial relationship not related to the person's public service or position and made under circumstances that a reasonable person would conclude that the gift was not given for the purpose of lobbying.
- a. A prohibited gift that would constitute an expense appropriate for reimbursement by the public servant's employing entity if it had been incurred by the public servant personally shall be considered a gift accepted by or donated to the State, provided the public servant has been approved by the public servant's employing entity to accept or receive such things of value on behalf of the State. The fact that the employing entity's reimbursement rate for the type of expense is less than the value of a particular gift shall not render the gift prohibited.
 - b. A prohibited gift shall be declined, returned, paid for at fair market value, or donated immediately to charity or the State.
 - c. An employee or trustee may not accept an honorarium from a source other than the College for conducting any activity where any of the following apply:
 - (1) The College reimburses the covered person or legislative employee for travel, subsistence, and registration expenses.
 - (2) The College's work time or resources are used.

- (3) The activity would be considered official duty or would bear a reasonably close relationship to the employee's official duties.

An outside source may reimburse the College for actual expenses incurred by the College in conducting an activity within the duties of the employee, or may pay a fee to the College, in lieu of an honorarium, for the services of the employee. An honorarium permissible under this subsection will not be considered a gift for purposes of policy.

G. Solicitation of Gifts for the College or its Organizations

The Board of Trustees may receive and accept donations, gifts, bequests, and the like and apply them for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of State law and the regulations of the State Board of Community Colleges. The President is authorized by the Board to accept and receive gifts for the College.

In order to continue to serve adult students within Sampson County by offering educational programs designed to prepare students to enter selected occupations, transfer to other educational institutions, further individual academic and cultural enrichment, and to improve professional or occupational skills, the College cannot completely rely upon state and federal funding. These limited resources allow minimal funds for growth and program expansion, thereby requiring managerial creativity to maintain essential programs and services. The College is committed to seeking additional funding from external public and private sources to supplement its operating budget, maintain its financial integrity, improve and expand its program offerings, provide additional scholarship assistance, and enhance its position in the community through its public relations efforts.

In an effort to accomplish these goals, the Sampson Community College Board of Trustees authorized the establishment of a Foundation to assist in fund-raising activities on behalf of the College, in accordance with General Statute 115D-7. The Board of Trustees delegated authority to the President to assign employees to assist with the operation of the College's foundation and make available to the corporation, office space, equipment, supplies and other related resources, and to accept all gifts to the College on behalf of the Board, as referenced in the SCC Board Manual, Sections 204.01 and 204.12.

The following fund-raising procedures are to help ensure that our efforts and opportunities for external funding sources are maximized:

1. Solicitation for contributions (gift or services) from citizens, businesses or industries by the College, SGA or organizations chartered by the SGA, faculty and staff, must be coordinated with the approval of the College's Foundation Director (or the President, in the Foundation Director's absence.)
2. All gifts, gifts-in-kind, or services contributed to the College, SGA or organizations chartered by the SGA, faculty and staff, shall be reported to the Foundation Director.

3. List of prospective donors to be used for solicitation purposes must be coordinated with the approval of the College's Foundation Director.
4. All external organizations conducting fund-raising activities on behalf of the College must be coordinated with the approval of the College's Foundation Director.
5. The President shall be notified of all grant submissions and awards from external private foundations.

H. Communicable Disease

The College is committed to assure, to the extent possible, that each employee and student enjoys safe and healthful work and study conditions. The College, in its effort to control communicable diseases on the campus, has adopted this policy and provisions. Persons infected or reasonable believed to be infected with communicable diseases will not be excluded from enrollment or employment, or restricted in their access to College services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the institution, or others associated with the institution through clinical, cooperative, intern, or other such experiences involving the general public.

Persons who know, or have a reasonable basis for believing, that they have been infected or have a communicable disease which may pose a threat to others are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves so as to protect themselves and others.

Employees, employees of contractors or contracted services, or students infected with a communicable disease have the responsibility of reporting this fact to the Personnel Officer or the Dean of Student Services, as appropriate.

The institution will continue a program of educating and informing employees and students about communicable diseases, warning signs, and protective measures. The education program will include, but not be limited to, written publications, seminars and workshops, and curriculum content.

I. Illegal or Abusive Use of Alcohol & Other Drugs

Sampson Community College is committed to maintaining an environment that supports and encourages the pursuit and dissemination of knowledge and the acquisition of job skills which provide for meaningful employment. All members of the College community - students, faculty, administrators and staff, share in the responsibility of protecting and promoting this environment and are expected to exemplify high standards of professional and personal conduct. The illegal or abusive use of alcohol and other drugs by members of the College community undermines this educational environment. North Carolina and federal laws restrict or prohibit the use of alcohol and other drugs in various contexts. The illegal or abusive use of alcohol and other drugs is not compatible with the personal health and welfare of students and employees, the realization of the mission of the College, and will not be tolerated by Sampson Community College on the campus or as part of any institutional activities.

The use and abuse of alcohol or other drugs can have serious negative consequences. High-risk choices can lead to significant academic, legal, financial, job performance and relationship problems, as well as problems with physical, mental and emotional health. High-risk use of alcohol and other drugs is also a factor in injuries and deaths related to overdose, accidents and crimes.

The consequences of high-risk behavior by one individual cannot be isolated. Alcohol and drug abuse affect not only the user, but friends, family, classmates, coworkers and the entire College community. The College's goal is to maintain a healthy environment.

GENERAL POLICY

Sampson Community College recognizes the following as undesirable: the abuse of alcohol, the use of illegal drugs, and the abuse of medically prescribed or over-the-counter drugs. The institution will attempt to minimize incidents of such conduct through educational and counseling activities, as well as student and employee disciplinary action.

Education and Counseling – Sampson Community College will make alcohol and drug abuse education and counseling services available to all members of the academic community. These services shall include:

- Educating the campus community about the health and safety hazards associated with alcohol and drug abuse and the incompatibility of alcohol and drug abuse with achievement of personal and educational goals.
- Encouraging members of the campus community to make use of available campus and community counseling and medical and rehabilitation resources in dealing with drug abuse problems. The College assures persons who voluntarily avail themselves of these services that applicable professional standards of confidentiality will be observed.
- Informing the campus community of the potential legal and educational consequences (including both criminal law and College discipline) of abuse or illegal use and/or distribution of alcohol and drugs.
- Distributing annually to all members of the College community copies of Sampson Community College's Drug Policy that addresses penalties, prevention, counseling and rehabilitation. Copies of the statement will also be distributed to all new employees upon employment.

Conduct Prohibited by the College

Prohibited Conduct - As citizens, students and employees are responsible for knowing about and complying with provisions of applicable federal, State and foreign laws that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as "controlled substances," as well as those laws that relate to the sale, possession and use of alcoholic beverages. Any member of the College

community who violates pertinent State, federal or foreign laws or College policy regarding these subjects may be disciplined.

The Drug-Free Workplace Act of 1988 and related regulations (34 CFR 85.600 et seq.) require that any employee who is convicted of any criminal drug statute violation occurring within the College community must notify the appropriate supervisor or management person no later than five (5) calendar days after such conviction. (Any employee who fails to provide notification shall be subject to disciplinary action up to and including dismissal.) Disciplinary action against any employee convicted of a drug offense within the College community must commence within 30 days after receipt of notice of the conviction. The College may, at any time initiate its own disciplinary proceedings against a student, faculty member, administrator or other employee when the alleged conduct (either on-campus or off-campus) is deemed to affect the interests of the College.

Penalties will be imposed for violation of the policies of Sampson Community College only in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators and other employees, respectively. The penalties that may be imposed range from written warnings with probationary status to expulsion from enrollment and discharge from employment.

- Employees who violate the College's policy on the illegal or abusive use of alcohol and other drugs will be subject to disciplinary action in accordance with personnel policies outlined in the Sampson Community College Staff Handbook as set forth in Chapter VI. Dismissal, Suspension, and Other Disciplinary Action Taken Against Employees.
- Students who violate the College's policy on the illegal or abusive use of alcohol and other drugs will be subject to disciplinary action in accordance with the provisions stated in the Sampson Community College Student Code of Conduct.

Legal Sanctions

Local, State, federal and foreign laws provide a variety of legal sanctions and penalties for the unlawful possession, use or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. The illegal or abusive use of drugs and alcohol by members of the academic community may subject them to criminal prosecution by governmental agencies in addition to disciplinary action by the College. Status as a student or employee of the College in no way insulates a law breaker from criminal prosecution and punishment. The constitutional concept of "double jeopardy" does not prevent State and/or federal prosecution and College punishment for conduct that violates State, federal or foreign law and College policy.

Alcohol - North Carolina General Statutes, section 18B-102, states that in North Carolina: "Unless a different punishment is otherwise expressly stated, any person who violates any provision of this Chapter shall be guilty of a misdemeanor and upon conviction shall be punished by a fine, by imprisonment for not more than two years, or both....." Local laws and ordinances and College regulations are preempted by State laws regarding regulation of alcoholic beverages.

Illicit Drugs - The Federal Controlled Substances Act (21 U.S.C.A. 841, et seq .) provides "first-offense" penalties of up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to five years of imprisonment and fines of up to \$15,000. Any person who unlawfully distributes a controlled substance after a prior conviction, or to a person under 21 years of age or within 1,000 feet of the College campus may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

North Carolina law provides that any person who violates the criminal statutes by selling, distributing or manufacturing opiates and narcotics such as cocaine and heroin, shall be guilty of a Schedule I or II drug offense.

For a Schedule I or II substance, the crime is a Class H felony punishable by maximum imprisonment of 10 years and/or a fine. Any person who sells, distributes or manufactures substances such as barbiturates, depressants, stimulants or marijuana shall be guilty of a Schedule III, IV, V or VI drug offense. This crime constitutes a Class I felony punishable by maximum imprisonment of five years and/or a fine. Possession of a Schedule I substance constitutes a Class I felony. Possession of a substance classified in Schedules II, III or IV constitutes a misdemeanor punishable by maximum imprisonment of two years and/or a \$2,000 fine (or a Class I felony if quantity is sufficiently large). Possession of a substance classified in Schedule V constitutes a misdemeanor punishable by maximum imprisonment of six months and/or a \$500 fine. Possession of a Schedule VI substance is a misdemeanor punishable by maximum imprisonment of 30 days and/or a \$100 fine.

College Sanctions

Alcohol - The possession and use of alcohol on the campus of Sampson Community College is prohibited.

Trafficking in Illegal Drugs - The following minimum penalties shall be imposed for the particular offenses described:

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, section 90-89, Schedule II, North Carolina General Statutes, section 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone) or similar relevant provisions of federal or foreign law, any student shall be expelled and any faculty member, administrator or other employee shall be discharged.

- For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, North Carolina General Statutes, sections 90-91 through 90-94 (including, but not limited to, marijuana, phenobarbital, and codeine) or similar relevant provisions of federal or foreign law, the minimum

penalty shall be suspension from enrollment or employment for a period of at least one academic year (three (3) full semesters).

Illegal Possession of Drugs

- For a first offense involving the illegal possession of any controlled substance identified in Schedule I, North Carolina General Statutes, section 90-89 or Schedule II, North Carolina General Statutes, section 90-90, or similar relevant provisions of federal or foreign law, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.
- For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, North Carolina General Statutes, sections 90-91 through 90-94, or similar relevant provisions of federal or foreign law, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person 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 the President or President's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.
- For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or other employees.

Suspension Pending Final Disposition

When a student, faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the President or the President's designee concludes that the person's continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

Reporting

Annually, the Dean of Student Services will submit to the Board of Trustees a report that will include information about drug education/prevention programs and incidents related to the illegal or abusive use of drugs during the preceding year, an assessment of the effectiveness of the program, and any policy changes. A copy of the report shall be provided to the President, who will confer with the Board about the effectiveness of the campus programs.

The President will, in accordance with the requirements of the Drug-Free Workplace Act of 1988, notify federal granting or contract agencies within 10 days after receiving notice that an employee directly engaged in the grant or contracting work has been convicted of a drug offense in the College community.

J. Pandemic Preparedness Plan

Overview

The following Pandemic Preparedness Plan has been developed to guide the College in preparing for and responding to an influenza outbreak that is uncontained and pandemic in nature. According to the World Health Organization “an influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world.”

Assumptions

- In the event of a pandemic influenza outbreak, federal and State agencies may have minimal resources available for local assistance and local authorities will be responsible for any locally-based response plans.
- A pandemic flu will easily and rapidly spread from person to person resulting in substantial absenteeism from the College among both employees and students. For the first two weeks of the pandemic’s peak, 40% of the College’s workforce will be unable to work. As many as 30 to 50% of the students will become ill.
- Directives to close schools, cancel public events, restrict travel and quarantine areas may be issued by the Center for Disease Control, by action of the North Carolina Public Health Department, or by the Sampson County Health Department.
- It is expected that a pandemic outbreak may result in the closing of all College facilities for a period of eight weeks or longer.
- Vaccines and antiviral medications will be in short supply during the initial months after the onset of the outbreak and the effectiveness of those that are available will be unproven. An effective vaccine may not be available until six months after the initial outbreak.

Purpose

The plan is intended to minimize the impact of an influenza outbreak on students, faculty, and staff by identifying specific actions that will be undertaken by the College. The key goal is based upon four main strategies:

- Protecting the health of all students, faculty, staff and visitors on the College campus and extension sites.
- Effectively communicating to the College community and the public during the duration of a pandemic outbreak.
- Sustaining necessary College operations and services as long as it is reasonable and safe to continue to do so.
- Preventing the spread of any viral infection within SCC facilities.

The plan addresses the following management elements for Pandemic Influenza Plan response including the following:

- Communication to SCC from external sources regarding the pandemic virus as well as internal communications within SCC.
- Activities targeting the reduction in the spread of the virus:
 - Reducing risk of infected persons entering the facility
 - Student spacing reducing person-to-person interactions
 - Cleaning and disinfecting facilities
 - Educating students, faculty, and staff to address concerns
 - Handling students and employees who become ill at the College and those who may have been exposed to the virus at the College
- Prevention/Treatment, related information regarding provision of and use of:
 - influenza vaccine
 - anti-viral medication
- Continuance of essential educational functions:
 - identification of essential staff and functions
 - planning for absenteeism of students and staff
 - communication with students, faculty, and staff
 - pandemic influenza education for the College community
- Maintenance of essential facility operational functions:
 - Identification of essential staff and functions
 - Planning for absenteeism of plant operations staff
 - Planning for absenteeism of supervisory and administrative staff
 - Planning for absenteeism of payroll and support business functions
 - Ordering and stocking of essential supplies and support services
 - Planning for absenteeism of computer support personnel
 - Communication with staff
 - Pandemic influenza education for employees

Pandemic Coordinator

- The **Vice President of Administration** will serve as the Pandemic Coordinator.
- The Pandemic Coordinator will be responsible for:
 - Overseeing all planning efforts
 - Coordinating the response team meetings and performance
 - Developing the pandemic preparedness, response, and recover plan with the team
 - Developing timelines for team responses
 - Identifying and procuring resources for the response team
 - Identifying performance measures for the response team
 - Monitoring pandemic status
 -

Pandemic Response Team

The Pandemic Coordinator will serve as a member of the College's response team consisting of the following staff and faculty members:

- President
- Vice President of Academic & Student Affairs
- Vice President of Finance & Administration **and Auxiliary Services**

- Dean of Student Services
- Dean of **Workforce Development and Continuing Education**
- Division Chair of Health Programs
- Director of **Information Technology Services**
- Director of **Allied Health and HRD Programming**
- Director of Facility Services**
- Housekeeping Supervisor
- Campus Security

Communication

Communications to Public

- The **President will serve as the lead spokesperson for the College** and will designate a back-up chain of command in the event of illness of administrative staff.
- SCC will follow normal notification of a business interruption as outlined in the College's inclement weather policy to include:
 - regional television (WRAL, WTVD, WECT)
 - local newspaper
 - College switchboard
 - College website
- Communications will be via the College's main website or a dedicated website and the use of automated attendant announcements. Website information will include links to other local, State, and federal agencies to help create awareness and to educate people on pandemic flu prevention and plans for the College.
- Conduct media briefings and issue news releases as necessary in coordination with the other local and State agencies.

Communications to Employees

- Communications to employees will be managed through normal operating procedures including the use of the established calling tree. The College will advise employees in advance where to find up-to-date and reliable information.
- Communications to employees will be supplemented by information placed on the College's main website or a dedicated website, the automated attendant announcements, and broadcast e-mail to employee e-mail accounts.
- Educational communications will be provided to encourage employees to acquire and maintain personal, regular healthcare services.
- Communications will be provided concerning College policies for employee compensation and sick leave absences that may be unique to a pandemic.

Communications to Students

- Communications will be via the College's main website or a dedicated website, the automated attendant announcements, and broadcast email that support the dissemination of information advising students of the special policies and procedures that are in effect during the outbreak, of changes in course delivery, and of possible closing and reopening of the College.

- The College will utilize nursing and emergency services faculty to communicate and educate students about effective hygiene habits before any outbreaks occur to protect everyone now.
- Disseminate information about the pandemic preparedness and response plan.
- Anticipating the potential fear and anxiety of students and employees as a result of rumors and misinformation and plan rapid and accurate communications accordingly.

Prevention

Upon notification that a potential outbreak of pandemic influenza is occurring within the United States, the Response Team will:

- Set up prominent notices at all building entrances to instruct employees, students, and visitors with notices to not enter the building if they have any symptoms of influenza.
- Informational postings will be placed around the College (entrances, notice boards, conference rooms, and restrooms) to educate how to stop the spread of the virus through personal hygiene practices. Notices will include information concerning hand hygiene, covering coughs and sneezes, and appropriate student spacing.
- Housekeeping will ensure that adequate supplies of tissues, hand sanitizing gels, disinfectant soaps, and disinfectant cleaning supplies are available for employees and students.
- Distribute to all employees and students a pandemic influenza fact sheet containing information regarding stopping the spread of the virus and performing effective student spacing.
- Instruct that all shared work areas (desktops, tables, door knobs, stair rails, etc.) be cleaned with a disinfectant at least daily, and preferably more often.
- Anticipate that the plant operations staff may be diminished by 30% during the outbreak.
- Develop and disseminate policies and procedures for containment measures to include the cancellation of events and any mass large gatherings.
- Implement alternative procedures to assure continuity of instruction to include the alteration of ongoing site-based instruction to distance learning instruction in the event of large numbers of absenteeism or the possible closure of the College.
Consult with local and state public health officials, and dependent upon the significance of the outbreak, considering the possible closing of the College.
- Implement student spacing requirements that include the following strategies:
 - Space students three (3) feet apart in small pods or clusters
 - Discourage prolonged congregation in hallways, cafeteria, etc.
 - Close the game room
 - Limit group activities
 - Cancel any school activities that place individuals in close proximity such as use of vans for student travel
- Possible closing of compensatory education classes

Maintenance/Housekeeping

During a period of outbreak, the demands on the plant operations staff will increase while staff shortages from sickness are anticipated. As a result, when necessary, the following responsibilities will be shared among all employees as directed by the administration.

- Disinfection of all shared work areas, counters, railings, door knobs and openers, stair rails, and elevator buttons should be performed more frequently during the pandemic.
- Filters of all mechanical systems should be changed with more frequency.
- Telephones should not be shared. If shared, they should be cleaned frequently by users.
- Computer keyboard and mice should not be shared whenever possible. Shared keyboards and mice should be cleaned/disinfected between users using recommended wipes or procedures provided by the College.
- Where possible, ventilation should be increased in buildings. During evening hours, when the buildings are secure, rooms should be thoroughly ventilated by opening interior doors and allowing HVAC systems to run continuously.

Educating Students/Employees to Eliminate Concern

- Recognizing that there will be anxiety regarding the pandemic influenza activities that may contribute to increased absenteeism and distress evident among the staff, the Response Team will address this by:
 - Education of, and appropriate communication to, all employees and students.
 - Provide timely updates to employees and students.
 - Communicate with local resources including the Sampson County Public Health Department concerning the services that are needed to provide access to available support mechanisms such as mental health, social services, and churches.

Managing Illness Among Employees, Students, or Visitors

- The Response Team will post information on what to do if people get sick while at SCC.
 - The Response Team will educate faculty, staff, and students regarding the symptoms of the illness.
 - If a person becomes ill, or if someone observes that another person is exhibiting symptoms of influenza while on the campus, the ill person will be instructed to leave the SCC facilities as soon as possible.
 - All ill persons will be encouraged to seek medical care.
 - Student services staff and faculty members will report to the Response Team if influenza is likely present on the campus based on appropriate information or observation.
- Educate faculty, staff, and students regarding standard baselines for staying home and when they return to the College.

Treatment

Influenza Vaccine

Public health officials will make the best use of available vaccine and will inform schools and the public on how any available vaccine will be used. Officials estimate that it may take six months or more to manufacture the vaccine after the pandemic begins.

- SCC will encourage employees and students to obtain the annual seasonal influenza vaccine.
- The College will rely upon advice from the Center for Disease Control for advice on priority groups for pandemic influenza immunization.

Anti-Viral Medication

Anti-viral medications may play an integral role in the treatment and prevention of pandemic influenza; however, their efficacy against a pandemic strain of influenza is currently unknown. Unlike the influenza vaccine, limited amounts of certain antiviral medications are already available, though there may be barriers in attempting to use them as a treatment and prevention tool in the event of a pandemic influenza. The Center for Disease Control will provide recommendations concerning the use of anti-viral medications.

Continuity of Operations

- SCC administration will ensure that core functions, people, and skills have been identified and that strategies are in place to manage these prior to the pandemic.
- The administration will manage staff and operations to ensure that payroll and accounts payable will be maintained and that communications with employees and students is ongoing.

Maintenance of the Plan

The Emergency Response Team will:

- Review and revise the plan annually.
- Exercise and test the plan annually using desktop simulations.

Incorporate exercise results into the plan to improve the effectiveness of procedures.

K. Smoking Policy

In recognition of the adverse consequences of smoking and secondary smoke to the health of our students, our employees, and visitors to the campus, all College buildings are designated smoke and tobacco free. Smoking is allowed 15 feet from building entrances. Violations of this policy may subject students to code of conduct charges and the removal of visitors from campus.

L. Employees With Disabilities

If an employee has a disability and is in need of accommodations other than those readily available, they are asked to request these special accommodations through their supervisor. If additional assistance or accommodations are needed, the employee is asked to advise the President, in writing, of these needs.

M. Employment of Relatives

To avoid the possibility of favoritism based on family relationships, the following restrictions are adopted for all employees of the College:

1. The College 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 of personnel actions pertaining to the close relatives.
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, step-parent, step-child, step-brother, step-sister, guardian, or ward.

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 or a committee, to participate in the evaluation of the other relative.

XII. Performance Appraisal

The Board of Trustees has delegated to the President the authority for evaluation of all employees except the President's evaluation. An evaluation of the College President is conducted annually in accordance with the North Carolina Administrative Code (23 NCAC 02C.0209).

A. Non-Instruction Employee Evaluations

The College's employee evaluation system is an integral component of the institution's total institutional effectiveness program. Employee evaluations consist of a three-part process which begins with the identification of the employee annual performance objectives that are mutually agreed upon by the employee and their supervisor. To the extent possible employee performance objectives should be related to departmental or divisional goals and should be consistent with the priorities established in institutional plans. These conferences are to be completed by August 31, coinciding with the beginning of the fiscal year.

A mid-year conference should be conducted by supervisors and completed by December 31 to assess employee progress as well as identify conditions and obstacles that limit their individual objectives. A summative evaluation conference should be scheduled in May or June to assess employee progress and to provide supervisors an opportunity to suggest how uncompleted tasks can be incorporated into the next annual employee plan.

For new staff members who are hired during the year, their immediate supervisor should consult with them within 90 days of hire to establish objectives for the remainder of the year. A summative evaluation should be prepared for all employees by June 15 of each year.

All employee evaluations are to be retained by the respective supervisor until completion of all conferences. The three completed forms are to be submitted to the Personnel Office by June 30 as a complete package. As no single evaluation instrument or form is readily adaptable for use with all employees, the format of evaluations is intended to be flexible. A recommended format is provided on the following pages, however, supervisors may depart from the format, provided the necessary information is included. Supervisor's evaluative comments should be sufficiently descriptive to provide an employee with an understanding of the supervisor's professional appraisal of their progress toward specific goals. No numeric or categorical rating should be assigned. Instead, supervisors should provide summary statements that provide the employee a clear understanding of their composite evaluation.

B. Instructional Faculty

1. Student Evaluations

Full-time and adjunct Curriculum faculty, and selected Continuing Education instructors as appropriate, will be evaluated by students via survey.

Procedures

- a. Evaluations of Curriculum faculty will be conducted each Fall and Spring semester after the mid-term date. The Vice President of Academic & Student Affairs will review the evaluations and return them to Division Chairs, who will in turn distribute them to Department Chairs for review directly with instructors. Department Chairs and/or the Evening Director will review evaluations with adjunct instructors. Instructors will be evaluated by at least two classes per year.
- b. Instructors in selected Continuing Education programs will be evaluated at least twice yearly on a schedule prescribed by the Dean of Workforce Development & Continuing Education. The Vice President of Academic & Student Affairs will review the evaluations and return them to the Dean of Workforce Development & Continuing Education, who will in turn distribute them to appropriate supervisors. Instructors will be evaluated by at least two classes per year.

Any instructor so evaluated may file a response to an evaluation, which will be placed in his/her file.

2. Evaluation of Full-time Faculty by Supervisors

Faculty evaluations are intended to strengthen the institution's effectiveness at teaching and to promote the professional development of each faculty member. Consistent with this, a faculty member's evaluation is a composite appraisal by their supervisor of information provided through student class evaluations (see B. 1 above), through observations of teaching and student interaction, and through an assessment of progress toward individual performance objectives.

Similar to non-instructional evaluations, faculty evaluations consist of a three-part process which begins with the identification of annual performance objectives that are usually agreed upon by the faculty member and their supervisor. These performance objectives should be related to departmental or divisional objectives and should be consistent with the priorities established in the College's plans.

The instructional supervisor should conference with the instructor in August to review Spring student evaluations; to review the instructor's overall performance for the previous year, including progress toward completing yearly objectives; and to set objectives for the coming year.

A mid-year conference should be conducted in January. This conference should include a review of student evaluations for the Fall semester as well as assessment of the instructor's progress toward achieving their yearly objectives.

Supervisors should consult with new faculty members within their first semester to establish objectives for the remainder of the year. Lew wants dates changed!!!!

All employees evaluation forms are to be retained by the respective supervisor until completion of all conferences. The three completed forms are to be submitted to the Personnel Office by August 31 as a complete package. As no single evaluation instrument or form is readily adaptable for use with all employees, the format of evaluations is intended to be flexible. A sample format is provided on the following pages; however, supervisors may depart from the format, provided the necessary information is included. Supervisor's evaluative comments should be sufficiently descriptive to provide an employee with an understanding of the supervisor's professional appraisal of their progress toward specific objectives.

No numeric or categorical rating should be assigned. Instead, supervisors should provide summary statements that provide the employee a clear understanding of their composite evaluation.

Any instructor may file a response to an evaluation, which will be placed in his/her file.

I. PERFORMANCE OBJECTIVES

(PERFORMANCE OBJECTIVES should be clearly measurable and jointly determined by the employee and supervisor).

Name _____ **Date** _____

OBJECTIVE SETTING Period _____

SECTION I – PERFORMANCE OBJECTIVES

Relate to duties as generally outlined in the individual job description and in support of the mission and goals of the college, the department and the supervisor goals, objectives and activities. Objectives should be clearly written and given priorities.

SECTION II – PROFESSIONAL AND PERSONAL TRAINING AND DEVELOPMENT

Relates to courses, workshops, seminars, and other activities designed to increase or maintain professional expertise, personal advancement, and job mobility.

Employee’s Signature

Supervisor’s Signature

2. PROGRESS CONFERENCE

Name _____ Date _____

Evaluation Period _____ to _____

SECTION I – PERFORMANCE OBJECTIVES:

Employee's Comments: _____

Supervisor's Comments: _____

SECTION II – PROFESSIONAL AND PERSONAL TRAINING & DEVELOPMENT

Employee's Comments: _____

Supervisor's Comments: _____

Please make extra copies of this form if more than one progress conference is held during the year. Situations in which this may be advisable include a restructuring of job duties, inadequate progress toward goals or objectives, or unplanned leaves of absences.

EVALUATION SUMMARY

Use the following space to summarize the employee's overall evaluation. You may use this space to comment on the ways in which this employee has demonstrated improvement since the last evaluation or explain why the employee has not met objective or failed to improve.

Employee's Signature

Supervisor's Signature

3. EVALUATION OF SUCCESS

IN MEETING OBJECTIVES

Name _____ Date _____

Evaluation Period _____ to _____

SECTION I – PERFORMANCE OBJECTIVES:

Employee’s Comments:

Supervisor’s Comments:

SECTION II – PROFESSIONAL AND PERSONAL TRAINING AND DEVELOPMENT

Employee’s Comments:

Supervisor’s Comments:

Supervisor's Comments:

Use the following space to summarize the employee's overall evaluation. You may use this space to comment on the ways in which this employee has demonstrated improvement since the last evaluation or explain why the employee has not met objective or failed to improve.

SECTION II – PROFESSIONAL AND PERSONAL TRAINING & DEVELOPMENT

Employee's Comments:

Supervisor's Comments:

Employee's Signature

Supervisor's Signature

XIII. Sexual Harassment Policy and Procedures

A. Purpose

This policy is adopted to promote an atmosphere in which all members of the Sampson Community College community may work and study free of sexual harassment and to provide for the orderly resolution of complaints of sexual harassment. The sexual harassment policy and procedures are distributed and made available to the campus community through the Student Handbook, College website, and an informational brochure. The policy is posted on the College information board in the North Building.

B. Policy

All members of this College community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any student or employee by any other student or employee is a violation of the policy of this College and will not be tolerated. Any such person violating the policy will be disciplined in accordance with the procedures outlined below.

C. Definition

Requests or demands for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any student or employee constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or
3. Such conduct has the effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile or offensive working/learning environment and is not protected by free speech under the First Amendment to the Constitution.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others and that, therefore, interferes with the individual's work/learning effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include, but are not limited to:

Verbal Comments of a sexual nature, including innuendos, suggestive comments, jokes, propositions, threats, and degrading/discriminating/stereotypical words; comments directed primarily at one's gender.

Nonverbal Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.

Physical Unwanted physical contact, including touching, pinching, brushing the body,

pushing.

Examples of Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior.

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Repeated pressure or requests for sexual activities
- Rewards for sexual favors or withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names
- Teasing a person about their sexual orientation

When reporting an incident, it is helpful to provide as much information as possible. Such information includes:

- > A description of the event or events,
- > The number of occurrences with dates and places,
- > The names of any witnesses, and
- > If appropriate, documents, papers, and/or other exhibits

Sexual harassment can apply to people of the same gender, not just male/female interactions. Whatever form it takes, sexual harassment is insulting and demeaning to the recipient and will not be tolerated at the College. All employees, administrators, faculty and staff alike, are responsible for maintaining an environment that is free from sexual harassment. Students, as well, are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur. Employees or students who violate this policy will be subject to appropriate disciplinary action up to and including termination or expulsion.

Do not take sexual harassment lightly. The College cannot address the problem unless and until it is made aware a problem exists. Do not wait until the situation becomes intolerable to report sexual harassment.

- D. Appointment of Grievance Officers. The President shall appoint two or more sexual harassment officers (hereafter termed "grievance officers") whose duty is to receive complaints in an informal manner. The names of the grievance officers are posted annually on the official bulletin board of the College (located at the east entrance of North Building) with the list of College committees. One of the grievance officers will be the Dean of Student Services.

Sexual Harassment Grievance Officers at Sampson Community College are as follows: (1)

Dean of Student Services, (2) Division Chair – Business and **Occupational Technologies** Programs, and (3) Counselor, Student Services.

If none of these grievance officers are available, employees should report such incidents through the chain of command or to the College President. Students should report such incidents to their instructor or any member of the College administration.

- E. Application of the Grievance Procedures. Any employee who believes that she/he has been sexually harassed by a supervisor, a co-worker, or by anyone else associated with the College, or who believes that another employee is being subjected to sexual harassment, should report the matter immediately to either of the grievance officers so that appropriate corrective action may be taken.

Any student who believes that he/she has been the subject of sexual harassment or who believes that another student is being sexually harassed, should report the situation immediately to either of the grievance officers so that appropriate corrective action may be taken.

Following a complaint of sexual harassment, an investigation will be undertaken by the College. The College will, to the maximum extent feasible, maintain the confidentiality of all complaints on a need-to-know basis. However, an adequate investigation of such complaints generally will require disclosure to the accused party and other witnesses in order to gather pertinent facts.

No retaliatory measures will be taken against any student or any employee for complaining of sexual harassment. Likewise, no retaliation actions will be taken against any individual for assisting or cooperating with the College in its investigation of sexual harassment complaints.

Any employee, student or member of the College community who feels he or she has been or may have been subjected to sexual harassment is strongly encouraged to seek assistance from one of the grievance officers.

Any employee or student who has reported a violation but does not feel that appropriate corrective action has been taken may appeal the College's action to the College's Board of Trustees as set forth in Chapter X of this manual. Also, the person or persons against whom the complaint was made may appeal to the Board of Trustees as set forth in Chapter X.

The Operating Manual of the Board of Trustees may be found in the College Library and on the College's website.

XIV. Academic Freedom and Integrity

A. Academic Freedom

Academic freedom is the cornerstone of higher education; without it learning cannot occur. In keeping with this core value and belief, Sampson Community College encourages a positive atmosphere for learning where faculty and students are free to engage in academic

enquiry and expression free of arbitrary censorship or limitation.

Of course, with freedom comes the responsibility to exercise it with care and with the full consideration of the rights and freedoms of others. Instructors, being citizens with all appropriate Constitutional and legal protection for freedom of expression, are reminded that exercising those rights irresponsibly could adversely affect the College's image in the community. Both instructors and students are encouraged to freely explore multiple perspectives and viewpoints; however, controversial or potentially inflammatory material (lectures, reading materials, assignments) should be presented responsibly and respectfully.

To safeguard academic freedom for both faculty and students, those who believe their right to academic freedom has been compromised or infringed upon have a right to file a grievance in accordance with the grievance procedures described in the Student Handbook for students and Staff Handbook for faculty.

B. Academic Integrity

The Board of Trustees expects professional integrity and responsible judgment in the exercise of all instructional or administrative duties at Sampson Community College. No individual shall initiate any action which undermines the proper faculty-student relationship or violates the code of professional and ethical practices.

C. Professional and Ethical Practices

Sampson Community College employees are expected to observe the following codes of professional and ethical practices. Obviously, the attainment of institutional objectives depends upon the degree to which each employee provides mutual support and strength through personal behavior within the College and within the larger community.

1. Support established policies and procedures. Where an employee disagrees with an established institutional policy or procedure, rather than violate, circumvent, or openly criticize it, he or she should work through appropriate channels in an attempt to modify or eliminate it.
2. Work through the established line-staff organization. Although an employee should never hesitate to communicate freely with the President or any other College official in solving problems relating to the job, in stating grievances, or in pursuing other official matters, the immediate supervisor should be the first contact. He or she should be given an opportunity to handle the matter satisfactorily before it is taken to a higher authority.
3. Inform your supervisor of any grievances or concerns. Sometimes, there is a satisfactory explanation or perhaps action can be taken to remedy the situation.
4. Protect privileged information. Most College employees have access to private information relating to students, staff, budget or other matters. Such information should never be discussed in public unless authorized by the President, and it should be discussed within the institution only to the extent that a professional purpose is served.

5. Avoid spreading gossip, hearsay, or other unfounded information about students, employees, or College affairs, especially where such information is likely to injure an individual or have a demoralizing or other negative effect within the College or the community.
6. Avoid involvement in activities or association with groups which may discredit yourself, members of the student body or staff, or the College.
7. Be careful to distinguish between personal views and the position of the College when taking a public stand on political, social, or other matters which may be controversial.
8. Be fair and objective in professional relationships with students and fellow employees regardless of race, sex, color, creed, age, disability or national origin.
9. Be fair and objective in professional relationships with students and fellow employees regardless of your personal feelings toward them or the behavior they exhibit toward you.
10. Refuse gifts, gratuities, or other favors.
11. Refuse to offer or give favor, services, or things of value to obtain special advantages in one's professional relationships.
12. Avoid the use of one's professional position to gain a personal advantage with students, other staff members, or the general public.

XV. Employee Benefits

College employees receive a number of benefits in addition to salaries. These benefits are common to all employees while others depend upon the employee's job classification or individual circumstances. Most of the benefits identified in this section are benefits provided by the General Assembly to state employees or employees of boards such as the College's Board of Trustees. As such, these benefits are subject to change with action of the General Assembly. While every attempt has been made to provide current information concerning benefits, employees are urged to consult with the representatives in the Business Office or Administration for information concerning current benefits.

A. State Employees' Credit Union

The State Employees' Credit Union (SECU) is open for membership to qualifying employees which includes employees of SCC. The SECU offers a full range of financial services which are available from the SECU office or as described on the SECU website at www.ncsecu.org. For employee and student convenience, a SECU ATM is located on the campus. Specific details about Credit Union services may also be obtained from any branch office or by writing the Central Office at 119 North Salisbury Street, Raleigh, North Carolina 27611.

B. Death Benefit

If an employee, who is a member of the Teachers' and State Employees Retirement System, dies before age seventy, while still in actual full-time employment of the College (being paid a salary) and has been employed with the College or with another state agency for at least one full year, the employee's beneficiary will receive a single lump sum death payment. The payment equals the highest 12 months' salary in a row received during the 24 months before the employee dies, but cannot be less than \$25,000 or more than \$50,000. The benefit is also paid if the employee dies within 180 days of the last day for which he/she was paid a salary. This death benefit is paid to the beneficiary in addition to any other benefits to which the decease is entitled.

C. Disability Salary Continuation Plan

A disability salary continuation plan is provided for all full-time employees. In order to be eligible for benefits, an employee must have one year of state service when the disability begins and must be disabled more than sixty continuous calendar days. The plan covers periods of disability resulting from illness or injury, on or off the job. The state pays the entire cost of this coverage.

For additional benefits, see your benefits representative.

D. Longevity

Employees assigned to permanent full-time or permanent part-time positions shall receive longevity pay as provided by state regulations. Employees are eligible for longevity pay only after the date the employee has completed 10 years of total service with a community College, a school administrative unit or an agency.

Annual longevity pay amounts are based on the length of total service to agencies, community Colleges, and school administrative units as designed below and a percentage of the employee's annual rate of pay on the date of eligibility.

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 the following table:

<u>Years/Total State Services</u>	<u>Longevity Pay Rate</u>
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

E. Retirement Plan

All annual employees working 30 hours or more per week and certain designated temporary employees are required to participate in the retirement plan. All benefits under this program are in addition to those available through Social Security or other programs.

The money to provide for an employee's retirement in this system comes from two sources. First, six (6) percent of the employee's earnings are deducted from the employee's paycheck on a monthly basis. The employee's contribution is tax sheltered for federal and state income tax purposes. Second, the College contributes an additional percentage of an employee's salary to the Retirement System on a monthly basis based on current State law. Both contributions continue until the employee retires. This plan is considered to be a Defined Benefit Plan by the Internal Revenue Service.

After having been a contributing member of the Retirement System for a period of five (5) years, the employee has then a "vested interest" in this Retirement System. Many benefits and options are available, including early retirement and withdrawal of contributions upon discontinuing employment with the College or to the State, to name just two.

For more information, please see the NC Treasury Department Website at:

<http://www.nctreasurer.com/dsthome/RetirementSystems>.

F. Disability, Retirement, and Death Benefit

The College's retirement plan is provided through the Teacher's and State Employees' Retirement System of North Carolina. The plan includes a Disability Income Plan should an employee become unable to work before eligible to retire, and a Death Benefit should an employee die while still in active service. Details of this plan are available from:

<http://www.nctreasurer.com/DSTHome/RetirementSystems/Disability+Income+Plan+of+North+Carolina.htm>.

G. Disability Income Plan

The Disability Income Plan is provided for employees who are members of the Teachers' and State Employees Retirement System. Detailed information concerning this plan is available from the NC State Treasurer's website:

<http://www.nctreasurer.com/dsthome/RetirementSystems>.

H. Medical Insurance

Full-time and part-time employees working 30 hours or more per week may enroll in any one of the group plans offered through the State of North Carolina Teachers' and State Employees' Comprehensive Major Medical Plan. The group rates are generally lower, and the benefits received are usually higher than those of the individual policies. For eligible employees, the College contributes the majority of the premium. The portion of the premium paid by the employee varies with the plan selected and whether or not dependents are covered. The employee's share of the cost is deducted from the paycheck each month for the succeeding month's premium. If the individual and dependents are enrolled within the initial 30-day period after accepting employment at SCC, there is no waiting period for coverage of pre-existing conditions. Newborns should be enrolled prior to birth or within 30 days of birth. New spouses must also be enrolled within 30 days. Failure to enroll within

the time limits set will result in a 12-month waiting period for pre-existing conditions. Details of the available plans and applications are available in the Business Office or from <http://www.shpnc.org>.

I. Worker's Compensation

All College employees are covered under workmen's compensation for injury or illness incurred in the performance of their work. Any employee who is injured while working should notify both his/her supervisor and the Business Office of his/her injury. Medical expenses incurred in the treatment of the injury or illness and time lost from work may be reimbursable through this program. Forms for filing claims are available from the Business Office or through most medical providers' offices.

J. Unemployment Insurance

Employees are covered by unemployment insurance. The local offices of the Employment Security Commission will determine an employee's eligibility to receive these benefits. Further information about this program or forms for filing claims are available through the Sampson County ESC office.

K. Employee-Paid Benefits

The College provides for a number of employee-paid benefits through payroll deduction including life insurance, flexible medical spending accounts, dependent care, supplemental disability insurance, supplemental medical insurance, as well as dental and vision insurance. The majority of these benefits are offered under the Section 125 Cafeteria Plan and are tax sheltered. The College's plan year begins November 1 each year. Open enrollment is generally scheduled in October of each year. Questions concerning these benefits should be directed to the payroll office.

XVI. Leave of Absence

Members of the staff qualify for certain periods of absence away from assigned duties as indicated below:

A. Educational Leave

1. Policy - The Trustees recognize that employees of the College must maintain timely competencies as well as pursue opportunities for intellectual and academic growth.

Staff development is important to the successful operation of the College. In view of these needs, the State Board of Community Colleges and the Trustees provide the opportunity for "educational leave" as defined subject to the requirements set forth below:

2. Definition - "Educational Leave" as defined within State regulations refers to the release from duties or time normally required of a full-time employee in carrying out

his/her full load of assigned responsibilities. Field-study and other developmental studies are included within the definition.

3. Requirements for Leave With Pay - College funds will be used to pay salaries of College personnel while on educational leave provided all of the following conditions are met:
 - a. The employee is employed on a 9-month or more basis.
 - b. Educational leave will not exceed a period of 60 working days a calendar year. Also, no more than 60 working days of educational leave will be granted to an employee during any three-year period, unless unusual circumstances warrant.
 - c. The studies engaged in during such educational leave are directly related to improving the competence of the employee in the duties assigned or anticipated by the President.
 - d. Educational leave will not be granted to an employee until he/she has been employed at the institution for three years. This requirement may be waived if circumstances warrant and the employee contracts to return to the College the following two years.
 - e. The President and Trustees approve the educational leave requested.
 - f. The employee is under contract to return to the College the following year and expresses his/her intent to honor this contract. An employee who fails to honor the contract stipulated shall be required to repay the amount expended for educational leave. If an employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro-rata portion.
4. Notice - Request for educational leave should be filed approximately 60 working days prior to the first day of leave. It should be approved by the dean/vice president/president of the division.
5. Review - In reviewing requests, the College will consider the following factors among others:
 - a. The progress which the institution will make in strengthening its academic programs and administrative capacity as a result of granting educational leave.
 - b. Requests by other employees for educational leave during the same period of time and the ability of the College to do without the services of the employee requesting the leave.
 - c. The length of employment with the College, the past educational leave granted, and anticipated employment with the College in the future.

The President may recommend and the Board may impose special conditions when granting educational leave such as working part-time while on leave. However, an employee will be credited for part-time work while on educational leave.

6. Release Time in Lieu of Educational Leave: Non-instructional personnel, under appropriate circumstances may be permitted to take up to three hours (weekly) for class work provided that the course work is directly related to the employee's job assignment and needed for the performance of required duties.
7. Educational Leave Without Pay - Under any conditions other than above, educational leave granted an employee by the College as defined above will be without pay. Leave without pay is authorized by the Trustees, subject to special provisions as recommended by the President.
8. Contract for Educational Leave - The contract below will serve as the agreement between the College and the employee accepting educational leave with pay.

B. Military Leave

Military leave is permitted in accordance with the North Carolina Administrative Code. See Section 2D.0104.

C. Employee Leave

Absences from work during scheduled hours will be charged to the appropriate leave account of the employee. Administration of the leave program within the scope of established policy will be the responsibility of the President.

ANNUAL LEAVE

1. Rate of Annual Leave

- a. Annual leave is granted to full-time and annual part-time employees of the College in one of two forms: (1) faculty and staff members designated by the President are allowed leave on authorized holidays, semester breaks, and other occasions as directed by the President; (2) the remaining employees are granted annual leave according to an established scale in addition to authorized holidays.
- b. Each full-time non-teaching employee who is working or who is on paid leave for one-half or more of the regularly scheduled workdays in any month earns annual leave. The rate is based on the length of aggregate service.
- c. Many employees are scheduled to work eight (8) hours per day. Since there are other schedules in existence due to the nature of the work, the annual leave rates are stated in terms of hours and days; this requires no conversion for special schedules. Annual leave for employees not receiving instructional breaks will be computed at the following rate:

Effective January 1, 2011

<u>Years of Aggregate Services</u>	<u>Hours Earned Each Month</u>
Less than 5 years	9 hours 20 minutes
5 but less than 10 years	11 hours 20 minutes
10 but less than 15 years	13 hours 20 minutes
15 but less than 20 years	15 hours 20 minutes
20 years or more	17 hours 20 minutes

Hours and Days Earned in One Year

112 hours	14 days
136 hours	17 days
160 hours	20 days
184 hours	23 days
208 hours	26 days

- d. A part-time employee who is employed on an annual contract with a part-time

appointment for as much as half-time will earn annual leave on a pro-rata basis if he/she works one-half or more of the scheduled workdays in a month. The leave will be computed as a percentage of the total amount earned by a full-time employee. Hourly employees do not earn leave.

2. Maximum Accumulation

- a. Annual leave may be accumulated except as provided herein. However, if the employee separates from service, payment for accumulated annual leave will not exceed 240 hours. On December 31, any employee with more than 240 hours of accumulated leave will have the excess accumulation converted to sick leave so that only 240 hours of annual leave are carried forward to January 1 of the next calendar year.
- b. Employees are cautioned not to retain excess accumulation of annual leave until late in the calendar year. Due to the necessity to keep all College functions in operation, large numbers of employees cannot be granted annual leave at any one time. If an employee has excess leave accumulated during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having annual leave scheduled or in receiving any exception to the maximum accumulation.
- c. Employees are reminded to keep sufficient leave to cover times when they are required to take leave; e.g., Christmas holidays (~~usually five days~~).

3. Aggregate Service

- a. Aggregate service will include on a month-for-month basis all employment with the State, whether such service was exempt from or subject to the Personnel Act.
- b. Credit shall also be given for:
 - (1) Employment with other government units which are now State agencies (for example: county highway maintenance forces, War Manpower Commission, and the judicial system).
 - (2) Authorized military leave.
 - (3) Employment with County Agricultural Extension Service, North Carolina Community College System, and the public schools of North Carolina with the provisions that a school year is equivalent to one full year.
 - (4) Employment with a local mental health, public health, social services, or civil defense agency in North Carolina.

Experience credit for services in the above agencies may not coincide with experience units granted for pay purposes.

c. Credit is not awarded for temporary part-time service.

4. Advancement

First-year employees may have annual leave advanced for holiday breaks, but for no other purpose.

5. Scheduling Annual Leave

a. Annual leave will be taken only upon written authorization designating the time or times when the employee will be absent from work. Leave should be scheduled in advance with the employee providing his or her supervisor reasonable prior notice for the annual leave requested. Approval of annual leave is at the discretion of the supervisor.

b. Annual leave may be taken in increments of one hour.

6. Transferring-Accepting Annual Leave

a. Unused annual leave may be transferred to other institutions of the North Carolina Community College System or to other State agencies provided that these institutions and agencies agree to accept such leave. Individuals who are unable to transfer leave (or desire a separation payment of leave) will be compensated in accordance with Item 8 below. If a person requests and is paid for unused annual leave at the time of transfer, this will not preclude consideration for transferring sick leave.

b. The Trustees prohibit the transfer of unused annual leave from previous State employment to Sampson Community College. Such individuals should seek separation payment from their respective employer before departure.

7. Other Uses of Annual Leave

a. Annual leave may be used in lieu of sick leave.

8. Separation Payment of Annual Leave

a. Lump sum payment for annual leave is made only at the time of separation. An employee will be paid in a lump sum for accumulated annual leave not to exceed a maximum of 240 hours when he/she is separated from College service due to resignation, dismissal, reduction in force, death, service retirement, or otherwise. If the last day of terminal leave falls on the last workday in the month, he/she will be paid for the remaining non-workdays in that month. Employees retiring on disability retirement may exhaust annual leave rather than be paid in a lump sum.

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

- c. Payment for annual leave may be made on the regular payroll, reflecting the number of days of annual leave and the amount of payment.
 - d. Retirement deductions will be made from all terminal leave payments.
 - e. In the case of a deceased employee, payment for unpaid salary, terminal leave, and travel must be made to the deceased employee's administrator or executor. Upon establishment of a valid claim 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.
9. Employees will not be charged for leave if the College is officially closed for inclement weather or other campus emergencies.
10. Processing Leave - All requests for annual leave should be forwarded through the appropriate divisional chain-of-command to the dean/vice president of the division for approval. Leave forms are then forwarded to the Business Office for processing. All employees reporting to the President should receive approval from the President by submitting their leave requests through the President's office for approval.

D. Sick Leave

1. Amount Earned

- a. A full-time employee who is working or on paid leave for one-half or more of the regularly scheduled workdays in any month will earn sick leave computed at the following rate:

Hours Earned Each Month: 8 hours

Hours Earned Each Year: 96 hours

- b. A permanent part-time employee who is employed under an annual contract for as much as half-time will earn sick leave on a prorata basis if he/she works one half or more of the scheduled workdays in a month. The leave will be computed as a percentage of total amount earned by a full-time employee.

2. Accumulation - Sick leave is cumulative indefinitely.

3. Advancement - Sick leave may not be advanced.

4. Verification of Sick Leave - To assure that there will be no abuse of sick leave privileges, the College requires a Physician's Statement of Disability (form to be provided by the College) when an employee is absent from work due to sickness or disability for 10 consecutive working days or when requested by a supervisor.

5. Necessary Conditions for Sick Leave

- a. Illness or injury which prevents an employee from performing his/her usual duties;

- b. Maximum of three days of sick leave beyond three days of funeral leave in the case of death in the employee's immediate family.
 - c. Sick leave may be taken for family related sickness. If a leave of more than 30 days is anticipated, the employee is to notify the President so that arrangements can be made for adequate coverage during the employee's absence;
 - d. Medical appointments;
 - e. Quarantine due to a contagious disease in the employee's family, or;
 - f. Actual period of temporary disability connected to childbearing.
6. Sick Leave for Family - Sick leave may be used to care for members of the employee's immediate family. Immediate family will include the employee's:
- Spouse – Husband or Wife
 - Parent – Mother/father (biological, adoptive, step, in-law, Loco Parentis)
 - Child – Daughter/son (biological, adoptive, foster, step, legal ward, Loco Parentis, in-law)
 - Brother/sister – (biological, adoptive, step, half, in-law)
 - Grand/great – (parent, child, step, in-law)
 - Dependents – living in the employee's household
7. Sick leave is nontransferable to any other type of leave.
8. Leave Charges
- a. The minimum amount of sick leave which may be taken is one hour.
 - b. Sick leave shall be taken in hourly increments only.
 - c. Only scheduled work hours will be charged in calculating the amount of leave taken. Saturdays and Sundays are charged if they are scheduled workdays. Faculty should compute sick leave taken as a multiplication factor applied to the actual number of hours taken. The factors shall be:
 - (1) Technical/General Education Factor – 1.3
 - (2) Vocational Faculty Factor – 1.2

If a faculty member is out at least five days, leave will be based on a 39-hour work week during fall and spring terms instead of applying the multiplication factor. Leave will be based on a 38-hour work week during the summer term.

These factors reflect the average contact hours and office hours observed by faculty in each of these areas. The employee shall perform the calculation and the actual number of hours chargeable shall be reported on the Leave Request Form.

9. Separation

- a. Sick leave is not allowable in terminal leave payments when an employee separates from institution service.
- b. 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.

10. Reinstatement of Sick Leave

- a. Employees separated because of a reduction in force will be credited with accrued sick leave if reinstated within one year.
- b. Employees granted leave without pay will be credited with accrued sick leave if reinstated before the termination date of such leave.
- c. If an employee is separated for other reasons and is reinstated within one year from the date of his/her last workday, the employing College may consider reinstatement of sick leave credits accumulated at the time of separation.

11. Retirement Credit - Accumulated sick leave at the time of retirement may be transferred to total service as provided under the North Carolina Teachers' and State Employees' Retirement System.

12. Sick Leave Without Pay - Sick leave without pay may be granted by the President for the remaining period of disability after sick leave has been exhausted. The employee may also exhaust annual leave before going on leave without pay or may retain part or all of accumulated annual leave until his/her return to College service. In the event the employee needs more than one year of sick leave without pay, an extension must be requested.

- E. Funeral Leave - Employees are granted a maximum of three (3) days funeral leave when there is a death in the immediate family. An employee may use a maximum of three (3) days sick leave when there is a death in the immediate family. Leave exceeding this must be charged to annual leave or leave without pay. Immediate family is defined as a wife, husband, mother, father, brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandson, granddaughter, step-mother, step-father, and step-children. **Do we have to list immediate family???** **Can't it just be funeral leave?**
- F. Personal Leave – Non-instructional staff are allocated annual leave which should be used for personal leave. Supervisors of non-instructional staff may excuse an employee for such reasonable periods as may be necessary without requiring leave provided that the employee compensates the College with additional work time equal to that extended without leave.

Instructional faculty, due to their inability to apply for annual leave, may request and be granted one day for personal leave during each academic semester in which they teach. Personal leave may be granted when the faculty's needs justify being away from their

classes. Personal leave is not to be used as vacation time. The President may extend this leave when appropriate.

Instructional faculty must submit completed request forms, including class work/assignments, in advance to the appropriate dean/vice president. The granting of personal leave is at the discretion of the divisional dean/vice president. Requests for personal leave exceeding one day per semester must be approved by the Vice President of Academic & Student Affairs and the President.

G. Temporary Disability and Maternity Leave

1. In accordance with the State's policy on equal opportunity, female employees shall not be penalized because they require time away from work caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery.
2. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and must be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment. Employment policies and practices involving matters such as the commencement and duration of leave, the availability of extension, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or temporary disability insurance or sick leave plan, formal or informal, will be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
3. Sick leave can be used for maternity purposes only for the period of actual disability as a result of childbearing and recovery therefrom. A doctor's certification will be required verifying the employee's disability.
4. Employees going on maternity leave will be permitted to exhaust accumulated annual leave and thus gain the benefits being accorded other types of leave without pay.
5. Maternity leave will be granted to annual, probationary, or provisional employees. Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, the institution will be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave. Her return to work should be within a reasonable length of time, depending upon the advice of her physician.
6. The employee will apply in writing to her supervisor for leave. She is obligated to return to duty within or at the end of the time determined appropriate. If she finds she will not return to work, she should notify the College immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation.

7. Normally a person desires to be on leave from work prior to the time of actual disability and also after the time of actual disability. Leave without pay is to be provided for the time before the employee is disabled and the period of time after the disability ends but before returning to work.

8. Accumulated sick leave is provided for the actual period of temporary disability, caused by or contributed to by pregnancy or childbirth in the same manner as for other temporary disabilities. Since there is no certainty as to when disability actually begins and ends, it is necessary to determine the period of disability in order that the employee may realize the benefits of both leave without pay and leave with pay for the period of disability. Therefore, the attending physician is requested to furnish, on a prescribed form, the period of temporary disability.

9. Accumulated annual leave may either be exhausted before going on leave without pay or part or all of accumulated leave may be retained until the employee returns to College service. If the employee chooses to exhaust annual leave and disability occurs before all annual leave is exhausted, the employee may use any accumulated sick leave during the period of certified disability and then exhaust the balance of annual leave.

10. During the period of leave without pay, the employee will retain all accumulated unused sick leave, retirement status, and time earned toward the next increment. The employee will continue to earn sick and annual leave during the period of paid leave.

H. Civil Leave

1. 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.
2. Court Attendance
 - a. When an employee attends court in connection with his/her official duties, no leave is required. Fees received as a witness while serving in an official capacity will be turned in to the College. (When an employee is required to attend court on a day that he/she would normally be off, the time is to be considered as working time and included in the total hours worked per week.)
 - b. When an employee is subpoenaed or directed by proper authority to appear as a witness, he/she will be granted civil leave with pay. Any fees received will be turned in to the College. The employee may use annual leave rather than take civil leave with pay in which case he/she may retain any fees received.

I. Legal Holidays

In instances when legal holidays fall on Saturday or Sunday, the College will be closed on Friday for holidays falling on Saturday and will be closed on Monday for

holidays falling on Sunday. The Trustees designate the following as legal holidays of the College:

1. New Year's Day
2. Martin Luther King Memorial Holiday (3rd Monday in January)
3. Easter (one working day)
4. Memorial Day (Monday Holiday)
5. Fourth of July
6. Labor Day
7. Veteran's Day
7. Thanksgiving (2 days-Thursday and Friday)
8. Christmas (3 working days)

The Board may change the holidays to fit the College's calendar. The administration may establish the Easter and Christmas holidays each year.

J. Options During Leave Without Pay

An employee going on sick leave without pay, military leave without pay, maternity leave, worker's compensation, or any other leave without pay (except for vacation purposes, or for other personal reasons not exceeding ten (10) consecutive workdays) may exhaust annual leave or may retain part or all of accumulated leave until the employee returns from leave without pay. However, if leave without pay extends through December 31 any annual leave accumulation above 240 hours shall be converted to sick leave. All accumulated annual leave will be exhausted by an employee before going on leave without pay for vacation purposes, or for other personal reasons if the length of absence will not exceed ten (10) consecutive workdays. When an employee is exhausting annual leave, he/she continues to earn leave, is eligible to take sick leave, is entitled to holidays, and is eligible for salary increments during that period.

K. Other Types of Leave Without Pay

1. The employee will retain all accumulated sick leave, retirement status, and time earned toward his/her next increment. He/She ceases to earn leave on the date leave without pay begins except in cases where an employee is drawing worker's compensation. He/She ceases to earn time toward increments, except while on military leave, while on leave without pay for educational purposes, or while drawing worker's compensation.
2. Accumulated annual leave may be exhausted before going on leave without pay, or the employee may choose to retain part or all of accumulated leave until his/her return to College service. **When going on leave without pay for vacation purposes or for other personal reasons not exceeding ten (10) consecutive workdays, the employee will first exhaust all accumulated annual leave.** General provisions are included under the heading "Annual Leave."

L. Workmen's Compensation and Leave - Employees will be required to take sick or annual leave in accordance with the policies on temporary disability and leave.

M. Family Medical Leave Act

Purpose. The Family Medical Leave Act of 1993 promotes the stability and economic security of families, the national interest in preserving family integrity, and minimizes the potential for employment discrimination on the basis of sex by ensuring that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity.

Eligible Employees. A full-time employee who has been employed with Sampson Community College for at least 12 months and who has worked at least six months during the previous 12-month period is entitled to a total of 12 work weeks, paid or unpaid, leave during any 12-month period for one or more of the reasons listed below.

- a. For the birth of a child and to care for the child after birth, provided the leave is taken within a 12-month period following birth.
- b. For the employee to care for a child placed with the employee for adoption, provided the leave is taken within a 12-month period following adoption.
- 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 makes the employee unable to perform the functions of the employee's position.

Leave without pay beyond the 12-week period or for employees not covered under the Family and Medical Leave Act Policy will be administered under other provisions of this policy.

Definitions

- a. Workweek – A workweek is defined as the number of hours an employee is regularly scheduled to work each week.
- b. Parent – A biological or adoptive parent or an individual who stands in loco parentis (a person who is in the position or place of the parent) to an employee when the employee was a child.
- c. Child – is a son or daughter who is under 18 years of age or older and incapable of self-care because of mental or physical disability who is:
 1. A biological child.
 2. An adopted child.
 3. A foster child – a child for whom the employee performs the duties of a parent as if it were the employee's child.
 4. A step child – a child of the employee's spouse from a former marriage.
 5. A legal ward – a minor child placed by the court under the care of a guardian.
 6. A child of an employee standing in loco parentis.
- d. Spouse – a husband or wife.

- e. Serious health condition – an illness, injury impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or that involves continuing treatment by a health care provider.

Leave Charges

1. For the birth of a child, the employee may choose to exhaust available vacation and/or sick leave, or any portion, or go on leave without pay; except that sick leave may be used only during the period of disability. This applies to both parents.
2. For the adoption of a child, the parents may choose to exhaust available vacation leave, or any portion, or go on leave without pay.

3. For the illness of an employee's child, spouse, or parent, the employee may choose to exhaust available sick and/or vacation leave, or any portion, or go on leave without pay.
4. For the employee's illness, the employee shall exhaust available sick leave and may choose to exhaust available vacation leave or any portion, before going on leave without pay. If the illness extends beyond the 60-day waiting period required for short-term disability, the employee may choose to exhaust the balance of available leave or begin drawing short-term disability benefits.
5. If both spouses are working for the College their total combined leave in any 12-month period will be limited to 12 weeks if the leave is taken for the birth of a child of the spouses or for the placement with the couple of a child for adoption or foster care; or, to care for a sick parent.
6. For purposes of the determination of eligibility for FMLA leave, the College will calculate the 12-month period on a rolling basis. This means that the 12-month period is measured backward from the date an employee uses any FMLA leave.

Intermittent Leave or Reduced Work Schedule

- a. Pursuant to this policy the employee may not take leave intermittently or on a reduced work schedule for the child birth and birth-related child care or for adoption unless the employee and the College agree otherwise.
- b. When medically necessary, the employee may take leave intermittently or on a reduced schedule 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. If such leave is foreseeable, based on planned medical treatment, 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.
- c. When an employee is on a reduced work schedule, the time not worked is counted against the total 12 workweeks.

Employee Responsibility. The employee shall apply in writing to the appropriate vice president for leave requested under this policy as follows:

- a. Birth or adoption – the employees shall give the College no less than 30 days' notice, in writing, of the intention to take leave, subject to the actual date of the birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as practicable.
- b. Planned medical treatment – when the necessity for leave to care for the employee's child, spouse or parent or because the employee has a serious health condition, the employee must make a reasonable effort to schedule the treatment so

as not to unduly disrupt operations, subject to the approval of the College or the health care provider of the employee's child, spouse or parent. The employee also must give 30 days' notice if practicable of the intention to take leave.

- c. The employee shall be deemed to have applied for leave under this policy when:
 - 1. The employee is on approved leave, but has not given written notice of the intent to take family or medical leave to the supervisor.
 - 2. The employee utilizes leave for any purpose whether with or without pay for a period in excess of 30 days, and
 - 3. The basis for the leave falls within the scope of this policy.

In these cases, the College shall notify the employee that time spent on paid leave or leave without pay during the 30-day period is part of the 12 workweeks of FMLA leave.

- d. If the employee will not return to work after the period of leave, the College should be notified in writing immediately. Failure to report at the expiration of leave, unless an extension has been requested, may be considered as a resignation.

Certification

- a. For leave pursuant to this policy, the College may require that a claim for leave because of adoption be supported by reasonable proof of adoption.
- b. The College may require that a claim for leave, because of serious illness of the employee or of the employee's child, spouse, or parent, be supported by a doctor's certification which includes the following:
 - 1. The date on which the serious health condition began.
 - 2. The probable duration of the condition.
 - 3. The appropriate medical facts regarding the condition.
 - 4. A statement that the leave is needed to care for the child, spouse, or parent, and an estimate of the amount of time that is needed; or that the employee is unable to perform the functions of the position, whichever applies.
 - 5. Where certification is necessary for intermittent leave for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment.
- c. Where the College has reason to doubt the validity of the certification, the College may require the employee to get the opinion of a second doctor designated or approved by the College. Where the College opinion differs from the opinion in the original certification provided, the College may require the employee to get the opinion of a third doctor designed or approved jointly by the employee and the employer. The third opinion is final and is binding on the College and the employee. The College may require that the employee obtain subsequent recertifications on a reasonable basis.

N. Voluntary Shared Leave Program

1. Purpose. These occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. This policy provides an opportunity for employees to assist another employee affected by a medical condition that requires absences for a prolonged period which will result in the loss of income.
2. Policy. In cases of a prolonged medical condition, an employee may apply for or be nominated to receive leave transferred from (1) from the vacation leave account of another College employee or (2) from the sick leave or vacation account of an immediate family member employed by the College. For purposes of this policy, “medical condition” means a medical condition for an employee or their spouse, parents, children or step-children that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least 20 consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, the College may make an exception to the 20-day period. It is the intent of this policy is to allow one employee to assist another in case of a prolonged medical condition that results in exhaustion of all earned leave.
3. General Guidelines.
 - a. Establishment of a leave bank for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one- basis.
 - b. An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten or coerce, any other employee for the purpose of interfering with any right the employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee will be grounds for disciplinary action up to dismissal on the basis of personal conduct. Individual leave records are confidential and only individual employees may reveal their donations or receipt of leave. The employee donating leave cannot receive remuneration for the donated leave.
 - c. An employee's supervisor may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten or coerce, any employee under their supervision for the purpose of interfering with any right the employee may have with respect to donating, receiving, or using annual leave under this program. Such action by a supervisor will be grounds for disciplinary action up to dismissal on the basis of personal conduct.

4. Eligibility.

- a. The employee must be full-time with an appointment other than temporary. Participation in this program shall be based on the employee's past compliance with leave rules.
- b. An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave however may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.
- c. An employee on Workers' Compensation leave who is drawing temporary total disability compensation is not eligible to participate in this program.
- d. The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-time 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 and not all inclusive. Each case must be examined and decided on its conformity to policy intent and must be addressed consistently and equitably.

5. Application Procedure.

- a. Recipients must forward a letter of application to the President or be nominated by a letter from a fellow employee to participate in the program.
- b. The letter should include the employee's name, social security number, position, information concerning the employee's medical condition, and the estimated length of time needed to participate in the program. When submitted by the employee, a doctor's statement should accompany the letter.
- c. Consistent with applicable medical privacy laws, when disclosing information on an approved recipient, only a statement that the recipient (or family member) or nominated employee (or nominated employee family member) has a prolonged medical condition should be made. If the employee wishes to make the medical status known, the employee must sign a release before that information is communicated by College employees.
- d. The President's Council or a committee appointed by the President will review the merits of each request and make a recommendation to the President who will approve or disapprove the request.

6. Recipient Guidelines.

- a. A prospective recipient may make application for voluntary shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.
- b. Participation in this program is limited to 352 hours, either continuously or, if for the same condition, on a recurring basis.
- c. Subject to the maximum of 352 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. The employee must exhaust all available leave before using donated leave.
- d. At the expiration of the medical condition any unused leave in the recipient's donated leave account will be returned to the donor(s) on a pro-rata basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.
- e. If a recipient separates due to resignation, death, or retirement from the College, participation in the program ends. Donated leave will be returned to donor(s) on a pro-rata basis.

7. Donor Guidelines.

- a. A non-family member donor may contribute only vacation leave to another employee within the College. A non-family member may not contribute leave outside the College.
- b. A family member who is a College employee may contribute vacation or sick leave to another immediate family member employed at the College. An immediate family member is defined as a spouse, parent, child, brother, sister, grandparent, grandchild, great grandparent and great grandchild. Family members also includes the step, half, and in-law relationships. A family donor may not contribute leave outside the College.
- c. The minimum amount to be donated is four hours.
- d. An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 352 hours but may not reduce their sick leave account below 40 accumulated hours.
- e. The maximum amount of vacation leave allowed to be donated by one individual is to be no more than one-half the amount of the individual's annual accrual rate. Also the amount donated is not to reduce the donor's vacation leave balance

below one-half of the annual vacation leave accrual rate.

f. Bonus leave may not be donated.

8. Leave Accounting Procedures.

a. To facilitate the administration of the program, the College may establish a specific time period in which leave can be donated.

b. The College will establish a system of leave accountability which will accurately record leave donations and recipient's use. Such accounts will provide a clear and accurate record for financial and management audit purposes.

c. All donated annual and sick leave will be credited to the recipient's leave account. Voluntary shared leave available in the recipient's sick leave account will be charged according to the Sick Leave Policy.

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

e. Each approved medical condition stands alone and donated leave not approved for a medical incident shall be returned to the donor(s). Returned leave will be credited to the same account from which it was donated. Employees who donate "excess" annual leave (any amount above the 240 maximum allowable carryover) at the end of December may have it returned and converted to sick leave.

XVII. Tuition Exemption

According to General Statute 115D-5(b), Community Colleges may not waive tuition and registration fees for Community College faculty or staff. However, Colleges may use State funds (if available in the College budget) to pay tuition and registration fees at SCC for one course per semester for full-time Community College faculty or staff members employed for a term of nine or more months.

Instructors may take a class at any time so long as it does not interfere with effective job performance.

Non-instructional personnel, under appropriate circumstances, may be permitted to take up to three hours (weekly) for classwork provided that the coursework is directly related to the employee's job assignment and needed for the performance of required duties. All requests must be approved by the appropriate supervisors, deans, vice presidents and President.

XVIII. Check-Out Procedures for Employees

Employees who are released, terminated, or who go on educational leave must be cleared by the major administrative divisions. All areas must be cleared before a final paycheck will be

issued.

XIX. Employees Leaving Institutional Service

Full-time employees are eligible to receive a retirement gift and a reception when (1) the employee is eligible to receive a subsequent contract of employment (2) the employee has 10 or more years of service to the College and (3) the employee is eligible to receive retirement benefits from the North Carolina Teachers and State Employees Retirement System.

Retirement gifts will be selected by the Personnel Director and the supervisor of the employee. Employees retiring with 10-15 years will receive a gift not to exceed \$100, 16-25 years will receive a gift not to exceed \$200, 26-30 plus years will receive a gift not to exceed \$250. (The President may amend these annually as necessary.)

College-provided reception expenses are not to exceed \$200 (or an amount annually designated by the President) for the purchase of food and beverages for a single reception from one or more designated local businesses and will consist of traditional reception food and drink items. In instances when two or more employees are retiring, the College will host one reception for all retiring employees if the employees are in agreement. (The amount of funds designated for a combined reception may be increased at the discretion of the President.) Receptions will not be planned when this is the expressed wish of the retiring employee. Funds that would have been used for the reception will not be available to the retiree. In addition to the attendance of active staff and faculty, receptions are open to members of the retiring employee's family, friends, and other College retirees.

The Personnel Director will provide general assistance to divisional or departmental staff in organizing and purchasing reception items; however, appropriate supervising administrative staff or division and department chairs are expected to coordinate and host the event. Retirement receptions will be held during normal operating hours of the College.

Departmental or divisional staff and faculty may provide other retirement activities or gifts separate from the college-sponsored reception. However, supervisors should not solicit funds from coworkers or subordinates for the purchase of gifts or meals. All such gifts or contributions are voluntary.

~~An Employees' Recognition Day will be held once each year. A reception will be held on this day to honor all retirees, employees leaving, EXCEL Award winners, those employees receiving years of service awards, and other award winners such as the First Union Teacher of the Year Award nominees.~~

~~Employees Leaving Institutional Service—Any employee who leaves the College with five or more years of service will be presented with a plaque.~~

~~Retirement Awards—To be recognized for retirement awards a person must have retired and be eligible to receive benefits from the State Retirement System. A retiree will receive a gift of his/her choice not to exceed \$100 in value.~~

~~In addition, departments or divisions may honor retirees in their respective areas. Years of Service Awards—At the annual Employee's Recognition Day, employees who have five, ten,~~

~~fifteen, twenty, twenty five or thirty years of service will be recognized.~~

XX. Bereavement Policy

The College staff extends recognition of its sympathy to full-time employees in the death of an employee's spouse, mother, father, sister, brother, or children with a ~~floral~~ gift or charitable contribution not exceeding \$75.00.

Retired employees (those receiving benefits under the state employees retirement system) and their spouses and former presidents and spouses will be covered under this policy.

All floral gifts and formal expressions of sympathy will be administered by the President's office.

Upon the death of an active full-time or part-time employee, the president will determine the College's expression of sympathy.

For employees who request no flowers in the event of death in their immediate family, contributions from the College may be made to scholarships in memory of the deceased.

This policy in no way restricts individual departments from extending their own personal expressions of sympathy.

XXI. Employee Records

Employee records are protected by the General Statutes of North Carolina under Chapter 126, Article 7. All institutional records must conform to the dictates of this chapter. All employees, former employees, and applicants for employment have the right to inspect their personnel file in its entirety with the exception of letters of reference submitted prior to employment or information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient. These files are open for inspection during normal working hours subject to the convenience of the personnel office. Any individual who objects to the material in his/her file may place in his/her file a statement relating to the material he/she considers to be accurate or misleading. All employees, former employees, and applicants for employment may seek the removal of the objectionable material through a written grievance to the President of the College under Section IX.

XXII. Work Schedule

Office personnel covered under FLSA are expected to work from 8:00 a.m. until 5:00 p.m. Monday through Thursday and from 8:00 a.m. until 4:00 p.m. on Fridays. In the event that someone has regularly scheduled evening hours assigned by their supervisor, the employee's hours will be reduced on Monday through Thursday.

During registration and similar periods, an employee's schedule may be changed by their supervisor to accommodate work demands consistent with the provisions of the FLSA. Supervisors should schedule offsetting release time for FLSA employees; however, adequate office coverage must be provided Monday through Friday during normal daytime hours. In

the event that overtime is required to provide adequate coverage, supervisors should request authorization for the assignment through their division dean/vice president/president.

Professional staff are expected to work from 8:00 a.m. until 5:00 p.m. Monday through Thursday and 8:00 a.m. until 4:00 p.m. on Fridays unless directed by their supervisor. Exceptions are made for areas where staff are assigned rotating schedules to provide day and evening coverage, e.g. the Library and Student Services.

In general, professional staff are expected to perform their assigned responsibilities without consideration for compensatory time; however, reasonable practice should prevail. In instances where a staff member has committed considerable time beyond their regular hours, a supervisor may grant some consideration for their work. Professional staff members may be required to work beyond 40 hours each week without compensatory time.

Unless a staff member has as assigned four-day work schedule, their work schedules should not provide for early release on Fridays. This does not preclude an employee's use of annual leave on Fridays.

During summer months, the College closes at 12:00 p.m. on Friday.

XXIII. Fair Labor Standards Act (Compensatory Leave)

Office personnel, maintenance staff, and other employees covered by FLSA are assigned 39 hours of work per week but their supervisor may assign one additional hour of work per week as needed to make a total of 40 hours per week. None of these employees shall ever work in excess of 40 hours in any one work week without the approval of the divisional dean/vice president. These workers will not accumulate "comp" time unless special circumstances are made by the President or divisional dean.

No "comp" time is ever permitted for working the 40th hour, or a portion thereof, by any employee.

The Fair Labor Standards Act limits the working hours of employees covered by this act to 40 hours a week. In instances where the covered employee's work extends beyond this 40 hour limit, the Act defines the employer's responsibility for additional wages or leave to compensate for overtime. The following definitions, policies, and procedures define the College's practices in this area.

A. Workweek

The College's workweek begins at midnight Saturday and runs to midnight the following Saturday.

B. Fluctuation of Working Hours

Due to registration, graduation, and other seasonal activities, an employee's working hours in a workweek will fluctuate slightly. However, no employee covered by the Fair Labor Standards Act (FLSA) shall work more than 40 hours in any workweek without

the written authority of the divisional dean, the vice president or the President, as appropriate.

C. Workloads

The College has designated a standard work week of 39 hours for all full-time non-instructional personnel during the Fall and Spring semesters. The standard work week is reduced to 36 hours during the Summer term. These hours include holidays, leave, etc. Non-instructional personnel may be assigned additional hours to complete seasonal activities as required. Employees covered by the FLSA should not, however, be assigned more than 40 hours of work during any workweek, unless absolutely necessary and approved.

D. Compensatory Time

When practicable, compensatory time for employees covered by FLSA should be given during the workweek. If not, then the time should be given during the monthly reporting period. Compensatory time is granted only after an employee has worked 40 hours during a week.

E. Work Hours

In order to comply with the FLSA, all supervisors need to have a clear understanding of what constitutes work time. Meal breaks are not to be counted in working hours. However, shorter breaks during working hours are to be counted. Training sessions and meetings directly related to their work are to be counted. Travel time to and from these meetings will generally be counted. An exception is when the attendance is voluntary, the meeting is not directly related to employee's job, and the employee does not perform any productive work during such an attendance. Class and study time for courses taken at the College or other educational institutions by an employee at his or her own initiative will not be counted (except as provided by College policy), even if the course is related to his or her work. Extra care should be used in approving travel for employees covered by FLSA when the travel time and meeting time will extend beyond the worker's regular working hours. In such instances, compensatory time should be given during the workweek for the excess working hours.

F. Overtime Pay

Workers who are covered by FLSA will be compensated for working hours over and above 40 hours during any workweek at the rate of 1 ½ times their hourly rate (or by providing compensatory time at 1 ½ times the minutes worked overtime).

G. Hourly Rate

A monthly paid employee's hourly rate is determined by multiplying the monthly salary by 12 months and dividing the product by 2080 hours (52 weeks at 40 hours per week).

H. Minimum Wages

No employee of the College (full-time or part-time) shall be paid less than the minimum wage. The minimum wage is currently \$7.25 per hour.

I. Maintaining Records

All employees covered by FLSA shall maintain accurate records of their working hours. Form SCC-FLSA 2 shall be used for this purpose. Monthly timesheets must be signed by the employee and his or her supervisor and submitted to a designated office (Business Office) at the end of each reporting period. The monthly reporting period will run from midnight on the first Saturday preceding the 11th day of the month to midnight on the first Saturday preceding the 11th day of the following month. The report period will include either 4 or 5 full workweeks. Consistent with FLSA, timesheets must be maintained in an accurate manner. The falsification or directive to falsify timesheets constitutes grounds for dismissal and may subject an employee or supervisor to civil and criminal penalties.

J. Payment Date for Overtime

Payment for overtime by employees covered by the FLSA will be made on the last day of the month following the monthly reporting period in which the overtime occurs. This will conform to the College's policy regarding pay for personnel being compensated by the hour.

K. Employees Covered by the Fair Labor Standards Act (FLSA)

The administration should maintain a current list of positions and their FLSA status. The list will be available in the Personnel Office.

Executive, administrators, professional employees, and instructors are exempt under the FLSA. Employees covered are:

President/Administration

Foundation Assistant
Housekeeping and Maintenance
Housekeeping Supervisor
~~Maintenance Supervisor~~
~~Planning and Research Coordinator~~
Receptionist

Finance and Auxiliary Services Division

~~Assistant Printing Technician/Assistant Equipment Coordinator~~
~~Accounts Payable Coordinator/Payroll Specialist~~
Bookstore/Auxiliary Services Assistant
Bookstore ~~Manager/Auxiliary Services Coordinator~~
~~Cashier/Finance Office Assistants~~
~~Computer Systems Technicians~~
~~Coordinator of Financial Services~~
~~Payroll Officer/Accounts Receivable Coordinator~~

~~Printing Technician/Equipment Coordinator~~

Student Services Division

Assistant to the Director of Financial Aid

Assistant to the Registrar

Career Specialist

Financial Aid and Veteran's Affairs Assistant

Student Engagement Coordinator

Student Services Admissions Assistant

Student Services Support Staff

Instructional Division

Computer Lab Coordinator

Distance Learning and Computer Systems Technician

Division Secretary – Arts and Sciences

Division Secretary – Business and Occupational Technologies

Division Secretary – Education

Division Secretary – Health Programs

Library Services Coordinator

Library Technical Assistant

~~Student Support Services Lead Tutor/Lab Assistant~~

Workforce Development and Continuing Education

ACE Aides/Drivers

Administrative Assistant

CCR/HRD Data Specialist

Support Staff

WD&CE Specialist

~~Career Readiness Certification Specialist~~

~~Compensatory Education Aides/Drivers~~

~~Continuing Education Receptionist/Administrative Support~~

~~Continuing Education Specialist~~

~~Coordinator/Recruiter – Compensatory Education~~

Basic Skills

~~Basic Skills/HRD Data Specialist~~

L. New Positions

The College will determine and designate FLSA status of all new positions.

The supervisor of new positions (which are not clearly administrative, professional, or instructional) should check with the Personnel Office to determine if the position is covered or exempt under the FLSA.

XXIV. Closing of the College Due to Inclement Weather

The College will establish and publicize procedures to be followed in the event of inclement weather,

natural disasters, or other weather-related emergencies. It is the responsibility of the President or a designated representative to make decisions to delay classes, to cancel classes, or to close the College. In the event threatening weather occurs after employees and students have arrived at the College, employees and students will be directed to a place of safety within campus buildings or may be advised to leave the campus. In the event of class delays, cancellations, or College closing, the administration will provide appropriate makeup opportunities for lost class time for students, or in the event of extended loss of class time, recommend changes in the College's academic calendar to provide makeup days for consideration and adoption of the Board.

XXV. Identify Theft Prevention Program

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), Public Law 108-159. This amendment to the Fair Credit Reporting Act required the Federal Trade Commission (FTC) to promulgate rules to address identity theft. The FTC (Red Flag rules) requires any financial institution and creditor that holds any type of consumer account or other account for which a potential risk of identity theft exists to create and implement a written Identity Theft Prevention Program in order to identify theft associated with new and existing accounts. Identity Theft Prevention Programs should be appropriate to the size and complexity of the institution and the nature and scope of the institution's activities.

In response to this law, the trustees direct the administration to develop an Identity Theft Prevention Program to enact reasonable policies and procedures to protect students and College employees from damages associated with the compromise of sensitive personal information.

I. DEFINITIONS

For purposes of this policy, the following definitions will apply:

- A. **Creditor** – Any organization, including community colleges, which regularly:
 - 1. extends, renews, or continues credit; or
 - 2. arranges for someone else to extend, renew, or continue credit; or
 - 3. is the assignee of a creditor involved in the decision to extend, renew, or continue credit.

- B. **Credit** - Deferral of payment of a debt incurred for the purchase of goods and services, including educational services.

- C. **Covered account** – An account with a creditor used by individuals, families, or households which involves multiple payments to that creditor. Examples includes emergency loan accounts, scholarships which could involve repayment if the terms of the scholarship are not met, and deferred payment accounts approved by the institution's trustees.

- D. **Financial institution** – Typically a bank, credit union, or other entity that holds for an individual an account from which the owner can make payments, and transfers.

- E. **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.

F. **Identity theft** – A fraud attempted or committed using identifying information of another person without proper authority.

G. **Red Flag** – A pattern, practice, or specific activity which indicates the possibility of identity theft.

H. **Sensitive information** – Personal information belonging to any student, employee, or other person with whom the College is affiliated.

I. **Service provider** – Person providing a service directly to the financial institution or creditor.

II. **SCOPE** – Activities in which the College is often involved that require compliance with the Red Flag Rules include but are not limited to:

A. Participation in federal student loan programs;

B. Utilization of deferred payment plans as authorized by 23 N.C.A.C. 02D.0201(b);

C. Issuance of student loans for technical and vocational education pursuant to 23 N.C.A.C. 02C.0304;

D. Provision of emergency loans to students;

E. Issuance of any scholarship which requires the recipient to sign a promissory note;

F. Maintaining an account for students from which the student can authorize payments for goods and services like books and food;

G. Using debit card accounts;

H. Persons attempting to access academic or financial information.

III. IDENTIFICATION OF RELEVANT RED FLAGS

In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, methods it provides to open accounts, methods it provides to access its accounts, and any previous experience with identify theft. The College identifies the following Red Flags in each of the listed categories:

Red Flag Category	Red Flags
Alerts, notifications, or other warnings received from the	A consumer reporting agency issues a fraud or active duty alert.

Red Flag Category	Red Flags
Attorney General’s Office, consumer reporting agencies, service providers, such as fraud detection services, or other entities used to collect data	A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
	A consumer reporting agency provides a notice of address discrepancy.
	<p>A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:</p> <ol style="list-style-type: none"> 1. A recent and significant increase in the volume of inquiries; 2. An unusual number of recently established credit relationships; 3. A material change in the use of credit, especially with respect to recently established credit relationships; or 4. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Red Flag Category	Red Flags
The presentation of suspicious documents	Documents provided for identification 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 financial institution or creditor, 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.
The unusual use of, or other suspicious activity related to, a covered account	Shortly following the notice of a change of address for a covered account, the institution or creditor receives a request for a new, additional, or replacement card or a cell phone, or for the addition of authorized users on the account.
	Any student account is used in a manner commonly associated with known patterns of fraud patterns. For example: The customer fails to make the first payment or makes an initial payment but no subsequent payments.
	A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example: <ul style="list-style-type: none"> a. Nonpayment when there is no history of late or missed payments; b. A material increase in the use of available credit; c. A material change in purchasing or spending patterns; d. A material change in electronic fund transfer patterns in connection with a deposit account; or e. A material change in telephone call patterns in connection with a cellular phone account.
	A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).
	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.

Red Flag Category	Red Flags
The unusual use of, or other suspicious activity related to, a covered account <i>(Continued)</i>	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.
	A customer is attempting to access information about a deceased student.
	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 from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the College	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.
	A student or customer does not know personal information that they should know, i.e. social security number, date of birth, student identification number.
Requests for access to information	A student attempts to change his or her address if an account for that student has been inactive for a prolonged period of time.
Students returning to school after a long 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.

IV. DETECTING RED FLAGS

A. Issues for Consideration

- Because of the nature of College operations, the College has multiple locations, multiple records, multiple account managers, and multiple off-campus instructors who collect demographic information. Staff and faculty should be aware that the security of sensitive data included on a variety of documents in these multiple locations could be compromised, e.g. registration forms. Red flags identified and any policies adopted to address these concerns should encompass continuing education and the administration of grants.
- The College contracts with other governmental agencies to help collect accounts. The College provides these agencies with sensitive student data.
- Student services, continuing education, and basic skills staff should verify student identification when registering students to be assured that the correct student is

being registered for courses. Issues that can exist include registering the incorrect student when multiple students are on the College database with the same name; use of an inactive account by someone other than the student to obtain financial aid and/or student benefits; and students attempting to register when they have been away from the College for a long period of time.

- Employees may save student or employee sensitive data to flash drives and/or laptops which could compromise the security of the data due to loss or theft. Policies concerning the use of flash drives and laptops should be developed as part of identity theft measures.
- Phone-in payment may have the risk of compromising banking information.

B. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of students, College personnel will take the following steps to obtain and verify the identity of the person opening a Colleague account:

Detect

1. Require the student to present certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student's identity at the time of issuance of student identification card (review of driver's license or other government-issued photo identification).

C. Existing Accounts

Detect

1. The College needs to distinguish and identify what areas and what specific information constitutes the definition of sensitive information.
2. The College needs to evaluate whether sensitive data is securely stored, whether sensitive data is being handled securely, and how sensitive information is disseminated.
3. The College needs to evaluate whether banking information is only handled by authorized personnel.
4. The College needs to evaluate whether proper procedures are in place for identification verification, including students and new employees.
5. The College should identify third party agencies that handle student/employee accounts on behalf of the College and determine if/how those agencies protect the sensitive data of their customers.
6. The College should develop a process to identify students who have registered again after a long period and who did not go through a readmission process.
7. The College should verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
8. All offices should 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 changes; and
9. The College should verify changes in banking information given for billing and payment purposes.

D. Consumer ("Credit") Report Requests

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

1. Require written identification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

E. Methods

1. Procedures need to be in place to verify a person's identity when processing any activity to their account including, but not limited to registration activity, financial aid processing, bookstore transactions, and business office payments/inquiries.
2. Receipt of notifications from service providers of red flag criteria (i.e. discrepancies in social security number to name, address differences, etc.) should be disseminated to specifically identified individuals.
3. Receipt of notification of suspicious activity by student, law enforcement or borrower should be disseminated to specifically identified individuals.
4. Security officer and/or equipment inventory coordinator reporting that laptop and/or computer equipment with sensitive data has been lost or stolen.
5. Staff should audit changes to sensitive information (e.g. record name changes, SSN changes, and any web-related password resets).
6. Student services staff should monitor student records for students who have registered after a long period away from the institution.
7. The computer services staff should perform routine diagnostics on firewall and security of electronic data portals.
8. Security scans should be performed at regular intervals as well as unscheduled scans to detect breaches.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event College personnel detect any identified Red Flags, such personnel will take one or more of the following steps, depending on the degree of risk posed by the Red Flag.

Prevent and Mitigate

1. Each office that inputs student or employee data should be sure to have procedures in place to substantiate that person's identity.
2. The College may choose to designate a security officer responsible for detecting and preventing identity theft.
3. Appropriate employees, to include faculty, should be trained on FERPA, contributing to the preventing and mitigating identity theft.
4. In the event that an off-campus registration site presents threats to the security of any student or financial data, the site should be assessed and appropriate measures taken to protect information from theft.

5. Third party agencies that handle sensitive data for the College need to be evaluated no less than annually to ensure that they are in compliance with “red flag” rules.
6. All employees are required to adhere to FERPA law to verify proper identity and non-disclosure of protected student information from unauthorized persons.
7. All banking information should only be obtained and used by appropriate personnel with PCI compliance being maintained regarding security of banking information.
8. A re-admission process needs to be in place to verify a student’s identity when an account has been inactive for a prolonged period.
9. Student applying for financial aid awards/loans need to be verified with more than one identifying method to assure that the aid/loan is being distributed to the proper person.
10. If the College’s bookstore buys back books from students at the end of the semester, procedures need to be in place to verify the identity of the student obtaining the cash. This, in correlation with security reports of possible book thefts, could be used to identify if stolen books are attempted to be sold. If anything seems questionable regarding the student selling back the books, bookstore personnel need to be able to verify courses taken by the student within that semester to verify that the books are valid for the student’s course enrollment.
11. Procedures need to be in place on the proper landing of data including electronically saved data on laptops and/or flash drives and data that is accessible remotely. This includes what data should be stored on these devices and what security measure should be taken to prevent loss and/or theft of data.
12. The College should maintain Payment Card Data Security Standard Compliance on portals where payments are taken electronically in an effort for prevention and mitigation of red flags.
13. The College should train employees, then review and test procedures for dealing with sensitive information and with access requests.
14. Appropriate supervisors should review internal access to paper, electronic document and information systems containing sensitive information.
15. The College should educate employees about the risks and liabilities of data loss or theft.

VI. RESPONDING TO DETECTION OF RED FLAGS

In the event a red flag has been detected, the appropriate College staff will:

1. Ask for validation and/or supplemental documentation/identification when a student’s identity is in question.
2. Check credit card receipts when possible fraudulent charges are reported from a customer’s bank statement.
3. Verify original student documents when a discrepancy is reported regarding social security number discrepancies to name and other red flag issues regarding aged accounts.
4. Deny access to information or disable an account pending upon further investigation and resolution of suspicious activity.
5. Follow-up on reported thefts which possibly involve the compromise of sensitive data.
6. Develop a plan for notifying victims of possible identity theft and proper authorities. The records of current students, former students, and employees should be considered when disseminating the information concerning a breach.

VII. PROGRAM ADMINISTRATION

A. Program Oversight

Responsibility for developing, implementing and updating this program lies with an Identify Theft Committee for the College. The Committee is chaired by an administrative staff member appointed by the President and will include representatives from student services, continuing education, business office, and computer services. The chair will be responsible for ensuring appropriate training of College staff on the program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering period changes to the program.

B. Staff Training

College staff responsible for implementing the program should be trained by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. The College staff should be trained, as necessary, to effectively implement the program. College employees are expected to notify the Program Administrator once they become aware of an incident of Identity Theft or of the College's failure to comply with this program. At least annually or as otherwise requested by the Program Administrator, the College staff responsible for development, implementation, and administration of the program will evaluate all measures undertaken to prevent identity theft.

C. Oversight of Service Providers

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.

1. Require, by contract, that service providers have such policies and procedures in place; and
2. Require, by contract, that service providers review the College's Program and report any Red Flags to the Program Administrator or the College's employee with primary oversight of the service provider relationship.

D. Non-disclosure of Specific Practices

For the effectiveness of this Identify Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the committee who developed this program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specified practices and the information those documents contain are considered "confidential" and should not be shared with other College employees or the public. The Program Administrator will inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

E. Program Updates.

The committee will periodically review and update this program to reflect changes in risks to students and the soundness of the College from identity theft. In doing so, the Committee will consider the College's experiences with identify theft situations, changes in identity theft methods, changes in identify theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the program.

XXVI. **Flexible Furlough Policy**

Flexible Furlough Policy Executive Order 11 – may be found at the following link:

<http://www.governor.state.nc.us/NewsItems/UploadedFiles/e2caa769-bc06-4ff1-8c59-693c3b809a75.pdf>

CHAPTER V: STUDENT SERVICES

I. Statement of Policy – Student Advancement and Responsibility

It is the policy of the Trustees of Sampson Community College to promote the total growth of the student through education, counseling, and activities designed to achieve personal growth in the individual. The Trustees recognize that academic study taken solely and apart from other activities may limit the achievements of the individual student later in life. The Trustees direct the President and his/her staff to pursue a viable student development program at the College with the limitations imposed by the College's resources and the students themselves.

The Board further recognizes that students individually must assume an inherent responsibility for their own personal growth and conduct. Sampson Community College, through the personnel and resources available within the institution, should provide the opportunity for student growth.

II. Purpose

The Student Services Division of Sampson Community College seeks to provide services and support for all students beginning with admissions and continuing throughout the students' educational experience. The division is dedicated to promoting the total growth of the individual through, education, counseling, and other activities.

III. Objectives

Student Services identifies student learning outcomes for services and programs to benefit students, faculty, staff, and the College as a whole. Outcomes will be periodically reviewed as part of an ongoing process of continuous improvement. Student learning outcomes are designed to achieve the following objectives:

- A. Provide individuals with the necessary information to form their educational plan with Sampson Community College.
- B. Offer various academic, personal, and career-related services to meet the needs of students and foster success to ensure successful student outcomes.
- C. Assist students in receiving appropriate and accessible academic accommodations during their enrollment at Sampson Community College.
- D. Provide students with financial support to assist with their educational needs and remove barriers to accessible education.
- E. Meet the needs of a diverse campus community with quality performance in a professional, courteous, and service-oriented manner.

- F. Provide adequate registration services to help students in completion of their certificate, diploma, and degree programs as required by state rules and regulations.
- G. Provide Sampson Community College and the surrounding community with heightened experiences through Student Government Association sponsored educational, and recreational awareness activities.

IV. Freedom of Expression and Inquiry

1. General. As members of the academic community, students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately.

Students have a right to support, by orderly means, causes which do not disrupt the regular and essential operation of the College. Students have an obligation to make clear to both the academic and larger communities by these public expressions or demonstrations, that students and student organizations speak only for themselves.

Public expressions which imply sponsorship of the Trustees or the staff shall not be permitted unless approved by the Dean of Student Services. Breaches of this policy shall be grounds for disciplinary proceedings.

2. Freedom of Expression Within the Classroom. Students have a right to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of any course for which they are enrolled.

Order, direction, and procedure, as well as the scope and treatment of the subject, are primarily the responsibility of the instructor. Nothing in this policy should be interpreted as allowing any disruption in the regular academic program or classroom environment.

3. Guest Speakers, Lecturers. Recognized student organizations may invite speakers by following the established procedures for free speech requests in section 709.02. The sponsoring group should make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of views expressed by either the sponsoring group or the College.

V. Religious and Political Activities. See Chapter VII.

- VI. Student Publications**. Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free, responsible discussion and of intellectual exploration on the campus. Publications are a means of bringing student concerns to the attention of the College staff and of formulating student opinion on various issues on the campus and in the world at large.

College officials, in consultation with students, shall provide written clarification of the role of student publications and the limitations on external control of their operation.

The editorial freedom afforded to student editors entails corollary responsibilities to be governed by the canons of responsible journalism, and the avoidance of libel, indecency, vulgarity, undocumented allegations, attacks on personal integrity, harassment, and innuendo.

The administration of the College shall protect and honor the student's rights to free expression provided such expression does not violate the canons set forth above. The Trustees reserve the right to restrict publication of materials which woefully disregard these canons or place the College in clear danger of legal action.

A. Student Handbook

The SCC Student Handbook is provided as a guide to inform students of the policies, procedures, and regulations of the College. It is the responsibility of all currently enrolled students to become familiar with the contents of the handbook and know their rights and responsibilities as students of the College. The Student Handbook is accessible through the College website at www.sampsoncc.edu. Copies of the SCC Student Handbook are available in the Student Services Division and the Student Activities Coordinator's Office. In addition to general policies and procedures, the following information is published in the handbook:

- Campus Safety and Security Information
- Academic Policies and Procedures
- Student Code of Conduct and Due Process Information
- Sexual Harassment Policy and Grievance Procedures
- Constitution of the Student Government Association

B. Student Newsletter

The Viking Voice is a monthly student newsletter that features articles of interest to the general student body and includes information regarding special events and activities on campus. The newsletter is edited and published by the Student Activities Coordinator in accordance with guidelines set forth by the College administration.

VII. Student Government Association

The Trustees of the College, in accordance with NCGS 115D-12(a), recognize the "Sampson Community College Student Government Association" as the official student governing organization of the College. This association and its representatives shall, for the

purpose of institutional governance, be recognized as the sole student organization and shall have powers and privileges subject to the limitations set forth below.

1. Appropriations to an Annual Budget. The Student Government Association shall submit an annual line-item budget to the President through the Dean of Student Services on or before the first day of June detailing the anticipated revenues and expenditures to be made over the fiscal year, July 1 through June 30. Such account shall be known as the "student activity fund." Anticipated revenues shall include fees generated through the collection of student activity fees and through any other fund-raising activities the Student Government Association may identify.

The Student Government Association budget request shall be presented by the President to the Trustees for adoption. The Trustees may approve, in part or in total, the submitted budget, and may make appropriate modifications where they are deemed important.

2. Transfers Within Approved Budget. The Dean of Student Services is authorized to make line-item transfers within the SGA activity fund upon the request of the SGA. Such transfers shall be brought to the attention of the Board of Trustees at the end of the fiscal year.
3. Maintaining, Recording, Safeguarding of Funds. All SGA activity funds shall be safeguarded by the Business Office of the College similarly to other funds.
4. Fund Balances. Those funds which have remained unexpended in the student activity fund at the close of each fiscal year may be properly invested by the President in accordance with restrictions of State regulations.

The Student Government Association (SGA) of Sampson Community College seeks to preserve an atmosphere of free discussion, inquiry, and personal enrichment. The SGA develops students' awareness of personal capabilities and leadership development. Student activities are an integral part of the total development of the individual. The SGA Constitution provides for events and activities through standing committees. The SGA Advisor assist students and oversees the coordination and planning of all events.

The objectives of the Student Government Association are:

1. To promote the welfare of the students.
2. To establish laws to govern student conduct and elections.
3. To establish an annual budget for the Activity Fee Fund.
4. To advise and work with the administration in the improvement of student life.

All curriculum students are required to pay an activity fee to the College and are members of the Student Government Association of Sampson Community College by virtue of their

registration. SGA members are eligible to participate in all activities and events and vote in elections while currently enrolled. For more information about the SGA and student activities on campus, contact the SGA Advisor in the Student Services Division.

VIII. Intercollegiate Athletics Policy

The College's intercollegiate athletics program contributes to the personal development of the students and is designed to promote total growth, including academic success, and physical and emotional well-being. In recognizing its obligation to develop and deliver a comprehensive educational program, the College acknowledges that academic study taken solely and apart from other activities may limit the achievements of the individual student later in life. Accordingly, the Trustees direct the President and his/her staff to pursue a viable student development program, which may include intercollegiate athletics, with the limitations imposed by College resources and the students themselves. Ultimate responsibility for control of the athletics program rests with the President.

The athletics program provides an opportunity for students to actively participate in some type of competitive sports as regularly as their interests, abilities, and time will permit. Students wishing to participate on the various athletic teams must be in good academic and disciplinary standing. The academic standards are published in the Student Handbook and the College Catalog.

Recruiting, admissions, financial aid, and academic eligibility are the same for all students. The College does not provide athletic scholarships. (See student and staff handbooks for procedures.)

IX. Educational Records Policy

A. Statement of Policy

Sampson Community College recognizes its responsibility for the maintenance and safety of student educational records and has established policies and procedures concerning student educational records.

The College has established the following specific policies, procedures, and definitions for the granting of requests for access to student educational records. Requests for educational records will be granted if allowed within a reasonable period of time, not to exceed 45 days after the request has been received.

B. Educational Right to Privacy Act

Sampson Community College supports the rights and privacies afforded each student in compliance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, enacted as section 438 of the General Education Provisions Act. The statute governs access to records maintained by certain

educational institutions and the release of such records. In brief, the statute provides:

1. That institutions must provide student access to official records directly related to the student.
2. Students have the right to request an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.
3. That institutions must obtain the written consent of the student before releasing personally identifiable data about the student, with the exception of directory information.

The following records are not open to student inspection as set forth by FERPA under Section 438 of the General Education Provisions Act:

1. Records in the sole possession of instructional, supervisory, and administrative personnel.
2. Records of a law enforcement unit which are kept apart from 'education records,' are maintained solely for law enforcement purposes, and are not made available to persons other than law enforcement officials of the same jurisdiction, provided the personnel of a law enforcement unit do not have access to "education records."
3. Records of employees who are not also in attendance.
4. Physician, psychiatrist, or psychologist treatment records for eligible students.

C. Student Rights.

For the purpose of this subsection, whenever a student has attained 18 years of age, the rights accorded to and the consent required of the parent of the student shall thereafter be only accorded to and required of the eligible student.

The status of an eligible student as a dependent of his or her parents does not otherwise affect the rights accorded to and the consent required of the eligible student in Item 1 of this statement. The purpose of these policies is to protect students and parents from the indiscriminate disclosure of information by College officials and at the same time to accord parents of students and students' access to the educational records of that student.

The term "educational records" includes those records which are directly related to a student and are maintained by Sampson Community College or by a party acting for the College. The term does not include the following:

- a. Records which are maintained by instructional, supervisory, and administrative personnel and by educational personnel ancillary thereto which are in the sole possession of the maker of the records and are not accessible to or revealed to any other individual except a substitute.
- b. Records of a law enforcement unit of Sampson Community College which are maintained solely by the law enforcement officials for law

enforcement purposes and which are separate from the educational record of a student.

- c. Records relating to an individual who is employed by Sampson Community College. This section does not apply to an individual who is employed as a result of his/her status as a student.
- d. Records relating to an eligible student which are used expressly and solely in conjunction with any mental or physical health care received by the student, unless specifically requested by and reviewed by a physician or an appropriate professional.
- e. Records which contain only information relating to a person after that person is no longer a student.

D. Personnel Authorized Access to Educational Records

The College's Educational Records Policy ensures the maintenance and safety of student records to protect against theft, destruction, and indiscriminate disclosure of information. Student records include print and electronic materials that are collected to retain pertinent data throughout the student's enrollment.

The contents of student records are property of Sampson Community College and include, but are not limited to: admissions application, official transcripts, health form, correspondence, counseling notes, and other documents related to enrollment. According to this policy, the following persons are authorized to access student records:

- (1) Staff members responsible for processing and maintaining student records.
- (2) Faculty Advisors
- (3) Division and Department Chairs
- (4) Faculty/Staff members who have a legitimate educational interest as determined by the Dean of Student Services, Registrar or other senior administrator.

In order to protect against the indiscriminate disclosure of information, the Registrar provides training for Student Services staff to ensure that they are aware of the necessary procedures for maintaining the security and integrity of records. Faculty and staff members are made aware of the importance of confidentiality and careful handling of student records. All student records (electronic or print) are treated with the same degree of confidentiality as the originals.

All work-study students are required to sign a confidentiality contract and do not have access to view, modify or update student records. Institutional personnel who are not full-time staff members may be asked to sign a statement of confidentiality prior to accessing student records. Representatives from outside agencies, who have a legitimate interest in obtaining information about a student, should direct inquiries to the Dean of Student Services or other senior administrator.

E. Directory Information

Prior consent is not required for personally identifiable information considered to be directory information. If a student does not wish for such information to be made available to anyone making such a request, it is the responsibility of the student to inform the College of this desire.

Directory Information is defined as the student's name, program of study, enrollment status, and degrees and awards received. Student ID numbers are considered directory information for use on SCC student ID cards. Student ID numbers cannot be used to access student records and personal information except when used in combination with one or more factors that confirm the user's identity.

Any student who does not wish the College to release any or all of the information designated as directory information without the student's written consent must notify the Registrar's Office in the Student Services Division.

F. Others Authorized Access to Educational Records

Generally, schools must have written permission from the parent or eligible 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):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

G. Right of Hearing for Purpose of Amending Educational Records

If after receiving and considering a student's request to amend the student's record and the request is denied, the requestor may file an appeal following the process for non-

academic appeals described in section 606.01.

H. Waiver of Rights

An eligible student may at any time sign a waiver negating and making void any rights to which he/she is entitled through this policy or through the Family Educational Rights Privacy Act.

I. Requisition of Student Educational Records

Requests for individual student educational records are to be directed to the registrar or his/her designee. A written request by the individual is required. Verbal requests will be honored at the discretion of the registrar or his/her designee and in compliance with Section 607 of this policy. Unless stated differently, a request for an individual student record will be interpreted as meaning the transcript of academic work.

J. Retention of Educational Records

After a student record has remained inactive for five years, the student file is purged and documents destroyed in accordance with the Public Records Retention and Disposition Schedule for Institutions in the Community College System.

X. Miscellaneous

A. Emergency Calls

Emergency calls for students should be directed to Student Services or the Security Office. Classes will not be interrupted for students to receive calls or messages unless an emergency situation exists. The Dean of Student Services, Evening Director, Security Officer, or other College designee will screen calls to determine the nature of the emergency. If it is apparent that an emergency exists, staff will take reasonable measures to contact the student.

B. Minors on Campus

Minors not enrolled in courses at Sampson Community College are not permitted to loiter on the College campus. Minor children (under the age of 18) are not allowed to accompany parents or guardians to classrooms, shops, or laboratories, or to be left unattended anywhere on the College campus. They are not allowed to loiter in the buildings and facilities or to play on the College grounds. This policy is intended to prevent disruption on the campus and to prevent injuries to unsupervised minors. The College assumes no liability for injuries incurred by minors while on campus.

C. General Information

Policies related to student conduct, rights and responsibilities, and other information pertaining to College operations can also be found in the current SCC Catalog and Student Handbook.

D. Payment of Fees

It is the policy of the Trustees of Sampson Community College that:

1. Tuition and fees for each semester are payable no later than the first day of classes.
2. A student is not eligible for registration who has an outstanding balance with the College or at any institution of the NC Community College System, if known.

E. Conduct

All students at the College are considered responsible individuals. It is expected that they will conduct themselves in accordance with generally accepted standards of behavior and will fulfill the responsibilities incumbent upon a society that guarantees the freedom of each individual. In the interest of all students, the College reserves the right to decline admission, to reprimand, to place on probation, to suspend, or to require withdrawal of a student when such action is deemed to be for just cause and in the best interest of the College. In all cases, the right of due process is the student's prerogative.

Students have a legal and moral right to know prohibited conduct and to be judged impartially if charged with violating regulations. These regulations are outlined in detail in the SCC Student Handbook, along with the procedures pertaining to their enforcement.

F. Visitors

Sampson Community College welcomes visitors. Campus tours are provided upon request for prospective students and may be scheduled with the Admissions Office. Visitors should check in at the receptionist's desk in the main administration (North) building upon their arrival. Visitors are asked to sign in stating their intended purpose on campus and are issued temporary Visitor's ID badges to be worn for the duration of their visit. A Visitor's ID badge is required to use library services and other public resources on campus. Persons on campus without legitimate reasons consistent with the mission of the College are considered to be loitering which is strictly prohibited on the College campus.

G. Student Identification Cards

All students enrolled in courses or programs offered by the College (curriculum, basic skills, GED) must obtain a student identification card within the first week of classes. An ID card station is set up on curriculum registration days. Student identification cards are issued by the Student Activities Coordinator in the Student Services Division during the rest of the semester. Students are required to have their Student ID at all times on campus and must present it for access to SCC facilities, services, and activities. Student ID cards are valid from the semester of entry until graduation, but must be validated with a color-coded label for each semester of enrollment. A receipt showing payment of fees must be presented when an ID card is issued. Broken ID cards will be replaced at no charge when the damaged portion is presented. A replacement fee of \$5.00 must be paid to the Business Office for ID cards that are lost.

Students enrolled in Continuing Education courses are issued temporary student ID's through the Division of Continuing Education. Continuing Education students who require a student ID must have authorization from their instructor prior to obtaining an ID card. All other requests for Student ID cards should be directed to the Student Activities Coordinator at (910) 592-8081 ext. 2030.

H. Parking Permits

Currently enrolled students who drive to campus should obtain a student parking permit within the first week of class. The parking permit should be clearly displayed in the lower portion of the windshield on the passenger side of the vehicle. The permit entitles students to park in any campus lot designated for student parking. Students who park in unauthorized areas and/or do not have a permit properly displayed may receive a parking ticket from the College. Parking fines are \$25.00 per ticket. Students who have unpaid fines will not be allowed to register for courses in subsequent semesters and may not obtain transcripts or educational records from the College until the student's account is cleared with the Business Office.

XI. Student Clubs and Organizations

A. College-Sponsored Clubs

From time to time the College has established and will continue to establish student clubs, organizations, and societies for the purpose of assisting the College in carrying out its mission and goals. These groups are College-sponsored clubs and they directly relate to the College's mission and goals. They shall fall into one of three categories: (1) Honorary Societies which promote scholarship among students; (2) Curriculum Clubs which promote student interest in the College curriculum; (3) Cultural Clubs which promote interest in the diverse culture of the College's student body and service area.

B. Other Student Clubs and Organizations

The College does not infringe upon students' freedom to organize and exercise their rights to free speech and free religion. Students at the College should be free to form groups, societies, and clubs, but in so doing they act independently of the College and they shall not represent themselves as a College organization. The College will not be responsible for these organizations. These clubs, however, may use the College's facilities and resources to the same extent as the public may use them. Any employee of the College assisting a student club in this category shall do so on their own time, and shall not act as an agent of the College. These clubs shall be independent of the College.

XII. Student Code of Conduct

Sampson Community College reserves the right to maintain a safe and orderly educational environment. Therefore, when in the judgment of College officials a student's conduct disrupts or threatens to disrupt the sanctity of the community; appropriate disciplinary action will be taken. All students are expected to conduct

themselves in accordance with generally accepted standards of scholarship and morality while on campus and when attending College-sponsored events or field trips. The purpose of this code is not to restrict student rights but to protect the rights of individuals and to ensure the integrity of the institution's academic programs. The code of conduct applies to all currently enrolled students participating in any of the programs offered by the College. Officers of the Clinton Police Department will enforce criminal laws on the College campus.

A. Academic Misconduct Subject to Disciplinary Action

Academic misconduct is defined to include but is not limited to:

1. Giving or receiving unauthorized aid (aid or material used without the instructor's permission or approval) on an assignment. Unauthorized material includes but is not necessarily limited to test information, research papers, books, periodicals, and unauthorized electronic information.
2. Plagiarism as defined by the *American Heritage Dictionary* is "to steal and use the ideas and writings of another as one's own." Plagiarism includes not giving proper acknowledgment via footnote, endnote, or in-text citation. Quoting part of a source (a sentence or more) without proper acknowledgment through the above citation is plagiarism.
3. Copying, taking, or acquiring without permission any academic material (test information, research papers, notes, books periodicals, etc.) from a member of the College staff, faculty, or student body or any comparable violation of academic security.

B. Disciplinary Procedures for Academic Misconduct

Faculty members will make a preliminary judgment about the seriousness of the incident and determine whether it is a possible violation of the Academic Code of Conduct. If the incident appears to be a violation, the faculty member will then decide whether the incident justifies a formal charge or whether a sanction on the test or assignment is appropriate. If the finding is that a violation rising to the level of a code of conduct charge has occurred, the faculty member may impose a variety of penalties for academic misconduct depending on the nature of the offense. Penalties include giving the student a grade of "F" or zero on the assignment or a grade of "F" in the course. Penalties will be included in the course syllabus.

In the event that the student wishes to appeal an individual grade resulting from alleged academic misconduct, including overcuts, the student must submit a written appeal within **three (3) business days** from the date they are informed of the penalty. Students may continue to attend class during the entire appeal process provided that they have initiated a written notice of appeal at each stage of the review process.

The student must present to the department or division chair supervising the faculty member a written notice of appeal outlining the grounds for the appeal. The department or division chair will provide the student with written notice of his or her finding as soon as practicable but not to exceed **three (3) business days** from notice of

the appeal.

Students may appeal the division chair's decision to an academic review committee chaired and appointed by the Vice President of Academic & Student Affairs to include the Dean of Student Services, the appropriate division chair, and two faculty members. The committee will reach its decision by voting with the majority opinion prevailing. The student will be notified in writing of the committee's finding within **three (3) business days** of the notice of the appeal.

C. Final Course Grade Appeals

Any student who protests a **final course grade** shall first attempt to resolve the disagreement with the course instructor. The student has the responsibility to identify the error in the assignment of the grade or to provide substantial evidence in support of a claim that the grade was not assigned in an impartial manner. Failing such resolution, the student may appeal the grade in accordance with the procedures outlined below. All final course grade appeals must be initiated within **10 business days** of the Registrar's distribution of final course grades for the academic term.

The student should present the appeal to the department or division chair supervising the faculty member. By conferring with the instructor and the student, the chair will seek resolution by mutual agreement. Failing such resolution, the division or department chair will transmit the appeal to the Vice President of Academic & Student Affairs who will appoint an academic review committee. The committee will consist of the vice president, serving as the committee chair, the Dean of Student Services, the appropriate division chair/dean, and at least two faculty members appointed by the Vice President.

The committee will meet with the student and review any information provided in support of his/her appeal. Likewise, the committee will meet with the instructor(s) who must provide evidence in support of the assigned grade. If the committee affirms the instructor's grade assignment, the Vice President will notify in writing the faculty member, the student, and the appropriate department and/or division chair. If the committee supports the student's appeal, it will (1) identify the source of the error in the calculation of the grade and direct the faculty member to reassign the grade and (2) prescribe the method and conditions under which the student will be re-evaluated. In the event that the recalculation of the grade or the reevaluation of the student's work results in a grade change, the established course grade change procedure will be followed.

The grade resulting from the reevaluation is final unless amended upon appeal to the President or the Hearing Committee of the Board of Trustees consistent with the policies set forth under Appeals to the President and/or Appeals to the Board of Trustees.

D. Other Misconduct Subject to Disciplinary Action

1. All forms of dishonesty including falsifying information to the College or another student and forgery, alteration, or use with intent to defraud the College's documents or instruments of identification without the College's permission.

2. 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; trespassing which includes unauthorized entry upon the property of the College or into a College facility or a portion thereof that has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College-sponsored or College supervised functions off campus or in College-owned vehicles.
4. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages may not in any way limit the responsibility of the individual for the consequences of his or her actions.
5. 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.
6. Lewd or indecent conduct, including public, physical, or verbal action or distribution of or wearing clothes bearing obscene or libelous written material.
7. Intimidating, threatening, or mentally or physically abusing any person on College premises or at a College-sponsored or College-supervised functions, including verbal or physical actions that threaten or endanger the health or safety of any such persons or that promote hatred or racial prejudice.
8. Violation of College regulations regarding the operation and parking of motor vehicles.
9. 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.
10. Engaging in any conduct that causes or is likely to result in any material disruption of any lawful function or activity of the College including the 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.
11. Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to person or property; that interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
12. 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.

13. Unauthorized use, or misuse, of the College's computing resources including:
 - a. Logging on an account without the knowledge and permission of the account owner.
 - b. Changing, deleting, or adding to the programs, files, and data without authorization of the account owner.
 - c. Theft of program data and machine resources.
 - d. Attempts to thwart security of any College computer or computer system.
 - e. Attempts to disrupt the normal operations of any College computer system(s) including hardware and software.
14. Smoking or the use of other forms of tobacco products in classrooms, shops, labs or any unauthorized areas.
15. 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.
16. Failure to comply with instructions of College officials acting in the performance of their duties.
17. Violation of a local, State, or federal criminal law on the College campus.
18. Violation of the terms of a disciplinary action or any College regulation during the period of probation, suspension or expulsion.

E. Disciplinary Procedures for Other Misconduct

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 the student(s) involved to cease such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fail to comply with the directions, the instructor or administrator may then excuse the student(s) from the class or activity. The Dean of Student Services or another administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made.

The College official invoking such action is required to notify the Dean of Student Services and the assigned Clinton Police Officer in writing of the individual(s) involved and the nature of the infraction immediately.

In order to provide for an orderly procedure for handling student disciplinary cases in accordance with due process, the Dean of Student Services, or an appointed designee, is responsible for conducting such investigation as necessary and appropriate to determine the accuracy of the allegation(s) of misconduct and for handling the judicial procedures associated with the hearings and possible sanctions. All persons involved in reported incidents of misconduct are expected to comply with requests for information and to assist in any investigation.

Any administrative official, faculty member, or student may file a complaint with the Dean of Student Services against any faculty, staff, student, or student organization for

violations of all other misconduct, in accordance with the following procedures:

The individual(s) making the charge must complete a complaint form (available from the Office of the Dean of Student Services) stating:

1. Names of the party(s) involved.
2. Alleged violation of the Code of Conduct.
3. Time, place, and date of incident.
4. Names of person(s) directly involved or witnesses to the infractions.
5. Any action taken that relates to the matter.

The form must be signed by the charging party. The completed form should be forwarded directly to the Dean of Student Services.

The Dean of Student Services will notify the parties involved of the alleged misconduct and complete an investigation within **five (5) business days** after the charge is filed. The accused may be permitted to attend classes and participate in campus activities during the course of the investigation unless his/her presence poses an immediate or imminent threat to the safety and well-being of the campus community. The Dean will schedule a meeting with all parties involved to present the findings and outcome of the investigation. If the student cannot be reached to schedule an appointment or refuses to cooperate, he or she will be notified of the outcome in writing. The Dean will send a certified letter to the address on record providing a list of the charges, the imposed sanction, and instructions governing the appeal process (See Appeals process described below).

After discussing the alleged violation, the Dean may act as follows:

1. Drop the charges.
2. Impose a sanction consistent with those described in the Levels of Sanctions below.

F. Non-Academic Sanctions

1. Counseling Intervention/Warning: The student will receive counseling and verbal or written communication that gives official notice that any subsequent offense of the Student Code of Conduct will result in heavier penalties. This sanction has two important implications: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; and (2) if the individual errs again, further action will be taken. This sanction will remain in effect for no more than two semesters of the student's attendance.
2. Restrictive Probation: Restrictive probation results in the loss of good standing and becomes a matter of record. Restrictive conditions may limit the student's activity within the College community. Generally, the student will not be eligible for initiation into any local, State, or national organization and may not receive any College award or honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This sanction will remain in effect for no more than two semesters of the student's attendance.

3. Suspension: The student is dismissed from campus (and is not allowed to participate in any courses including distance education delivery) for a minimum of one semester to a maximum of one full academic year (three semesters). This sanction is reserved for those offenses warranting discipline more severe than reprimands or for repeated misconduct. Students who are suspended from the College must submit a written request for readmission to the Dean of Student Services and obtain written permission from the Dean of Student Services before returning to the campus. Failure to secure permission prior to returning to campus may result in the arrest of the student for trespassing.
4. Expulsion: The student is dismissed from campus (and is not allowed to participate in any courses including distance education delivery) for an indefinite period and loses student status.

All of the above sanctions may be imposed on 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 group's affiliation with the College may be revoked or activities restricted.

Other Sanctions:

1. Restitution: The student is required to pay for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or other students.
2. Financial Obligation: The College has the right to withhold transcripts, diplomas, or the right to register or participate in graduation ceremonies.

XIII. Grievance Procedures

A. Appeal of Non-Academic Sanctions

A student who disputes the imposed sanction may request a hearing before the Student Affairs Committee. The student must provide a written notice outlining the grounds for appeal to the Dean of Student Services within **three (3) business days** from the date he or she is informed of the penalty. The Dean shall refer the matter to the Student Appeals Committee and provide a report detailing the nature of the alleged misconduct and the relevant facts revealed during the investigation. The accused student will remain in good standing and be permitted to attend classes throughout the appeal process unless the presence of the accused poses an immediate or imminent threat to the safety and well-being of the campus community. If a student disagrees with the decision of the committee, he or she may appeal to the President following the process described below.

B. Appeals to the President

Students who wish to appeal any academic and non-academic sanctions must submit a written notice of their appeal to the President within **three (3) business days** from the date of the written decision of the findings of the appropriate appeals committee. The decision of the President will be presented to the student via **certified letter within five (5) business days**. Students may appeal the finding of the President to the Board

of Trustees as described below.

C. Appeals to the Board of Trustees

If an Appeal to the President is denied, any student may then submit an appeal to the Board of Trustees filing a written notice of appeal with the Chair of the Board of Trustees within **three (3) business days** after notification of the rendering of the decision of the President. The Notice of Appeal shall contain the following:

1. The words “An Appeal to the Board of Trustees of Sampson Community College” as its title.
2. A statement of the decision of the administration from which the appeal is taken.
3. The particular area or areas of disagreement with the administration’s decision.
4. The appellant’s allegation of facts to support the relief, solution, or remedy sought.
5. The relief, solution, or remedy sought.
6. The names and addresses of witnesses to be called by the appellant(s) at the hearing.
7. The name(s), address(es), and telephone number(s), and signature(s) of legal counselor(s), if any, who will represent the appellant(s) at the hearing.
8. The name(s), address(es), telephone number(s), and signature(s) of the appellant(s).
9. Date(s) of signature(s).

Also, the Notice of Appeal shall contain any other information required under the provisions of the particular section which authorizes the appeal.

Hearing Committee

Upon the filing of a Notice of Appeal, the Chair shall appoint at least three trustees to the Hearing Committee and one of the appointed trustees as Chair of the Hearing Committee. The Chair of the Board of Trustees may serve as Chair of the Hearing Committee or as a member of the committee without being Chair. The Chair of the Board may ask the Board of Trustees to appoint the committee or the Board of Trustees without being requested may appoint the committee or, if prior to the beginning of the hearing, modify the composition of the committee appointed by the Chair.

Pre-Hearing Committee

The Chair of the Hearing Committee will call and conduct a pre-hearing conference. Both the appellant(s) and the administration of the College must be represented at the conference and must be given at least **three business days**’ notice of the conference. At this conference he/she will set a time and place of the hearing and notify the parties verbally; determine if a transcript or audio-visual tape recording of the hearing will be made and notify the parties of his/her determination; obtain from the parties the names and addresses of any counsel that will be representing them at the hearing; obtain a list of witnesses to be called; explain the format of the due process hearing; and receive any brief of law the parties may submit.

Right To Legal Counsel

An appellant who exercises any of the rights granted hereunder has the right to be represented by legal counsel or by another person designated in writing to act on the

appellant's behalf throughout the appeal. The appellant will be responsible for his or her own legal fees. If the appellant is to be represented by legal counsel, he or she must so inform the Hearing Committee in the notice of appeal or by separate written documents filed with the President at or prior to the Pre-Hearing Conference.

Proceedings to be Closed

All proceedings before the Hearing Committee will be closed with only the Committee members, the appellant(s), the President, any other College official involved in the matter, the appellant(s) representative(s) or legal counsel, any legal counsel representing the College officials involved in the matter, the legal counsel representing the Hearing Committee, and such witnesses as may be called by either side to be in attendance. Witnesses may be sequestered before their testimony and requested to leave following their testimony. Either a written transcript or an audio tape recording of all proceedings before the Committee will be kept, and upon request, a copy will be furnished to the appellant at his/her or their expense.

Waiver of Privacy Rights

By taking any appeal hereunder, an appellant consents to all of his or her relevant College records being made available to the College officials involved in the matter, all members of the Hearing Committee, all legal counsel involved in the matter, and such witnesses as may be called by either side.

Burden of Proof

Burden of proof means that the party(ies) having the burden is (are) required to present evidence to prove the existence of those contentions. The appellant(s) will have the burden of proof, unless stated facts which entitle him/her or them to a favorable answer to his/her or their contentions otherwise in this manual or unless the law provides otherwise.

Hearing

The hearing will be conducted under the control of the Chair of the Hearing Committee. The Hearing Committee may consider only such evidence as is presented at the hearing and need consider only such evidence as it considers fair and reliable. All witnesses may be questioned by the Hearing Committee members, the appellant(s), the College officials involved in the matter, the legal counsel or representative(s) of the appellant(s), the legal counsel representing the College officials involved in the matter, and the legal counsel representing the Hearing Committee. The Committee may call additional witnesses or request to see any additional records or other information it deems relevant. If the Committee requests additional testimony or evidence, such evidence may be represented and such witnesses may be questioned in accordance herewith. Any such additional evidence may be questioned in accordance herewith. Any such additional evidence may be represented at the initial Hearing or the Chair, in his or her sole discretion, may postpone the Hearing for up to **ten (10) business days** and reconvene at that time to hear such evidence.

The Hearing will begin with presentation by the party having the burden of proof of evidence to support his or her contentions. The College officials or appellant(s) involved in the matter will then be entitled to present rebuttal evidence. The Chair of

the Hearing Committee may then allow such rebuttal or hear any additional positions of the appellant(s) and/or the College officials involved in the matter as the Chair deems reasonable. During these proceedings, the Hearing Committee may at any time meet in closed session with only the Committee members and any other person(s) so requested to be in attendance. At the end of all presentation of evidence, the Hearing Committee will meet in closed session to consider and reach a final disposition of the matter.

The Hearing Committee will notify in writing the appellant, the President, and any other parties involved in writing of its decision within **ten (10) business days** of the final hearing in the matter. If the Hearing Committee affirms the decision below, then this will constitute the final action of the College in the matter, and all proceedings hereunder will be deemed to be terminated. If the Hearing Committee decides that some relief is merited then the committee will notify the President, the appellant, and any parties involved, of its disposition of the matter, which will be deemed to terminate all proceedings hereunder, or will recommend such other action as it deems appropriate in its sole discretion.

Implementation and Enforcement of Decisions

Any decision of the Hearing Committee rendered hereunder will be implemented and enforced by the President.

Compliance With Time Requirements

If applicant(s) fail(s) to comply with any of the time requirements set forth herein with respect to completing and filing the documents required to pursue his or her appeal, to appear or be represented at the Pre-Hearing Conference, or otherwise to proceed under these appeal procedures, then the last substantive decision rendered on behalf of the College will stand as final, and all proceedings hereunder will be deemed to be terminated.

Notices to Appellants

Notices, decision, and other documents in this proceeding may be mailed to the appellant(s) at his or their address(es) of record by U.S. Postal Service first-class mail, postage prepaid and such mailing will be deemed delivered upon actual receipt by the party to whom sent or after three calendar days of when sent, whichever first occurs. The address of record from an appellant is the address of the appellant shown on the Notice of Appeal unless thereafter amended by the appellant. Personal delivery of documents to the appellant or to his/her legal counselor shall also constitute valid delivery and notice of documents.

Definition of Business Day

Business Day is defined as any day the College is open to do business.

Institutional Policies and Staff Conduct

The complaint of a student or applicant who believes that he or she has been subjected to unfair, arbitrary, or discriminatory action resulting from any institutional policy or subjected to unfair, arbitrary, discriminatory or unprofessional conduct by a member of the College staff is a grievance to be resolved through the grievance procedures set forth below (For code of conduct violations set forth on page 57, use procedures under that section. For appeals of course grades covered on page 58, use procedures under that section.)

1. The student or applicant shall be referred to the staff member involved for resolution of the grievance; or, if the complainant does not wish to consult with the staff member on the grievance, he/she shall be referred to the division chair or staff member's supervisor.
2. If the grievance cannot be resolved by consultation between the student and the staff member, the assigned division chair or supervisor shall mediate.
3. If such mediation does not result in a resolution of the grievance, the complainant, the staff member, and the division chair, supervisor, or any two of them, shall present the grievance to the division chair or dean for resolution.
4. If further review is sought, the finding of the dean may be appealed in writing to the President of the College.
5. Further appeal may be made in writing to the Board of Trustees.

D. Academic Appeals

Appeal of Academic Standing:

Students who have a legitimate reason for not meeting one or all of the academic standards for satisfactory academic progress, as outlined in the College Catalog, may submit a written appeal to the VP of Academic Affairs. Waiver of academic standards may be granted for death of an immediate relative of the student, injury or illness of the student, or other special circumstances. Appropriate documentation must accompany the appeal. If a student's appeal is successful, then the student is still considered to be maintaining satisfactory progress for enrollment purposes. The VP of Academic Affairs will appoint an Appeals Committee to review the appeal and provide a decision. Students will be notified of the outcome in writing within five (5) business days of the committee's decision.

Appeal of Academic Standing – Students who have a legitimate reason for not meeting one or all of the academic standards for satisfactory academic progress, as outlined in the College Catalog, may submit a written appeal to the VP of Academic Affairs. Waiver of academic standards may be granted for death of an immediate relative of the student, injury or illness of the student, or other special circumstances. Appropriate documentation must accompany the appeal. If a student's appeal is successful, then the student is still considered to be maintaining satisfactory progress for enrollment purposes. The VP of Academic Affairs will appoint an Appeals Committee to review the appeal and provide a decision. Students will be notified of the outcome in writing within five (5) business days of the committee's decision.

Financial Aid Appeal Process:

Appeal for Waiver of Unsatisfactory Progress – This appeal may be filed based on unusual circumstances that have negatively affected the student's academic performance. These factors are: Death in the Immediate Family, Illness or Injury, or Special Circumstances. Appropriate documentation must be submitted with the appeal. Students who have a legitimate reason for not meeting one or all of the academic standards may submit an Unsatisfactory Progress Appeal Form to the Financial Aid Office. The form is available in Student Services and on the financial aid forms page on the College's website. The Director of Financial Aid will review and forward appeals to the Vice President of Academic & Student Affairs who will appoint an Appeals Committee to review the appeal and render a decision. The committee will

consist of the Academic Vice President, serving as the committee chair, the Dean of Student Services, the appropriate Division Chair, and at least two faculty members appointed by the Vice President. Students will be notified in writing of the outcome within five (5) business days of the appeal hearing.

Maximum Timeframe Appeal – Students who have exceeded the maximum time frame allowed to complete degree, diploma, or certificate requirements may appeal on the basis of having a limited number of courses remaining to complete the program of study. Students seeking an appeal must complete a Maximum Timeframe Appeal Form with their academic advisor. The form is available in Student Services and on the financial aid forms page on the College’s website. The completed form must be signed by the advisor and reviewed with a Student Services counselor. Maximum timeframe appeals will be forwarded to the Director of Financial Aid who will review the appeals and submit them to an Appeals Committee. The committee will consist of the VP of Academic Affairs, the Dean of Student Services, a Student Affairs Committee representative, and a Faculty Council representative. The committee will review the appeal and render a decision. Students will be notified of the outcome in writing within five (5) business days.

Any student who disagrees with the outcome of an academic appeal or financial aid appeal, may appeal to the President following the process described in section 606.02. The decision of the President is final unless amended upon appeal to the Board of Trustees as described in section 606.03.

XIV. Weapons on Campus

Weapons: Both state and federal laws prohibit guns, firearms, explosives, and other deadly weapons on the College campus. These laws apply even if you have a permit to carry the weapon. Law enforcement officers acting in their official capacity are allowed to carry weapons on campus. These laws will be strictly enforced by security and College officials. Violation constitutes a felony.

XV. Policy for Posthumous Recognition of a Student

Purpose: When a currently enrolled student dies prior to completing degree requirements of achieving an academic goal, the accomplishments of the student may be recognized posthumously as a gesture of compassion to the student’s family.

Types of Recognition:

1. Posthumous Degree – awarded when a deceased student was nearing completion of a degree, diploma, or certificate program.

Requirements:

- The student was currently enrolled at SCC at the time of death.
- The student completed at least 75% of the required courses.
- The student was in good academic and financial standing with the College.

2. Posthumous Certificate of Achievement – when a deceased student does not qualify to be awarded a posthumous degree, he or she may be given formal recognition for academic achievement.

Requirements:

- The student was currently enrolled at SCC at the time of death.
- The student had attempted at least 12 credit hours at SCC.
- The student was in good academic and financial standing with the College.

Process: A member of the College’s faculty or staff, or a family member of the deceased student may request consideration for posthumous recognition. The request should be made in writing to the Registrar’s Office. The Registrar will evaluate the request to determine whether the deceased student meets the requirements for a posthumous degree or a certificate of achievement.

Once eligibility is verified by the Registrar, the request will be submitted to the Dean of Student Services and the Vice President of Academic & Student Affairs for recommendation of approval to the President. At the President’s discretion, a formal request for approval will be presented to the SCC Board of Trustees.

Policy Provisions: Faculty or staff members who nominate a student for posthumous recognition must obtain written permission from the family of the student before the request will be considered. The awarding of a posthumous degree or certificate of completion will not be posted on the student’s official transcript. Posthumous recognition will be awarded to the deceased student at a time and place to be determined by the College administration. The party or parties requesting posthumous recognition will be formally notified of the outcome in writing.

CHAPTER VI: THE LIBRARY

The Library serves the needs of the students and staff with a carefully selected collection of print and non-print materials, a variety of audiovisual equipment, and numerous services. The Library's holdings include a book collection supported by current hardcopy periodical titles and NCLive, an online database that provides access to complete articles from over 5,500 newspapers, journals, magazines, and encyclopedias. In addition to this collection, the Library supplements its holdings by subscribing to local newspapers and by maintaining an audiovisual materials collection with appropriate equipment, and a few special collections including North Carolina and vacation files. The Library also serves as the depository of all College archives. The Library allows members of the community to use the materials and services within guidelines established by the College.

I. Hours of Service

Monday - Thursday	8:00 a.m. - 8:30 p.m.
Friday	8:00 a.m. - 4:00 p.m.

Any change of hours will be posted on the **Library (and all others to LRC)** doors. Hours of service usually are shortened during semester breaks, holidays, and the summer.

II. Materials Selection

The members of the instructional faculty are primarily responsible for the selection of and requests for appropriate library materials. A continuing effort is made to secure those materials necessary to support each course taught through the institution.

Department and program heads will be held responsible for maintaining library collections at or above acceptable standards for accreditation for their respective departments. The Library maintains a materials selection policy which offers guidance to all staff members in materials selection. This policy is available from the Library to any interested individual.

III. Order Procedures for Materials

A. Books

Requests for books are welcomed anytime. However, because many of the orders go through a book jobber, it may take several weeks to receive a book once it is ordered. Therefore, the Library staff encourages ordering well in advance of the need for the materials to ensure the availability when needed by the students. Requests may be in writing or desired titles on bibliographies or publishers' advertisements may be checked and initialed.

B. Audiovisual Materials

Requests for audiovisual materials are made to the Director of Library Services. Please furnish as much information as possible from a current catalog: complete title, company, copyright date (if known), and price per unit. Publisher's catalogs of such

materials are routinely distributed to departments and specific instructors via interdepartmental mail.

C. Periodicals

Prior to the renewal date through EBSCO Subscription Agency (January of each year), requests for hardcopy titles are accepted. The Library encourages department heads to tender requests at that time. Responses from department heads are used to determine the periodicals to which the College subscribes. Subscriptions generally expire in December. Therefore, changes in subscriptions (based on requests) are usually effective in December.

IV. Lending Policies for Staff

Staff members should register with the Library so that their staff ID cards can be activated for borrowing privileges. They are responsible for all materials charged against their library card.

Most materials may be borrowed for the semester; however, if another person needs the materials, the staff member may be requested to return the material with one week's notice. All materials should be returned at the end of each semester whether in use or not, with exception of "permanent" or annual loan items which are due at the end of the spring semester. If they are needed for an additional period of time, they may be checked out again.

Current issues of periodicals may be circulated on Fridays only and are due back in the following Monday. Each patron may borrow up to five periodicals. Back issues of periodicals also circulate.

Adjunct instructors are extended faculty check-out privileges only during the semester they teach for the College.

V. Interlibrary Loan Materials

Staff members may request materials from other libraries through interlibrary loan. They may place orders themselves via CCLINC or the Library staff will attempt to obtain the materials via OCLC. This service gives access to most university, College, community College, and public library collections in the country.

Photocopies of magazine and newspaper articles can be obtained; however, all costs incurred must be paid for by the staff member.

VI. Reserve Materials

Faculty members are expected to observe copyright laws with respect to materials placed on reserve. The library staff will reject items which have questionable copyright information.

A list of materials placed on reserve should be given to the students in the class for which it is

reserved. Specific magazine articles to be used for class assignments should be placed on reserve also. These articles must contain notice of copyright including copyright date and owner of the copyright. Example: © 1998 by Newsweek, Inc.

Please remember to remove any materials placed on reserve immediately after the assignment is completed. Reserve shelf space is limited.

VII. Term Papers

There should be no difficulty in locating enough research material for particular topics chosen by students; however, if you find that a student is having difficulty, please refer them to one of the librarians. If this problem is identified early enough, interlibrary loan materials may be obtained and/or instructions may be given for internet use.

VIII. Audiovisual Equipment and Materials

There is a variety of audiovisual equipment available to the staff for instructional use. Examples are: LCD data projectors, laptop computers, SMART clicker sets, digital audio recorders, document cameras, etc. Equipment will be loaned on a first-come basis. Requests should be made in advance of usage date.

A. Staff Members

1. Equipment should be picked up from and returned to the circulation desk.
2. Transfer of Equipment: There should be no transfer of equipment from one instructor to another without notifying the Library. Any missing or damaged items should be reported to the Library.
3. Maintenance: Defective equipment or materials should be returned to the Library with a written note concerning the defect.
4. Sharing of Equipment: Equipment that is used infrequently should be returned and requested as needed. There is not enough equipment for each instructor to have one item for individual use all the time. Consequently, a sharing situation among several instructors is desirable. There are selected sites on campus where AV equipment is available.
5. Proper Use of Equipment: The Library staff will be glad to assist instructors with the selection of appropriate materials and with the operation of equipment.

B. Other Organizations

Equipment loans to staff members not using it for job related duties or to outside agencies shall follow the procedures below.

Applications to use College equipment shall be made in writing to the appropriate administrator as follows:

Audiovisual Equipment – Director of Library Services
Other Equipment – Vice President of Finance &
Administration

The borrower will utilize the Equipment or Material Loan Agreement furnished by the College. Applications should be made prior to the loan so that the College can make every effort to have needed equipment available.

The administrators listed above may designate items under their control for public use and restrict those items to College use when necessary.

IX. Gifts

Gifts for the Library should not be received by any school official without consulting the Director of Library Services for approval of the gift's usefulness, suitability, and literary quality.

X. Suggestions for Improvement in Services

The Director of Library Services always welcomes suggestions for improving the Library services to both students and staff. Please feel free to make your suggestions at any time.

XI. Statement of Philosophy and Objectives

Sampson Community College strives to offer to its community a program for improving skills and developing an intellectual understanding of life. The education of the whole person--the development of all citizens and their capabilities: (aesthetic, social, intellectual, and manipulative)--is the goal. The staff of the College is committed to the concept that all individuals in a democracy should have the fullest opportunity to develop themselves through education to the limits of their capabilities. As stated in the philosophy of the College, the Library of Sampson Community College is committed to the concept of the total development of each individual. The Library strives to be a materials center in which the individual can develop interests and potential--both personal and occupational.

The primary objective of the Library is to implement, enrich, and support the educational program of the College. It is the duty of the Library to provide a wide range of materials on appropriate levels of difficulty with a diversity of appeal and different points of view. The Library further intends to be a reference center as well as an advanced resource center for the area. In striving to achieve its objectives the Library makes materials available through the interlibrary loan network of the State of North Carolina. Materials may be borrowed from sister Colleges of the community College system, from several Colleges and universities, public libraries, and from the North Carolina State Library. It also provides worldwide possibilities.

The President and staff of Sampson Community College assert that the responsibilities of the Library are:

1. To provide materials that will enrich and support the curriculum, taking into consideration

the varied interests, abilities, ethnic groups, and maturity levels of all students.

2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that students may develop the practice of critical analysis of all media and form their own opinions on controversial issues.
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. To place principle above prejudice and reason above personal opinion in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for patrons of the Library.

XII. Materials Selection Policy

A. Purpose and Objective of Selection:

This selection policy is designed to guide the College staff and to inform patrons about the principles upon which selections are made. The judgment of faculty members and media specialists cannot be replaced by a policy, but stating goals and boundaries can assist them in selecting from the multitude of materials now available.

Responsibility for selection of materials and interpretation of the selection policy lies with the Director of Library Services. However, the Director will delegate authority to staff members and faculty members to interpret and guide the application of the policy in making day-to-day selections. The Director of Library Services in consultation with the requestor will resolve any unusual selection problems.

The Library emphasizes, in its selection policy, the educational and informational functions. Materials have educational value if they contribute to the positive growth of a person, either as an individual or as a member of society, whether that society be a peer group, the family, or the world. Materials are also chosen when they stimulate imagination and reflection, widen horizons and enlarge experience. This definition includes limited "recreational" materials. Selection should reflect materials of basic permanent value and materials on current issues and problems.

The Library recognizes its obligation to provide reference and research materials for the direct answering of specific questions and for continuing research. Special collections of local history materials are also mandatory. The Library is cognizant of the materials available in the local public library, and materials available through interlibrary loan. These materials are considered when requests are made for special materials that would not have permanent value. This does not mean materials in any given area are omitted, but that good working collections, including standard works, classics, and popular titles,

are acquired in all needed fields.

Selection of materials is considered a judgmental and interpretative process involving a general knowledge of the subject and its important literature, a familiarity with materials in the collection, an awareness of the bibliographies of the subject, and a recognition of the needs of the College and the community. Along with a critical examination of the current production, continual consideration is given to book reviews, authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers' advertising media and requests of Library patrons, particularly faculty members.

The Library does not promote particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the viewpoint of the author expressed therein. Within the framework of the "Library Bill of Rights" and the "Freedom to Read Statement" adopted by the American Library Association, the Library provides materials representing all approaches to public issues of a controversial nature. The Library is aware that one or more persons may take issue with the selection of any specific item, and welcomes any expression of opinion by patrons, but does not undertake the task of pleasing all patrons by the elimination of items purchased after careful consideration and under guidance of the policies expressed in this document. To provide a resource where the free individual can examine many points of view and make his own decisions is one of the essential purposes of the Library.

It then is the responsibility of the Library to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, ethnic groups and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide a background of information which will enable students to make intelligent judgments in their daily life.
4. Provide materials on opposing sides of controversial issues so that students may develop the practice of critical analysis of all media and form their own opinions on controversial issues.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above prejudice and reason above personal opinion in the selection of materials of the highest quality in order to create a comprehensive collection appropriate for patrons of the Library.

B. Fields of Concentration in the Collection:

The Library supports all curriculum programs offered by the College as well as offering materials which support patrons needs beyond the classroom. There are no specific fields of concentration in the collection, however.

C. Criteria for Selection of Materials:

Needs of the College based on knowledge of the curriculum and of the existing collection are given first consideration.

1. Materials for purchase are considered on the basis of:

- a. Overall purpose
- b. Timeliness or permanence
- c. Importance of the subject matter
- d. Quality of the writing/production
- e. Readability and popular appeal
- f. Authoritativeness
- g. Reputation of the publisher/producer
- h. Reputation and significance of the author/composer/producer, etc.
- i. Requests from patrons

2. Materials are not purchased when:

- a. They can be used by only a few people and do not contribute to the overall purpose of the College.
- b. They are textbooks for a course offered at the College (unless requested specifically by an instructor).
- c. They will lose their value after a short time (unless the Director of Library Services has approved purchase for unusual circumstances).

D. Gift Materials:

Gift materials may be approved only by the Director of Library Services. The Director accepts the gifts with the understanding that those materials not needed by the Library may be given away, sold, or destroyed. Gift materials are subject to the same criteria as purchased items.

E. Weeding Materials:

The entire collection is examined on a three-year cycle to identify materials which need to be removed from the collection. Assistance in weeding the specific subject collections is a responsibility of the faculty. Materials which are no longer viable are discarded, subject to the approval of the Director of Library Services, and may be given away to nonprofit groups, sold, or destroyed in accordance with state guidelines. The following categories of materials should be removed from the collection:

1. Materials in poor physical condition
2. Outdated materials
3. Materials superseded by newer and revised editions
4. Materials which are mediocre or poor in literary quality
5. Duplicate copies which are not needed
6. Materials no longer of value to patrons of the Library.

CHAPTER VII: FINANCE AND ADMINISTRATION

The following chapter covers most aspects of finance and administration. If an employee has questions about any procedure, he/she should consult his/her supervisor or the Business Office before taking any action.

I. Administrative Support

A. Mail Service

1. General

All College mail is processed through the mail room located on the first floor of the Warren Student Center.

All incoming mail is sorted and delivered to departments no later than 10:30 a.m. daily by the maintenance staff. Outgoing mail is picked up from each department no later than 3:00 p.m. by the maintenance staff. This mail should be banded by first class, courier, and interoffice. All mail is sent first-class or courier unless otherwise directed. Pre-stamped mail should be banded together. Internal correspondence should be placed in campus mail envelopes addressed to the appropriate employee.

2. Courier

The state provides a courier service for mail between state offices. Rates for this mail are significantly lower than U. S. Postal Rates. Staff are encouraged to use this service for cost savings.

3. Bulk Mail

Bulk mail should be used for all mailing of 200 pieces or more of identical mail. This mail should be delivered to the mail room before 12:00 noon on the day of the mailing. Prior notice is requested. Special preparation according to zip code is necessary for bulk mailing. Please contact the Bookstore for specific instructions prior to processing this mail.

4. Processing Professional Association Mail

Staff that participate in professional organizations as officers often assume the responsibility for mail for their organizations. The College wishes to support these organizations; however, the responsibility for postage for large mailings should be borne by the association. Staff members processing mail for an association or other third party through the College's postage meter, except for an occasional letter or letters, for a College related purpose, must obtain approval in advance by submitting a request (memo) to the business office.

B. Fax

The College provides a single incoming fax number (910-592-8048) for use of all faculty and staff for business purposes. The fax machine is located in the Business Office. Incoming faxes are filed in folders when received and should be collected by the recipient. Outgoing faxes may be originated using the Business Office fax machine or through network photocopiers. Personal faxing is permitted for staff and faculty; however, long distance faxes must be charged to a personal calling card or the employee's personal number. Faxes are placed within the local calling local Access Transport Area (LATA) (no long distance charge) may be placed without charge.

C. Telephone

The College operates a private business exchange (PBX) with automated tracking of long distance calls. Long distance calls can be processed directly from most campus phones without the assistance of the operator or receptionist. If special assistance is required, the receptionist can assist you. Personal calls outside of the local calling LATA should be charged to credit cards or personal numbers. Personal calls include calls made by employees to family members or friends to notify them of changes in the employee's work schedule. Employees are permitted to use the telephone for short, local, personal calls; however, employees should exercise care not to abuse this privilege.

D. Printing and Photocopying

The photocopiers throughout the College are intended to support the routine copying needs of staff and faculty (50 copies or less). Larger print jobs should be taken to the Duplicating office on the first floor of the Warren Student Center for processing on high-speed copiers. The Duplicating office should be given adequate notice of the work to be performed. For most jobs, materials should be received in the office three days prior to their expected return. Additional time should be provided for large jobs.

The Duplicating office will assist in preparing material for printing. Due to limited staff, the primary responsibility for composing, layout work, and collating must rest with the department originating the request.

Photocopiers are assigned to staff and faculty by department or division to assure that costs are properly charged. Staff and faculty members are strongly encouraged to use their assigned machine. In the event of a machine problem, notify the Business Office and another machine will be assigned.

Staff or faculty requesting printing for professional organizations should submit these requests directly through the Business Office for approval. Reimbursement may be requested for this work. Student clubs should submit their printing requests directly through the SGA Coordinator. Cost for this work will be charged to the SGA account.

Visitors, staff or students who wish to make photocopies for personal benefit should use the machine in the Library and pay the established rate. The use of other machines for personal use is not allowed.

Photocopier repair requests should be reported to the Business Office. All calls will be logged and the repair service notified.

E. Entertainment

Meal costs for advisory committees and other College-related functions may be paid by the College with the approval of the President. Requisitions should be submitted for approval allowing for sufficient time to process the request by the Business Office.

These expenditures are reported to the College's Board of Trustees on an annual basis.

F. Notary Service

Notary services are available in the President's Office and in the Financial Aid Office for College-related documents.

G. Official Notices

The College's official notice board is located in the east entry hallway to North Building. This board includes postings of state and federal employment law as well as required health and safety information. Questions concerning the contents of this information should be addressed to the Personnel Officer.

H. Use of Profits from the Bookstore

It is the policy of the Board of Trustees to assure that student costs are held to a minimum. Consistent with this, the Trustees annually review and approve the mark-up on textbooks and other materials offered for resale through the College's bookstore. Bookstore funds, consistent with policies adopted by the State Board of Community Colleges, shall be restricted to:

1. Support of bookstore operating expenses including, but not limited to salaries, supplies, travel, materials, operating resources and equipment associated with the operation, support and enhancement of the bookstore.
2. Funds in excess of these operating expenses may be used in support of:
 - *Student aid and/or scholarships.
 - *Other expenditures of direct benefit to students (e.g., funding of positions for financial aid; support of the Student Government Association).
 - *Other similar expenses authorized by the Board of Trustees including, but not limited to, programs offering direct financial assistance to enrolled students including scholarships, student loans, work study, and such other forms of direct assistance as the College may prescribe; and in support of programs providing essential services to these students. Such services may include child care, transportation, or similar support necessary for the students' attendance and successful completion of their course of study. Funds may be used for other expenses providing direct benefit to students including those associated with the implementation of new programs, the expansion of the faculty, student counseling and the purchase of equipment.
 - *The construction and renovation of the Bookstore itself.

*The Student Center (operations of student associations and activities, and the construction and renovation).

3. Funds may not be used for:

*Supplemental salaries or bonuses of any personnel.

*Administrative support of the College other than that allowed above.

*College entertainment expense (Educational activities for non-College personnel or College personnel to enhance student success is permissible. Functions in which the primary purpose is lobbying or soliciting donations would be considered entertainment and are not permissible).

*Construction not listed in 2 above.

All expenditures shall be consistent with the mission and purpose of the North Carolina Community College System.

I. Graduation and Capping Expenses

The administration is authorized to use 75% overhead receipt funds for graduation and capping expenses.

J. Disbursement of Funds

In accordance with NCGS 115D-58.3, all checks will be signed by the President and the chief financial officer (Vice President of Finance & Administration).

Certificate withdrawals or liquidation of funds will be approved in writing by the President and the chief financial officer (Vice President of Finance & Administration).

K. Depositories of Funds

The funds will be deposited in financial institutions approved by the Board of Trustees and the State Treasurer's Office.

L. Facsimile Signatures

In accordance with NCGS 115D-58.8, the Trustees authorize the use of a facsimile signature machine for the purpose of signing checks and drafts. The Trustees further authorize and charge the chief financial officer (Vice President of Finance & Administration) with the custody of the necessary machines, stamps, plates, or other devices for the purpose of such signatures.

The administration must notify the Department of State Treasurer with updated signature cards if there is a change at the College in the position of President and/or chief financial officer (Vice President of Finance).

M. Risk Management and Insurance

The Board of Trustees directs the President to provide for the management of property and liability risks through a program of risk management insurance.

The State Board of Community Colleges, under provisions of NCGS 115D-58.10, maintains surety bonds for employees paid from state funds. College insurance should provide for the bonding of all employees paid from non-state funds authorized to draw or approve checks or vouchers drawn on College funds and all individuals authorized to receive funds.

Minimum property coverage should provide for the insuring of:

6. Each building owned by the College to the extent of the current insurable value against loss by fire, lightning, and other perils embraced in extended coverage as determined by the insurer and the North Carolina Higher Education Facilities Commission.
7. Equipment and other contents of all College buildings that are the property of the Board or of the State of North Carolina.

The President is further directed to provide for a program of risk management for tort actions against the Board to include the purchase of liability insurance such that the Board is adequately insured against tort claims consistent with the requirements of 115D.58.12.

The administration shall, to the extent possible, purchase and select insurance on a competitive basis with approval of the Board of Trustees.

N. Internal Controls

- a. Effective with the 2010/2011 financial audit, the College will be audited annually (instead of biannually) by the North Carolina Department of State Auditor.
- b. The College will participate in the internal control program established by the Office of the State Controller entitled “Enhancing Accountability in Government Through Leadership and Education” – (EAGLE).
- c. The College will complete a Cash Management Plan that will incorporate all College-wide internal control processes. The Vice President of Finance & Administration is responsible for the development and administration of the College’s Cash management Plan and the Director of Budgeting and Internal Controls is responsible for maintaining these internal controls. The results of data collected will be shared with the Board of Trustees on an annual basis.
- d. The College’s Cash Management Plan is available in the appendix of this manual.

O. Tuition and Other Fees for Curriculum Students

The Business Office is responsible for the collection of all tuition, fees, fines, and other educational costs borne by the student. In addition, the Business Office

distributes all financial aid and work study checks. The Business Office is located on the first floor of the North Building. The office is open to students between the hours of 8:00 a.m. and 5:00 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday, and other published periods for registrations. The Business Office closes each Friday at 12:00 noon during the summer session.

1. Curriculum Tuition

Tuition for Fall, Spring, and Summer Semesters for in-state curriculum students is \$69.00 per credit hour not to exceed \$1,104.00 per semester. Tuition for out-of-state students is \$261.00 per credit hour, not to exceed \$4,176.00 per semester. The College shall charge for each credit hour taken up to 16 credit hours. All credit hours taken during the semester that exceed 16 will be at no cost.

Students enrolled for twelve (12) or more credit hours are considered full-time. North Carolina residents age 65 or older may enroll tuition free in curriculum courses.

The student's fees are due and payable prior to entering the first scheduled class.

Payment of Fees: The North Carolina Community College System has established the following policies:

- a. Tuition and fees for each semester are payable on the date of registration.
- b. A student who has an outstanding balance is not eligible for registration. This includes any outstanding balance at another institution of the North Carolina Community College System.
- c. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his or her record, nor will any information concerning his or her record be forwarded to another institution or other person so long as the delinquent account is outstanding.

NOTE: Tuition is set by State policy and is subject to change without notice.

2. Activity Fee

The Board of Trustees will adopt a schedule of fees annually upon the recommendation of the President. These fees will be consistent with the provisions of the activity fee policies adopted by the State Board of Community Colleges. The administration will report these fees annually to the North Carolina Community College System office.

The funds collected from activity fees must be expended as adopted by the State Board of Community Colleges and published in the North Carolina Community College System Accounting Procedures Manual.

Each curriculum student enrolled for twelve semester hours or more (full-time) will pay \$16.00 per semester for a student activity fee. This fee is for the cost of

student publications, social events, and other activities. This fee is refundable if the conditions for tuition refund apply. Students will pay activity fees according to the following schedule:

1-5 semester hours	\$ 8.00
6-11 semester hours	12.00
12 or more semester hours	16.00

3. Technology Fee

Each curriculum student enrolled for twelve semester hours or more (full-time) will pay \$16.00 per semester for a technology fee. Students will pay technology fees according to the following schedule:

1-5 semester hours	\$ 8.00
6-11 semester hours	12.00
12 or more semester hours	16.00

Fees may be changed by action of the Board of Trustees. The maximum technology fee is set by State policy and is subject to change without notice.

4. Parking Fee (Special Fee) – Vehicle Registration and Parking Regulations

All students who operate motor vehicles on campus must register their vehicle(s) with the Security Officer. The College enforces parking regulations. Violations of the parking and registration regulations will result in fines, towing, or loss of parking privileges. A \$5.00 parking fee is charged each semester to curriculum students.

5. Insurance Fee

A student accident insurance policy designed for the students of the North Carolina Community College System is required for all curriculum students at a nominal cost per semester. For information concerning coverage and benefits, contact the Business Office. A copy of the insurance plan is distributed to each student at registration.

Nursing students are required to purchase professional liability insurance at an approximate cost of \$20.00 per year.

6. Parking Fines

Parking fines will be assessed at \$25.00 for each parking ticket. This fine will be enforced for students, as well as faculty and staff.

7. Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by a student is the responsibility of the student. The student will be required to pay for such items.

8. Special Supply and Uniform Costs

Students in some curricula are required to purchase special supplies or clothing. Examples of charges:

Cosmetology kit, plus books - \$750.00 estimated

Nursing Uniforms - \$200.00 estimated

Students should consult with their department chair for a list of special supplies required in their curriculum.

9. Textbooks

Students are required to provide or purchase their own textbooks. The College operates a Bookstore located on the first floor of the Warren Student Center. The Bookstore stocks the necessary books and materials for the courses currently offered by the College. The cost of books and other items varies with the program of instruction.

P. Refund Policies for Curriculum Students

1. Tuition Refunds

The College's tuition refund policy is established by the North Carolina State Board of Community Colleges. Students who find it necessary to withdraw from a course or the College during the semester must complete the following procedures to officially withdraw from classes and be eligible for any refund of tuition and fees.

- a. Obtain a withdrawal form (Registration Change Notice Form) from Student Services or from the student's advisor;
- b. Have the form signed by the instructor(s) for the class(es) from which the student is withdrawing;
- c. Submit the completed form to Student Services for final approval.

The withdrawal form should be completed within ten (10) calendar days of the first day of class and prior to or on the 10% point of the semester. Withdrawals that are not processed by these staff and subsequently signed by the student are unofficial and are not eligible for refunds.

Tuition refund for students shall not be made except under the following circumstances:

- a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
- b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- c. 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 from the class prior to or on the 10 percent point of the class.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the State refund regulations stated in this rule.

Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

Note: The tuition refund policy is set by the State and is subject to change without notice.

2. Activity Fee/Parking Fees /Technology Fee Refunds

A 100 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent of the semester. 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 or on the 10 percent point of the class.

3. Insurance Fee Refund

A 100 percent refund shall be made under the following circumstances.

- a. A student officially withdraws from class(es) or from the College prior to the first day of class(es).
- b. A student is enrolled in one or more classes subject to an institutional error.
- c. A student is enrolled in class(es) subsequently canceled by the College.

Otherwise, the insurance fee is non-refundable.

4. Book Refund and Exchange Policy

Books may be exchanged or returned with a 100 percent refund given if the student officially withdraws from the class prior to or on the official 10 percent of the semester. 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 or on the 10 percent point of the class. REFUNDS OR EXCHANGES WILL NOT BE ALLOWED FOR TEXTBOOKS THAT HAVE BEEN SOILED, WRITTEN IN, OR IF SHRINK WRAP HAS BEEN REMOVED.

No refunds are allowed on supply items. Students must show a valid ID and a cash receipt when returning books.

5. Return of Title IV Funds

When a student withdraws during a semester, the amount of Title IV assistance (Federal Pell Grant) earned up to the date of withdrawal is determined by a formula specified by 34 CRF part 668.22. If the student received less assistance than the amount earned, a disbursement may be made after withdrawal. If the student received more assistance than earned, the excess funds must be returned.

If there are funds that must be returned, the College must return a portion equal to the lesser of institutional charges multiplied by the unearned percentage of funds or the entire amount of the excess funds. If the College is not required to return all of the excess funds, the student must return 50 percent of the remaining amount.

Details of this policy are available in the Financial Aid Office.

4. Military Tuition Refund

Upon request of the student, each College shall:

- a. Grant a full refund of tuition and fees 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 then taking place outside the State of North Carolina that make it impossible for them to complete their course requirements; and
- b. Buy back textbooks through the College's Bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Q. Live Projects

The College is authorized to serve patrons of the community as necessary to provide appropriate training for live projects. The President will establish a schedule for live project fees and will be submitted for approval to the SCC Board of Trustees and the NC Community College System Office.

R. Profits from Vending Machines and Other Convenience Concessions

Profits and income from vending machines and other convenience concessions may be expended by the President for the following purposes:

1. Support of these operations and concessions.
2. Match of student aid funds and for other forms of student financial aid.
3. Other expenditures of direct benefit to students.
4. Other institution-related expenditures including, but not limited to, the following:
 - a. Public relations expense
 - b. Membership dues
 - c. Faculty development
 - d. Trustees expense
 - e. Student development
 - f. Advertising and recruitment
 - g. Approved travel and per diem expense
 - h. Campus development
 - i. Subscriptions
 - j. Flowers and cards
 - k. Supplies and materials
 - l. Miscellaneous

S. Naming Facilities, Positions, and Programs

The naming policy serves as a guideline for the Board of Trustees, the Foundation Directors, other volunteers, and College employees who are involved in gift solicitation. The policy attempts to assure consistency, fairness, and appropriate recognition in the naming of facilities, positions, and programs. Naming facilities is a highly sensitive subject; therefore, all potential nominations are to be held in strictest confidence. Confidentiality by all those involved in the process is critical.

This policy applies to donations made directly to the College and to the College foundation. However, donations made to the foundation for student scholarships are excluded from the naming policy; criteria and naming are agreed upon by the Foundation director and the donor.

All nominations will be received by the Office of the President of Sampson Community College. The President will make an initial review of the nomination to determine its merit and its consistency with the College's goals and objectives. The President will report to the Chairman of the Board of Trustees and the President of the Foundation the results of his/her review.

1. Definitions

For the purpose of naming opportunities, the following definitions are given:
"Facilities" are defined as buildings, areas within buildings, rooms, streets, courts, or athletic fields.

"Programs" are defined as credit or non-credit curricula, administrative units, or cultural or civic events of the College.

“Positions” are defined as faculty or staff titles.

“Permanent” is defined as for the life or existence of the facility, position, or program. Exceptional circumstances may result in the changing or deletion of the name.

2. Guidelines for the Naming

Facilities can be named based upon the following guidelines:

The Board of Trustees has the right to approve all namings. A two-thirds majority is required.

A former member of the Board of Trustees who has made an outstanding contribution to the College may have a facility named for them.

A former employee who has made an outstanding contribution to the College may receive such recognition.

A citizen or entity that has made a substantial monetary or personal service to the College may be given consideration.

3. Monetary Donations

The naming of facilities based upon monetary gifts must be granted by the Board of Trustees as well. Their decision may include consultation with the foundation and the President of the College. Given below is a table containing some general guidelines:

Naming Opportunities	Monetary Gift Minimum
Main Campus	\$10 million
New or Existing Building	50% of cost of construction for the facility
Entrance Hall or Lobby	\$500,000
Suite	\$500,000
Classroom or Laboratory	\$250,000
Conference Room	\$150,000
Garden, Athletic Field	\$100,000
Program	\$500,000

Minimums will be reviewed by the Board of Trustees periodically, especially as it relates to changing construction costs.

Gifts which enhance the campus, but are of lesser value may be named for an individual. Full cost must be covered by the donor. These gifts and naming privileges must be reviewed as well.

Attention is always given to the donor’s preferences, if any, and may supersede the following giving designation guidelines:

Funds are given to name a new building or facility not yet fully paid for, and the donor wishes the funds to go to the building or facility	Funds go directly to the College
Funds are given to name an existing building or facility that has already been fully paid for and the donor wishes the funds to go toward student aid or other priorities of the foundation	Funds go directly to the foundation, and the donor restrictions are followed
Funds are given to name a new building or facility not yet fully paid for, and the donor wishes the funds to go to student aid or other priorities of the foundation	Funds go directly to the foundation. Naming right granted only if sufficient funds are raised from other sources. Another donor may supersede the first donor.
Funds are given to name an existing building or facility that has already been fully paid for and the donor wishes the funds to go toward future building projects	Funds go directly to the foundation and held in a temporarily restricted fund to be used as the trustees determine in consultation with the foundation
Funds are given to name a new building or facility not yet fully paid for and the donor does not restrict the funds in any manner	Funds go directly to the foundation and held in a temporarily restricted fund to be used as the trustees determine in consultation with the foundation
Funds are given to name an existing building or facility that has already been fully paid for and the donor does not restrict the funds in any manner.	Funds go directly to the foundation to be used to meet the priorities of the foundation as set by the foundation board in consultation with the trustees

T. Federal and Other Grants

The Board of Trustees authorizes the President of the College to apply for federal and private grants for College purposes. Grant funds received will be expended according to grant terms as set forth by federal, State, and private sources. All grant awards made to the College shall be reported to the Board of Trustees.

U. Investment Management Policy

It is the policy of the Board of Trustees to conform with the applicable provisions of Chapter 115D, Article 58.6, Chapter 147, Article 86.10, and Chapter 159, Article 30 of the General Statutes of North Carolina in the management and investment of all funds held by the College. Consistent with these laws, the administration will establish and maintain techniques and procedures for the receipt, deposit, and disbursement of monies coming into its control and custody which maximize the interest bearing investment of cash and minimize idle and non-productive cash balances.

The Board of Trustees shall discharge their duties with respect to the management and investment of College funds as follows:

- (1) Investment decisions shall be solely in the interest of the College and the students, faculty, and staff of the College.

- (2) The investments shall be for the exclusive purpose of providing an adequate return to the College.
- (3) Investments shall be made with the care, skill, and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.
- (4) Investment decisions shall be made impartially, taking into account the best interest of the College, with special attention to conflicts of interest or potential conflicts of interest.
- (5) Investments shall occur only costs that are appropriate and reasonable.

It shall further be the policy of the Board of Trustees to solicit competitive bids from all local banking institutions on a periodic basis to maximize the return on cash and to facilitate the financial operations of the College. The Board of Trustees, by law, is granted decision-making authority for the institution's investment management plan; therefore, the specific terms and conditions of each banking contract shall be approved by the Board of Trustees. The College shall provide the Board statements of institutional cash balances and other investments annually accompanying the distribution of the financial statements of the College. Investment returns will accrue to the general ledger purpose and unit code from which the original investment principal originated.

The Finance Committee of the Board of Trustees serves as the College's Investment Committee. The committee membership shall include three or more trustees with sufficient financial background to review and evaluate investment options. The committee is authorized to purchase, sell, and exchange instruments of deposit and securities on behalf of the Board provided that such investments can be converted to cash to meet College obligations. In support of this committee of the Board, the administration will maintain a standing committee to monitor investment returns, prepare periodic reports, and make recommendations for the purchase or divestment of investments to the Investment Committee.

All funds will be invested consistent with NCGS 159-30©, placed through a registered investment advisor, or invested in a special trust fund established by the State Treasurer. All documents in support of investment transactions must be signed by the President and the chief financial officer (Vice President of Finance & Administration.)

II. Traffic and Parking

The College has designated parking zones for visitors, staff, students, and persons with disabilities. Currently registered curriculum students are issued vehicle decals identifying the vehicle as authorized to park in student parking. Employees are issued staff decals indicating the vehicle is authorized to park in staff lots. Employees that drive multiple vehicles may receive additional decals.

Special restricted parking has been designated for cosmetology patrons, institutional vehicles, and campus security. These are restricted and should not be used by faculty and staff. Special parking passes for students with temporary disabilities may be issued when circumstances warrant. These are issued by the Disability Coordinator in Student Services.

The College issues tickets to violators in the amount of \$25.00 which must be cleared before a student can register for the following semester. Faculty and staff may also receive tickets

and be referred to administration for failure to follow parking regulations. All employees should be aware that spaces designated for handicapped are subject to State law. Violations will result in a fine and cost of court charges and may not be voided by the College.

After 5:00 p.m., parking areas designated for staff and faculty are released to students. Restricted spaces remain restricted.

III. Travel

A. Authorization

The College provides reimbursement to employees who incur travel expenses in accordance with state policies and rates of reimbursement. In general, local travel in the employee's private car is reimbursed at the established mileage rate without prior written approval of his supervisor unless the supervisor has directed that prior approval be obtained.

All overnight and out-of-state travel must be approved in advance by the appropriate divisional dean and the President using travel form SCC TR-100.

B. Subsistence

Subsistence expenses are provided in accordance with state policies and rates of reimbursement. Employees traveling in-state without an overnight stay are not entitled to subsistence for lunch except as provided under F(1)(b) of this chapter. Employees may claim the breakfast allowance, if he/she is required to leave his/her residence before 6:00 a.m., or dinner if he/she returns after 8:00 p.m. (The employee must document the time of departure or arrival if reimbursement is requested.)

Reimbursement rates are established by the state but subject to local modification. Employees are notified of rate changes when they occur. Current rates are available from the Business Office.

Employees traveling out-of-state or in-state are eligible to apply for excess reimbursement using SCC TR-100. Such requests must be approved by the divisional dean and the President. The amount of reimbursement is established by the President.

Employee reimbursement for lodging is limited to actual expenditures for lodging.

C. Travel Expense

Travel expense is limited to the actual cost for public carrier or an established mileage rate for private transportation. Reimbursement per mile is set annually. Except for toll costs, all travel expenses incurred in using a private car are included in the mileage reimbursement (i.e., car storage, repairs, gas/oil, etc). Receipts for tolls must be obtained in support of Form 300, daily log for local travel, which should be appended to the expense report.

Normally, mileage for authorized travel is computed from place of employment to destination and return. However, travel may be computed from home if commenced during non-duty hours. Early morning departures or departures during normal duty hours may be computed from home to destination if necessary and if the total mileage involved is not materially increased from that which would result if the individual first reported for work and then commenced travel.

D. Registration

The College will reimburse registration fees for professional conferences and activities up to a ceiling amount. Excess registration may be approved by the President when circumstances warrant. Requests for approval should be accompanied with a copy of the program agenda and a statement attesting to the

prorata share of meals and entertainment included in the registration fee. The cost of meals will be deducted from the employee's per diem allowance and all entertainment costs are nonreimbursable. These regulations are not institutional. They are established by the state.

E. Processing Travel Reimbursement and Advances

Travel forms for employees reporting directly to the President are reviewed and approved by the President. All remaining staff must submit their travel forms through the chain-of-command through the divisional dean/vice president.

All reimbursement forms are to be processed on a divisional basis on a summary form with the appropriate dean or the President's signature certifying the completeness of the division's travel for the month, that proper account coding has been performed, and that vouchers are complete. These forms should be received by the 10th day of the month following the travel. Travel reimbursement which is not attached or is improperly filed may not be reimbursed. All employees will be notified by the Business Office when travel checks are ready to be released.

Request for travel advancements SCC-100 TA should be processed with the regular travel reimbursement requests when possible. Travel advance requests will also be accepted on the 25th of each month and paid by the 15th of the following month. Again these should be processed by division with an attached summary of requests.

Travel advances should not exceed the anticipated amount of travel expense and should always be conservatively calculated.

The College's guidelines for travel are detailed in the appendix of this manual.

F. General Information

1. Reimbursement for lunches eaten while on official business may be made only in the following circumstances:
 - a. When an overnight stay is required, reimbursement is allowed while an employee is in travel status.
 - b. When the cost of the lunch is included as part of a registration fee for a formal congress conference, assembly, or convocation, by whatever name called. Such assembly must involve the active participation of persons other than the employees of a single institution and must be necessary for conducting official state or institution business.
2. When two or more travel together, it is necessary that each render a separate expense account for his/her own expenses for meals, lodging, and transportation

(if by public carrier). However, when using a personal or College-owned vehicle,

only the owner or operator, in case of public vehicle, should report mileage or vehicle operating costs. When two or more employees are attending the same out-of-town meeting, they should ride together. Use of separate vehicles must be justified before reimbursement is allowed for more than one vehicle and specifically authorized by the divisional dean.

3. When traveling by air, air coach service should normally be utilized rather than first class to minimize costs. Cost of meals can be claimed, if not served aboard the aircraft, and if such is incurred because of layover or other involuntary cause.
4. Travel advances will not be approved for amounts less than \$100.00 (an exception is provided for students.) TRAVEL ADVANCES SHOULD BE REQUESTED FOR AN AMOUNT EQUAL TO OR LESS THAN ANTICIPATED TRAVEL EXPENSES.

IV. Purchasing and Incurring Fiscal Obligations

A. General Policies

Sampson Community College is committed to providing equal opportunity to all vendors during the procurement process.

Sampson Community College encourages the participation of historically underutilized businesses in the procurement process. In order to promote this participation, the College will implement and maintain a procurement process which (1) seeks to identify historically underutilized businesses, (2) increases the opportunity for these businesses to participate in the bidding process, and (3) promotes awareness of business opportunities to underutilized business owners.

Sampson Community College has historically exceeded the 4% goal established by the Governor in Executive Order No. 77, and the College's objective is to meet or exceed the established goals for each fiscal year through identifying and soliciting the participation of historically underutilized businesses.

The practices of the Purchasing Department of the College will include the following:

HUB Purchases: Sampson Community College will utilize the listing provided by the Division of Purchase and Contract and the HUB Section of the Department of Administration for the identification of HUB contractors. In addition, Sampson Community College will maintain records which identify HUB contractors in the local area and/or such contractors which have been utilized previously. Catalogs and brochures from HUB vendors will be maintained in the Purchasing Office.

The Purchasing Department of the College will actively attempt to include historically underutilized businesses when soliciting requests for quotations from HUB contractors identified in the College vendor file or Division of Purchase and Contracts listing.

The Purchasing Agent will periodically attend seminars and workshops on purchasing practices and procedures.

The College will validate its commitment to HUB purchasing by submitting quarterly purchasing reports to the Division of Purchase and Contract indicating the purchases that have been made from HUB contractors.

Staff members that need to purchase supplies and materials for their classroom or office use must work within divisional procedures established by their supervisor/dean/vice president. The Business Office processes requests for supplies and materials when properly submitted without investigating the actual need for these materials. The responsibility for such justification rests with the individual faculty or staff member, the department chair, the division chair, the dean, and the vice president. Departments and divisions are expected to allocate their supply and material monies in order to operate within their established budget.

It is important that each staff member recognize the need to adhere to state purchasing procedures. The College uses a requisition and purchase order system. No individual should order or receive any materials without proper authorization from the Business Office. Failure to abide by these rules may result in the individual incurring the financial obligation personally or disciplinary action for failing to follow College policy.

In general, requisitions should be submitted five (5) working days before purchase orders can be mailed. Emergency requests should be brought to the attention of the Business Office.

B. Contractual Agreements

1. Full-time Faculty

Adjunct contracts taught by full-time faculty must be signed by the divisional dean and the vice president. Full-time and **adjunct** E-100s must be signed by the President. All contracts are forwarded to the Business Office for signatures by the Vice President of Finance & Administration and the Director of Budgeting and Internal Controls.

Adjunct Faculty

Contracts for **adjunct** faculty must be signed by one or more instructional administrators, the Vice President for Academic Affairs, and the Business Office prior to the instructor assuming his/her teaching responsibilities. All contracts involving rental and service agreements should be presented directly to the Business Office for approval. Other contracts should be presented to the President for approval and forwarded to the Business Office for approval of fund availability. Staff members should be aware that, without authorization,

they are unable to enter into contracts for the College and may be assuming personal liability for their actions.

2. Personal Services Contracts

A supply of the personal services contract (or similar form) is maintained and issued by the Business Office. The form should be used for non-employees providing non-instructional personal services. Examples of persons normally entering into this type of agreement include consultants and independent professionals (not teaching a course).

The form should be completed by the contractor (name, address, social security number or federal id. number, note indicating whether or not the business is incorporated, and signature) and authorized by the appropriate institutional officials prior to the performance of duties. Payment cannot be made without these items. They are required for 1099 reporting to the IRS.

Questions concerning personal service contracts and payment of these obligations should be referred to the Vice President of Finance & Administration or the Director of Budgeting and Internal Controls.

C. Convenience Contracts

The Division of Purchase and Contract has entered into convenience contracts with vendors to provide many of the products and services needed at the College. In general, terms that are listed on their contract listing must be purchased from the designated vendor. Only in those instances when the product fails to meet the institution's need, may purchases be made 'off contract' and then only within established purchasing guidelines. Individuals who wish to purchase items in this manner should discuss this fully with the business office. Approval from the Division of Purchase and Contract will be sought on these requests.

D. Supplies and Materials

Requisitions \$10,000 or greater are processed by the Purchase and Contract Division or ITS. Other requisitions are handled as follows:

1. Non Contract Items Less Than \$2,500

These items may be purchased without bids.

2. Non Contract Items from \$2,500 to \$4,999

These items may be purchased after receiving telephone bids and summarizing them on a telephone quotation sheet available from the Business Office or by securing informal bids (comparison shopping) and

listing these on the telephone bid sheet.

3. Non Contract Items from \$5,000-\$9,999

- a. All items to be purchased must be purchased by submitting a requisition for supplies, materials, and equipment.
- b. All items on the form must be completed by the individual requisitioning the item.
- c. For all items which must be bid for purchase, at least three vendors must be included giving full name and address of each vendor. The Purchasing Agent must secure bids on the identified items.
- d. Requisitions must be approved by the department chair, division chair, dean, and vice president before they are forwarded to the Business Office. The requisitions are check by the Purchasing Agent to verify they are correct, and forwarded to the Director of Budgeting and Internal Controls for fund availability. The Vice President of Finance & Administration serves as the final approving officer for all purchases.

4. Purchasing from Central Stores

The College operates a central store within the bookstore to purchase and stock commonly used supply items. The purchasing procedures for central store supplies are the same as those for purchasing regular supplies and materials with the following exceptions:

- a. Requests for supplies are processed using the central store supply form. No requisition form is filed. All information on the form must be complete.
- b. The College bookstore stocks items which are often mistaken as central store items. These are not purchasable using a central store requisition but should be requisitioned using the regular requisition form with the vendor identified as the "SCC Bookstore."
- c. Supplies are issued to each department or division at their original purchase price to the central store office. At the end of each month the amount of total purchases from central store by each respective department is deducted from the department's Central Store account.

E. Bookstore Purchases

The College's bookstore provides the student with a convenient location for the purchase of texts needed for courses currently offered by the College. The bookstore is directed to assist faculty with any problems or questions concerning text orders. Each instructor requisitioning books to be used in the classroom should use the Textbook Adoption Form which should be approved by the appropriate chairperson before being submitted to the bookstore.

The College bookstore is operated as an auxiliary enterprise of the College and attempts to provide low-cost books and supplies for student use. Markup rates are substantially below private retail margins and these markups are approved by the Board of Trustees annually.

F. Equipment Purchases

1. General Information

Equipment purchases of less than \$2,500 may be coded to supplies or to minor equipment. Items that are subject to theft (cameras, VCRs, etc.) should be coded to minor equipment, and placed on inventory. These may be purchased without bids.

2. State Contract Items

Any equipment item on state contract must be purchased from the approved vendor regardless of the dollar amount of the individual purchase. Items on state contract may be ordered direct from the vendor subject to any restrictions on the contract certification.

3. Non Contract Items from \$2,500 - \$4,999

These items may be purchased after acquiring telephone bids from three or more vendors using the telephone bid sheets available from the Business Office.

4. Non-Contract Items from \$5,000 - \$9,999

a. All items to be purchased must be requisitioned using the regular requisition form and approved by the appropriate supervisors. All items on the form should be completed. The purchaser should provide a complete description of the items to be purchased so that items of different manufacturers may be competitively bid.

b. The purchasing agent should be given the name and the address of at least three vendors from which bids are to be requested.

c. The purchasing agent may ask for assistance in evaluating bid responses to determine that the item proposed meets the College's needs and specifications.

5. Non Contract Items Exceeding \$9,999

Purchasing procedures for these items follow the same guidelines as those under E.4 in this section except that bids are formally let by the Division of Purchasing and Contract of the Department of Administration (P&C).

6. End-of-Year Deadlines

The Business Office has established end-of-the-year deadlines on the purchase of supplies, materials, and equipment to insure that items are received by the institution before the end of the fiscal year and to facilitate the close-out of departmental accounts. Departments and staff members should carefully plan their activities during the last two months of the fiscal year to avoid lapses in supplies or materials. The dates for the deadlines for the receipt of requisitions are as follows:

Supplies and materials: April 1
Equipment: March 15

Travel: June 20 (travel completed after this date should have Presidential approval and be filed on a separate reimbursement form.)

7. The specific Purchasing Procedures for Sampson Community College are located in the Purchasing Section in the back of this manual.

V. Cash Receipting

Any funds received for deposit to the College should be transmitted directly to the Business Office Cashier for deposit on a daily basis. In instances where funds cannot be transferred to the Business Office on the day of their initial receipt, these funds should be secured and presented to the Cashier the next working day.

If an employee receives cash or checks directly, a receipt should be issued on a receipt book checked out in the Business Office. If these funds must pass to another employee before presentment to the Cashier, a separate receipt must be issued for each intervening transaction. In general, funds should be transmitted directly to the Cashier by the individual initially receipting the money. At no time should funds be mailed or routed via campus envelopes to the Business Office.

Staff who must receipt funds at times the Business Office is closed should make prior arrangements for receipting with the Director of Budgeting and Internal Controls.

VI. Equipment Control

An accurate physical inventory of all equipment is conducted annually by each program area under the direction of the Business Office. The College's inventory control procedures assign equipment to faculty and administrative staff. A master inventory list is prepared and distributed by the Business Office prior to the inventory to assist in the completion of the inventory. Lists are distributed to the employee designated as the responsible individual for the item(s) from the physical inventory conducted in the previous year. These individuals are responsible for locating and identifying equipment assigned to their program area during the annual inventory and in preparing notice forms

(see below) when the status of an equipment item has changed at any time throughout the year. The Business Office will conduct an internal audit to insure that the inventory integrity has been maintained.

The following procedures should be used when relocating, reassigning, or disposing of items on the master equipment list:

- A. Equipment that is no longer useful (worn, broken, cannibalized) or surplus to a department's needs should be placed on e-mail by the dean of the division to see if other areas of the campus need the item(s). If not, the item(s) should be placed on an "Excess Needs Inventory," authorized by the divisional dean, and forwarded to the Equipment Coordinator for processing. On most items the Business Office will physically remove the item and place it for disposal with other items.
- B. Items that are transferred, permanently or temporarily, should be recorded on an "Inventory Transfer" form and routed to the Equipment Coordinator for notation in the master equipment file.
- C. Lost or stolen equipment should be recorded on the "Lost or Stolen Inventory" form only after a thorough search for the equipment item(s).

VII. Budget Preparation and Management

A. Budget Preparation

Institutional budgets reflect the priorities of the strategic plan and support activities and programs designed to help achieve identified outcomes. Any limitations in the budget revenues should be identified and used to prioritize activities during the budget planning process.

The College's annual budget serves as a principal part of the institution's operating plan and is intended to ensure that resources are allocated in support of the achievement of the strategic plan. The College's budget calendar varies in relation to the General Assembly's adjournment date and receipt of the institution's final budget from the North Carolina Community College System Office. Final budget deliberations are often influenced by special provisions enacted by the General Assembly and the State Board of Community Colleges.

1. In April of each year, divisional deans/vice presidents are provided budget work sheets by the Finance Division for preparation of other cost budgets, part-time salaries/contracted services, and equipment on a departmental basis detailing departmental budgets and expenses to date. The divisional deans/vice presidents forward these budget forms to the appropriate department/division chair to complete. Each departmental/division chair meets with all employees in that particular division for input, and then summarizes all requests on the appropriate forms. A justification is included on the bottom of the budget sheet if the

request is more than the previous fiscal year's request. These requests are signed by the appropriate person and returned to the dean/vice president of that division for review and signing. This process allows for broad-based participation in budget planning.

These budget requests are then forwarded to the Vice President of Finance & Administration and summarized to be used in preparing the College's budget. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration calculates the amount of funds required for full-time payroll for the fiscal year.

Recommendations for salary increases and additional personnel are provided by the President and incorporated with requests for other current expense.

2. When the College receives an estimated budget by the North Carolina Community College System Office, the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration use these projections and compare these to the requested funds from each division. The Division prepares several spreadsheets for the Planning Council to use in determining whether budgets requested will need to be adjusted or whether the full request can be funded. The Planning Council evaluates these budgets based on expected revenues and requests from staff and faculty. The implications of these various budgets on full-time staff and faculty are identified and, when appropriate, are communicated to those areas that may be affected. In limited instances, contract revisions are made to cover possible budget shortfalls.
3. With guidance from the President, the Vice President of Administration, the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration prepare a budget request for local funds for submission to the County in accordance with the County's budget calendar. (This varies slightly from one year to the next.) The budget request is communicated to the Board of Trustees prior to submission to the County. Meetings are held with the County Manager and County Finance Officer justifying budget requests.
4. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration assemble all available information concerning institutional funds for the upcoming fiscal year. This includes grant applications pending approval, tentative awards made from federal agencies, and estimates of revenues and expenditures with College proprietary funds.
5. Using all available information, the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration prepare a budget worksheet. Upon approval of the local portion of the College's

budget and receipt of the final state budget, the DCC 2-1 is revised and a formal budget resolution is prepared and adopted by the Board of Trustees. (It is realized that this adoption is prior to the formal acceptance of the budget by the State Board. The resolution, therefore, is adopted contingent upon their formal acceptance.) Copies of this resolution and its accompanying DCC 2-1 are forwarded to the North Carolina Community College System. Copies of the resolution and the accompanying DCC 2-1 are provided to the County after formal action by the State Board.

6. Budget amendments within the same function are approved by the divisional dean/vice president and processed internally. All budget amendments are forwarded to the Vice President of Finance & Administration for processing. Transfers that require movement of funds among functions are approved by the divisional dean/vice president, reviewed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. These amendments are summarized on a DCC 2-4 form on a monthly basis and reported to the Planning Council, the President's Council and the Board of Trustees for approval. The DCC 2-4 is prepared by the Director of Budgeting and Internal Controls and approved and signed by the Vice President of Finance & Administration. Budget journal entries are prepared and signed by the Director of Budgeting and Internal Controls, approved by the Vice President of Finance & Administration and posted in the general ledger by the Business Office Assistant. A number of the amendments require approval of the NCCCS or an external grantor before the budget changes may be recognized and obligations made against them.

Amendments within the county current expense fund are made by the Vice President of Administration and the Vice President of Finance & Administration and summarized at the end of the fiscal year by function and reported to the Board of Trustees. The County and the Board approve transfers among county capital projects before any transfers among projects are made. The project officer and the funding agency approve transfers within sponsored projects or grants. The Vice President of Finance & Administration approves transfers or amendments within other institutional funds. The Board of Trustees approves all inter-fund transfers.

7. Each month, each department/division that prepares **adjunct** contracts will submit an estimate of that month's payroll to the Finance Division. The Payroll Officer/Accounts Receivable Coordinator and the Assistant Payroll Officer/General Bookkeeper summarize these **adjunct** requests and estimate the full-time payroll for the month. The Purchasing Agent/Auxiliary and Financial Services Coordinator and the Bookkeeper of Accounts Payable project other cost and equipment expenditures by reviewing outstanding purchase orders. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration review these amounts to project

the amount of State Aid that the College will need for payroll, general expense, contracted services, and capital outlay. They complete a request for certification for that amount and transmit it to the North Carolina Community College System (NCCCS). The NCCCS submits the request to the State Budget Office. On approximately the 15th day of each month, the Vice President of Finance & Administration and the Director of Budgeting and Internal Controls receive a notification by e-mail that the funds have been certified. The amount requested by the College is not always the amount that is received. The state aid for general expenditures will be reduced by any month-end balance left in the disbursing account as determined by the reconciliation of cash balance report that is submitted to NCCCS by the Director of Budgeting and Internal Controls and approved by the Vice President of Finance & Administration and the President. If the College underestimates its needs when projecting for the quarter, supplemental funds may be requested, but the receipt of funds is not guaranteed. Once the notification is received, the Director of Budgeting and Internal Controls prepares and signs a journal entry for the amount of the certification, and this entry is posted by the Business Office Assistant. This entry is then reviewed and approved by the Vice President of Finance & Administration.

B. Budget Management

The Business Office prepares budget reports on the previous month's financial activity and distributes these by the tenth of each month. Reports are distributed consistent with the requests of senior staff. A current distribution list is maintained. These reports are intended to provide budget managers with line-item information for each department they manage. Special reports may be requested when circumstances warrant. Budget managers are responsible for identifying discrepancies or concerns within a reasonable time period.

Budget managers are responsible for the ongoing management of their departmental budgets preventing deficit balances or the accumulating balances that will not be required. In these instances, budget amendments should be initiated by the budget managers requesting a budget action. A Request for Budget Action Form should be completed and forwarded through their divisional head to the Vice President of Finance & Administration.

C. Account Codes. The College utilizes a NCCCS chart-of-accounts. The following terminology may be useful in preparing budget requests.

AA-BBB-CC-DDDDDD-EEEE (general form of the account)

AA	Fund	2 digits
BBB	Purpose	3 digits
CC	Vocational Code	2 digits
DDDDDD	Object	6 digits
EEEE	Unit	5 digits

Recommendations for salary increases and additional personnel are provided by the President and incorporated with requests for other current expense. Revisions in the divisional requests are made by the President and deans to conform the budgeted expenses with anticipated revenues.

Additional information will be provided by the Business Office.

D. Budgeting Guidelines

The following procedures are intended to provide a brief outline for developing and administering the College's budget. They are aimed at achieving three objectives:

1. To ensure that all faculty and staff are afforded the opportunity to identify the financial needs that are, in their opinion, needed to operate or further develop their program(s) or services(s).
2. To consciously link budgeting to planning thereby improving the effective use of resources.
3. To promote the financial evaluation of programs and service performance.

The following steps should be used to determine the budget needs for each department or division. Divisions and departments should:

1. Review the College goals to determine those goals that apply to their department.
2. Complete planning unit objectives.
3. Define activities/expected outcomes and assessment criteria.
4. Determine the resources needed to accomplish objectives/expected outcomes such as equipment, people, facilities, supplies, furniture, etc.
5. Complete a Planning Budget Justification of Increase Form (see Attachment B) for requested items that exceed the current base budget. If objectives can be accomplished with the current base budget, a Budget Justification of Increase Form **does not** need to be completed. If additional funding is needed, show the total amount of dollars needed for that objective/expected outcome in the Requested Increase column. The itemized list of resources required is to be recorded on the Budget Justification of Increase Form.
6. Establish target date for goal completion.

7. Repeat process for each line item requested above base budget. (Goal, Objective, and Expected Outcome.)

E. Budget Forms

Planning Budget Forms (Attachment A) are used to determine departmental and divisional budgets for the upcoming year. In addition, each new objective/expected outcome that requires additional money needs to be submitted on the appropriate form. The Planning Budget Form is broken down by line items that are typically used by departments. The Budget Justification of Increase Form is provided to ensure the linkage between the College goals, planning unit objectives, and budgeting. The following information is provided to assist in completing the Planning Budget Form and the Budget Justification of Increase Form.

Base Budget: Current year budget is reflected on the budget computer printout. If Base Budget needs to be revised, a Budget Justification of Increase Form should be completed.

Requested Increase. The dollar figures needed to begin/complete goals and objectives/expected outcomes as determined by the estimated cost. Divisional/Departmental Planning Documents will be attached to the Budget Justification of Increase Form, a detailed explanation is not needed for these items. Remember to attach all new planning objective/expected outcomes to the Budget Justification of Increase Form.

Planning Objective: Objective number from the planning document.

Approved: Column will be checked as to status of approval.

Equipment Needs: Every equipment request, including new, replacement, and audiovisual equipment, must be supported by a planning objective/expected outcome. In addition, equipment needs must be itemized and prioritized from highest (1) to lowest (2, 3, etc.) priority on the attached equipment form.

The following procedures for purchasing audio visual equipment or computer software/hardware will ensure that resources are appropriately allocated to support approved activities.

Audio -Visual Equipment: Provided on the Budget Justification of Increase Form is an area for new audio-visual equipment and audio visual materials. Audio-visual equipment requests should be coordinated through the Director of Library Services. Enter the amount required onto the Budget Justification of Increase Form. AV equipment and AV material requests will be consolidated and forwarded to the Director of Library Services for action.

Audio-Visual Material: Coordinated through the Director of Library Services. Audio-visual materials are available in a variety of formats including video cassettes, audio cassettes, CD's, etc. These materials should be ordered by the Library and cataloged as part of the College's Library collection.

Computer Software/Hardware: Coordinated through the Director of Computer Services. These will need approval before purchases are made. This process ensures that computer software/hardware purchased will meet the needs of the specific departments or division. (*Computer hardware includes but is not limited to workstations, monitors, mice, CPUs, memory, mother boards, hard disks, keyboards, sound cards, video cards, network cards, CD ROMs, speakers, and printers.*)

Personnel: Provided for requesting additional full-time and part-time employees. A planning objective/expected outcome to support that new request must be included. Social security, retirement, and hospitalization rates will be provided by the Business Office upon request.

These procedures are designed to simplify the planning and budgeting process. Divisional and departmental units are responsible for collecting, prioritizing, and approving their respective planning units. Plans and budget requests are submitted to the President's Council for final approval.

The budget forms to be used for planning are provided below.

Sampson Community College
FISCAL YEAR: July 20__ - 20 __
Planning Budget Form
Division (Program): _____

Part-Time Salaries						
Code	Line Item	Planning Goal or Objective	Base Budget	Requested Increase	Total Requested Budget	Approved Budget
11_140_97_511310_21001	PT PROFESSIONAL SAL					
11_140_97_518100_21001	SOCIAL SECURITY					
11_140_97_519142_21001	CONTRACTED SERVICES					
11_140_97_519144_21001	CONTRACTED SERVICES					
Total Budget						

Reason for Budget Increase/Decrease:

Approved By: Department Head: _____ Date: _____
 Division Head: _____ Date: _____
 Dean: _____ Date: _____
 President/Vice President: _____ Date: _____

Attachment A – Part 2

Sampson Community College FISCAL YEAR: July 20__ - 20 __ Planning Budget Form Division (Program): _____						
Other Cost Budgets						
Code	Line Item	Planning Goal or Objective	Base Budget	Requested Increase	Total Requested Budget	Approved Budget
11_110_97_526000_11000	OFFICE SUPPLIES					
11_110_97_526001_11000	DUPL/PHOTOCOPYING					
11_110_97_526002_11000	CENTRAL STORES					
11_110_97_531110_11000	IN STATE TRANSPORT.					
11_110_97_531140_11000	IN-STATE LODGING					
11_110_97_531150_11000	IN-STATE MEALS					
11_110_97_531210_11000	OUT-OF-STATE TRANSP.					
11_110_97_531220_11000	OUT-OF-STATE AIR					
11_110_97_531240_11000	OUT-OF-STATE LODGING					
11_110_97_531250_11000	OUT-OF-STATE MEALS					
11_110_97_531500_11000	REGISTRATION FEES					
11_110_97_543000_11000	RENTAL OF OTH. EQUIP					
11_130_97_526000_11000	OFFICE SUPPLIES					
11_130_97_526001_11000	DUPL/PHOTOCOPYING					
11_130_97_526002_11000	CENTRAL STORE SUPPL					
11_130_97_531110_11000	IN STATE TRANSPORT.					
11_130_97_531140_11000	IN-STATE LODGING					
11_130_97_531150_11000	IN-STATE MEALS					
11_130_97_531500_11000	REGISTRATION FEES					
11_130_97_534000_11000	PRINTING AND BINDING					
11_130_97_537000_11000	ADVERTISING					
11_130_97_539610_11000	EMPLOYEE MOVING					
11_130_97_543000_11000	RENTAL OF OTH. EQUIP					
Total Budget						

Reason for Budget Increase/Decrease:

Approved By: Department Head: _____

Date: _____

Division Head: _____

Date: _____

Dean: _____

Date: _____

President/Vice President: _____

Date: _____

Dean: _____ Date: _____ Priority: _____

President/Vice President: _____ Date: _____ Priority: _____

F. Grants

Copies of all grant applications should be forwarded to the Business Office concurrently with their submission to the funding agency. Staff are strongly encouraged to seek consultation in the preparation of grant budgets from the Business Office. Copies of grant awards and any accompanying regulatory information should be forwarded to the Vice President of Finance & Administration.

VIII. Copyrights

A. Copyright of Original Materials and Manuscripts

The creation of learning and teaching materials of a printed or other nature shall be a normal part of the content of the position of professional and technical personnel of Sampson Community College. Learning and teaching materials or equipment produced by an employee of the College, in the normal course of his work, shall be the property of the College, and any copyright applied for and secured in relation to such materials shall be the property of the College.

Articles, books, or other materials or equipment not related to College programs which are created on the employee's own time with the use of materials and equipment not owned by the College shall not be considered property of the College.

When an employee wishes to copyright a document which was created by the use, to any extent whatsoever, of College-owned materials, written application for permission to copyright must be made to the Board of Trustees and permission secured.

B. Use of Copyrighted Materials

Reproducing copyrighted materials is governed by The Copyright Act of 1976, Title 17 United States Code. The College does not condone the unauthorized production of copyrighted materials, in any format. Compliance with the Copyright Act is the individual responsibility of every employee. Specific questions concerning copyright restrictions of materials should be referred to the professional staff in the Library.

IX. Political Activities and Solicitation

A. Political Activities

The College extends an invitation to all political candidates to visit the College for escorted tours. Board policy prohibits candidates or their supporters from other campaigning activities on the campus during the operating hours of the College. The College may elect to invite candidates for political forums. In such instances, candidates of all parties for the same office will be granted equal opportunity to

express their views.

B. Solicitation

In order to minimize personal inconvenience and interference with orderly operations, no employee will sell, solicit, or promote subscriptions, pledges, memberships, or other types of support for any drives, campaigns, causes, or organization on institutional property. Distributions or circulation of leaflets, pamphlets, circulars, cards or other literature by any individual or group is not permitted during work time or in work areas unless specifically authorized by the Vice President of Administration or President. Students and employees soliciting donations or selling items in support of a non-profit organization may request contributions from employees through notices in the weekly newsletter or e-mail.

The solicitation of employees by outside groups or individuals on the campus is not permitted. Representatives of insurance or other employee benefit programs may be invited by the College to meet with employees in support of payroll deduction programs. Representatives of non-profit charities approved for payroll deduction may be extended similar opportunities. .

X. Campus Vehicles and Facilities

A. Campus Facilities

1. Scheduling Classrooms, Conference Rooms, and Lounge

Classroom use and schedules are established by the instructional division. Request for classroom changes or unscheduled events should be directed to the instructional administrator in charge of scheduling.

The lounge and the conference rooms are scheduled by various staff members in accordance with below:

Activities Center - Facilities Use Officer Library Conference Room - Library Staff

Board Room (Warren Student Center) - Facilities Use Officer

SGA Conference Room - Student Activities Coordinator

Lounge - Facilities Use Officer

Kitchin Conference Room - College Transfer Secretary

2. Entering Facilities After Hours

All faculty and staff, except for the person locking the facilities, will be expected to vacate the premises within 15 minutes after closing time. If an employee must work later, he/she should notify the receptionist (or the evening director if the closing will

occur in the evening) prior to the closing time or record an "after-hours" check in on the form provided on the bulletin board adjacent to the east outside door of North Building. Upon leaving, the employee shall record the time on the check-in/check-out form provided on the bulletin board. If the employee is not authorized to lock up, then he/she should arrange for someone to lock up.

The Facility Use Officer is to be notified of all classes and events to be held on the campus when the College is not fully open to the public. If any employee should be on campus for any purpose other than a scheduled class or event when the College is not open to the public, he/she shall check in and out using the form on the bulletin board provided for this purpose.

The purpose of these procedures is to maintain a readily available list of who is on the campus when the College is not fully open for security purposes.

The Facility Use Officer will maintain a log of scheduled classes and events when the College is not fully open to the public and these will also be posted on the bulletin board.

In the event someone should remove the check-in/check-out form from the bulletin board, upon arrival please leave a note on the bulletin board stating your name, where you will be on campus, and the check-in time and date and upon leaving, your check-out time.

B. Use of Campus Vehicles

1. Scheduling

Requests to reserve a College vehicle should be submitted to Maintenance through e-mail providing the data and time of departure and the expected data and time of return to the campus. An e-mail response will be provided indicating if a vehicle is available. In instances when no vehicle is available, a copy of the e-mail should be printed and forwarded with the employee's travel reimbursement if a private vehicle was driven. (Note: The College will not provide travel reimbursement unless the employee can document that no fleet vehicles were available.)

2. License Review

Most campus vehicles (includes 15 passenger vans) can be driven without special licenses. Drivers that have never driven one of the College's vans must schedule a road test to be administered by the Plant Coordinator. This test (designed to familiarize the driver with the vehicle) should be scheduled in advance with the Business Office. License checks are requested annually from the insurance company.

Employees must be authorized to drive a College vehicle. Employees should request

authorization by providing a copy of their current driver's license and allow sufficient time for a review of their driving record before travel is initiated. A list of authorized drivers is maintained by the Plant Operations Staff. Periodically, employees will be requested to provide photostat copies of their licenses. Employees must notify their supervisor and the President of any suspension or revocation of their driving privileges. Please Note: The use of College vehicles is restricted to employees and trustees. No students may drive a College vehicle.

3. Gas Cards

The College has charge privileges with several major gas cards. Employees with travel distances that will require additional gas before returning to campus should request a gas card from the plant staff when scheduling the vehicle. Employees that are unfamiliar with the use of a state gas card should request instruction before leaving. Gas cards and gas receipts should be returned to the Business Office immediately upon return to the campus.

4. Insurance Information

All College vehicles contain registration and insurance information which should be used in the event of an accident or a vehicle traffic stop. The information includes the names and numbers of College officials that may be contacted in the event of an emergency.

5. Smoking

Smoking is not allowed in College vehicles.

C. Statement of Policy: Public Uses of Facilities (Use of Campus Facilities by Outside Groups and College Organizations)

It is the policy of the Trustees of Sampson Community College to allow citizens to use campus buildings and facilities for civic, cultural, educational, recreational, and other activities if the users preserve and properly care for the facilities and the activities do not conflict with the use of these facilities for College purposes and comply with all local ordinances or laws of the State or federal government and such other policies as are adopted by the Trustees of the College. This use, however, may be restricted to selected rooms and areas of the campus which are suited for public functions.

1. Classification of Users

For purposes of this policy, the following classification of users will be applicable.

Class A. Shall be defined as the use of College facilities by any organization or association officially recognized by or affiliated with the College. This class includes use by:

1. Official clubs recognized by the SGA.
2. College advisory committees.
3. College alumni groups.
4. SCC Foundation.
5. Professional staff or faculty organizations

Class A users will be allowed to use facilities without charge at reasonable times as approved by the President or his/her designee.

Class B. Shall be defined as use of College facilities by any persons, organizations, or associations which are not officially affiliated with the College or defined above as a Class A user to include the use by businesses and industries for employee selection or training, public schools, units of County government, units of State and federal government, nonprofit civic, professional, business, or governmental purposes. This class includes use by:

1. Business and industry for employee selection and training
2. Professional and occupational organizations
3. Clinton City and Sampson County Schools
4. Non-profit civic and service clubs
5. Adult fraternities and sororities
6. Agencies or units of the federal, State, or local government
7. YMCA, YWCA, scouts, little leagues, etc.
8. Dance, music, or artistic recitals or functions free to the public and without any commercial activity.
9. Political parties.

Class B users will be allowed to use the facilities without charge when the College is in operation or at such other times as when the use of facilities does not create additional costs by the College as approved by the President or his/her designee. Use of the campus at any other times will be for a fee assigned from an established fee schedule which approximates the cost of operating and maintaining the facility.

Class C: Shall be defined as the use of College facilities by any persons, organizations, or associations for commercial or for-profit activities. This does not include fund-raising activities of Class A or many Class B when the purpose of the fund raising activities are for charitable purposes. This class includes use by:

1. Retail merchants and vendors.
2. Dance, music, or artistic organizations other than those set forth above.

3. Entertainers.

Class C users shall be allowed to use College facilities for a fee assigned from an established fee schedule which approximates the cost of operating and maintaining the facility.

2. Procedures for Requesting Use

1. Applications to use College facilities must be made prior to use by all users. Class A or B users may make application orally for times the campus is in operation.
2. Class B users must complete an “Application for Use of College Facilities” for use of any facility for times the campus is not in operation. Class C users must complete the application form for use at any time.
3. Written applications must be signed by an authorized representative of the organization and must include the full name and address of the organization and the name and address of its principal officer. Applications may be mailed.
4. Class B users may be invoiced for use of facilities. Class C users provide the appropriate fee at least one week prior in advance of the date in which the facility is to be used.
5. Class C users may be required to submit a bond or certificate of insurance with its application to ensure that the applicant will faithfully comply with the terms of this policy and the “Use Application Agreement” and to protect the College from financial loss resulting from damage to its property or liability for personal injuries for individuals.

3. Rules for Governing the Use of Facilities

Responsibility for Supervision. The user shall be responsible for the supervision of the activity it sponsors including the maintenance of order and the safety of the people present.

The College may require an employee to be on duty when a facility is used; however, the employee is not responsible for the supervision of the activity. When it is necessary or appropriate to have additional supervision present due to the nature of the intended use of the campus, the College may require that:

- a. An additional employee be assigned to assist with the supervision of the activity.
- b. Police protection be provided by the organization or individual using the facility.

Responsibility for Care, Custody, and Control of College Facilities.

Prohibited Activities. The following activities are prohibited on the College campus.

1. The possession, use, or sale of alcohol or illegal drugs.
2. Gambling.
3. The possession of weapons, i.e. knives, guns, etc. (see NCGS 14-269.1).
4. Smoking within buildings.
5. Any activity which, in the opinion of the College, would cause or would be likely to cause damage to College property.
6. Any activity which is in violation of the laws of North Carolina or the federal government.
7. Any activity which, in the opinion of the College, may be detrimental to the College, its staff, or its students.

Contractual Obligations. The user shall agree to hold the College harmless and indemnified from any claims, suits, or causes of action arising from or out of the use of a College facility.

1. A user shall not assign or transfer its permit to use College facilities to any other agency.
2. An agreement to use College facilities may be canceled or amended by either the user or the President or his/her designee provided seven (7) days notice is given to the other party. This provision may be extended or amended by mutual agreement of the parties involved. If the required notice is not provided, the user shall forfeit fifty (50) percent of the use charge or rental fee, unless waived by the College.
3. Violations of any of these rules and regulations shall be grounds for the suspension of the user's privileges to use College facilities.

4. Rate Schedule for Facility Use

A rate schedule for facility use will be adopted by the Board of Trustees at appropriate intervals reflecting the actual cost of operation of facilities.

General Statements: The College has established policies concerning the use of campus facilities by organizations affiliated with the College and outside organizations. In general, facilities and the campus grounds are available when not in use by the College. Usage fees are established in accordance with the classification of the user (i.e. College organization, non-profit organizations, for profit groups), the date and time of the facility use, and the amount of space reserved. The use of the kitchen facility is restricted to College organizations (includes Foundation).

All requests for facility use by outside groups and College organizations (e.g. clubs,

SGA events, etc.) should be directed to the Facility Use Officer. The College facilities are not available to outside users after midnight.

D. Use of Equipment

College equipment is restricted to use by employees for purposes which are within the scope of their duties and for students when used for approved instructional purposes. Class A or B users as defined within this chapter may be approved to use College equipment provided that these users preserve and properly care for these items and the use of the equipment does not conflict local ordinances or the laws of the State or federal government. An Equipment And/Or Material Loan Agreement will be filed with the Business Office prior to an equipment being loaned.

The Library has a limited selection of audiovisual equipment which may be loaned to Class A or B user. An Equipment Loan Agreement will be filed with the Library prior to any equipment being loaned.

College employees may use audiovisual and training equipment off campus provided that the equipment will be utilized for educational or administrative duties within the employee's scope of assigned responsibilities. This includes laptop computers that are assigned to the employee's equipment inventory. Employees are expected to exercise reasonable care in the protection of equipment to prevent loss from theft (see Equipment and/or Material Loan Agreement form at the end of this section).

E. Sales and Solicitation on Campus

To protect the campus environment from unnecessary disruption, the Board of Trustees prohibits sales and the solicitation of sales on the campus. Exceptions to this policy may be granted for Class A and B users by the President or his/her designee in support of student and charitable fund raisers.

F. Smoking on Campus

In recognition of the adverse consequences of smoking and secondary smoke to the health of our students, our employees, and visitors to the campus, all College buildings are designated smoke and tobacco free. Smoking is allowed 15 feet from building entrances. Violations of this policy may subject students to code of conduct charges and the removal of visitors from the campus.

G. Political and Religious Activities on Campus.

The study of political campaigns and the analysis of all sides of political issues provide valuable learning experience and should be promoted both through classroom instruction and through extracurricular activities. The staff (employees) shall not use their positions to promote political candidates or partisan political activities on the campus.

1. Political Activities. The understanding of the political process in American society and the knowledge of other political systems throughout the world is basic to the development and critical thought of students of Sampson Community College. The Board of Trustees encourages the education of students in the political process and encourages them to actively participate in the political system.

The study of political campaigns and the analysis of all sides of political issues provide valuable learning experience and should be promoted both through classroom instruction and through extracurricular activities. The staff shall not use their positions to promote political candidates or partisan political activities on the campus.

2. Free Speech and Public Assembly.

Sampson Community College encourages the exercise of the right to freedom of speech granted by the First Amendment. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression while on the College's campus. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the College. Any acts that are disruptive to normal operations of the College including but not limited to instruction, College business, or any actions which interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

3. Registration and Use of Designated Free Speech Area

The College has designated the following areas as Free Speech/Expression areas:

Main courtyard	Patio area between North, Kitchin, Warren, and Aiken Buildings not to impede access to doors and entryways
East courtyard	Open walk and grounds between Aiken, Technology, and Activity Center Buildings not to impede access to doors and entryways

These areas shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression areas. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Requests for Free Speech

Individuals or groups wishing to exercise their free speech should submit a written and signed request to the Dean of Student Services at least three working days prior to the desired date. The following information must be included in this written request.

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m. The Dean will notify the College's assigned police officer of any approved Free Speech event.

Guidelines for Speech and Public Assembly

(1)Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.

(2)The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time.

A dissenter must not substantially interfere with the speaker's ability to communicate or the audiences' ability to hear and see the speaker. Likewise the audience must respect the right to dissent.

(3)Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Dean.

Picketing is not permitted inside College buildings or in any manner which disrupts access to or egress from buildings.

(4)Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves.

(5)Marches: Campus marches are permitted on campus only with the approval of the Dean of Student Services and with coordination with the College's assigned police officer.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon College classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in single file, not abreast. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

Pickets shall not at any time nor in any way obstruct, interfere with, or block persons entering or existing vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

Conduct and Manner

1. Those who exercise free speech as a part of this policy must not:
 - Threaten passers-by
 - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
 - Interfere with or disrupt any other lawful activity in the same general location at the same time.
 - Commit any act likely to create an imminent safety or health hazard.
 - Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except in areas designated by the Dean of Student Services.
 - Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.
2. Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the College's student code of conduct are prohibited.
3. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

4. A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.
5. All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

Interference with Free Speech or Public Assembly

Persons shall not physically interfere in the use of the sidewalk and or walkways or address obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by College officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.

H. Motor Vehicle Registration and Regulations

1. Motor Vehicle Registration The administration is authorized to require each motor vehicle operated on the College campus by a student or College employee to display a registration sticker. Students may be required to purchase registration stickers at a charge not to exceed the maximum permitted by State law or State Board Policy.
2. Traffic and Parking Violations The administration is authorized to adopt and enforce traffic and parking rules and regulations for motor vehicles on campus. Rules and regulations adopted by the administration shall be stated in College publications and will be enforced through such means as fines, towing at owner's expense, and cancellation of campus vehicle registration.

I. Campus Crime and Security

The administration shall prepare, publish, and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990. Policy statements shall be issued covering the following areas:

- (1) Procedures for student to report criminal activities;

- (2) Security at campus facilities;
- (3) Availability and authority of campus law enforcement;
- (4) Programs available to inform students about security and the prevention of crime;
- (5) Recording of crime through local police agencies; and
- (6) Possession, use and sale of alcohol and drugs.

The administration shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990.

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

J. Polling Place

Notwithstanding policies to the contrary, under the laws of the State of North Carolina the College may be used as a polling place as directed by the Board of Elections. The following special provisions have been adopted to regulate the use of the campus for a voting site for the West Clinton Precinct.

**Special Regulations for Use
of
Sampson Community College Campus
as
Voting Site
for
West Clinton Precinct**

Signs:

The posting of political signs on campus is limited to the following:

1. Political signs may be placed at any time before an election within 100 feet of the intersection of NC Hwy 24 (Sunset Avenue) and County Road No. 1262 (Airport Road), but not within the right-of-way. These signs should be removed within three (3) days after elections.
2. Political signs can also be posted during the period set out in Paragraph 3 below on either side of the street running from the main entrance, east and then south, but only within 25 feet of the pavement.
3. Political signs located in places referred to in Paragraph 2 above can only be posted within 24 hours of the opening of the voting polls and must be removed from the campus immediately following the closing of the polls.
4. Directional signs may be erected wherever and whenever the Board of Elections or the College administration deem advisable.

Parking:

Portions or all of the northern student parking lot on the east side of the campus will be set aside for voters and visitors to the polling site. Voters and visitors may also park in the student and visitor parking lots. Handicapped voters and handicapped visitors may park in any handicap parking spaces.

Campaigning:

Because classes are in progress, no campaigning is permitted on voting days inside buildings except for the student lounge and game room in the Warren Student Center. Campaigning on voting days is permitted outside of buildings provided it is consistent with law.

Poll Site:

The lobby area of the Activity Center will be used for the voting site. To the extent possible, the administration will make a concerted effort to avoid conflicts with classroom use and voting.

K. Alcoholic Beverages and Controlled Substances

No person shall knowingly possess, use, consume, transmit, or be under the influence of any alcoholic beverages or intoxicants of any kind on the campus of the College or an off campus College sponsored event or social held primarily for students.

The possession, use, and transmittal of alcoholic beverages or other intoxicants on the campus for instructional purposes only is permitted, provided possession, use, or transmittal is otherwise lawful and is under the supervision of a faculty member. No one shall knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance of any kind on the campus of the College or off campus at College-sponsored events or socials held primarily for students, unless such possession, use, or transmittal is lawful (e.g. drugs prescribed by a doctor).

SAMPSON COMMUNITY COLLEGE
EQUIPMENT AND/OR MATERIAL LOAN AGREEMENT

Date: _____, 2____

The undersigned, having this date borrowed from Sampson Community College, the equipment and/or material described below, and having had the opportunity to inspect the property, hereby agrees to accept the property in its present condition and to return the property in the same condition (ordinary wear and tear excepted) by the date designed below. In the event the property is damaged while being used for non-College-related activities, the undersigned shall pay to the College the value of the property as designated below. In the event the property is not returned by the designated due date, the undersigned shall pay Sampson Community College an assessment according to the schedule below for each day the property is overdue, up to the maximum of the value of the property as indicated below. (For example, if the property is valued at \$600.00, the total assessment will not exceed \$600).

In accepting the property, the undersigned agrees to hold the College harmless from and to reimburse the College for any liability it may suffer arising from the use or condition of the equipment while on loan. **THE EQUIPMENT SHALL BE USED FOR EDUCATIONAL PURPOSES ONLY!**

* * * * *

Description of equipment and/or material loaned: _____

Due date for return of item(s) borrowed: _____ 2____.

Value of equipment and/or material borrowed: \$ _____

Schedule of Assessments for Overdue Equipment and/or Material

Value of Item	Assessment Per Day
\$.01 - \$ 99.99	\$ 5.00
\$ 100.00 - \$499.99	\$ 10.00
\$ 500.00 - \$999.99	\$ 20.00
\$1,000.00 +	\$ 30.00

Borrower	Organization Which Borrower Represents
Home Telephone Number	Business Telephone Number
N.C. Driver's License Number	

XI. Miscellaneous

A. Campus Safety

Sampson Community College is committed to assure, to the extent possible, that each employee and student enjoys safe and healthful work and study conditions.

The information included in this section contains some of the more important policies and procedures set forth in the College's Safety and Health Manual. Additional information about these topics and others can be obtained from this source.

1. Reporting Incidents

All accidents should be investigated by the employee's supervisor or an appropriate staff or faculty member for students (e.g. department chair and/co-representative from Student Services.) An Accident Report Form should be completed and filed as soon as possible with the Safety and Health Officer (Vice President of Administration). Upon learning of an accident involving students, employees, or equipment, an employee should notify the College's President, the Safety and Health Officer, or the supervisor in charge of the activity or area where the accident occurred.

2. Reporting Crimes

All crimes or suspected criminal activity occurring on the campus or at any College sponsored event should be reported immediately to the Business Office, the Evening Director's office, or the College official in charge of an off-campus activity. A written Crime Report Form should be completed and, in instances involving the loss or theft of an item, a Lost, Found, and Stolen Report filed. These offices will provide referral to the appropriate law enforcement agency as soon as practicable. Concurrently, the administrative officer should initiate an investigation of the incident and actions taken documented in the incident report. All incident reports are to be prepared and forwarded to the Safety and Health Officer by the next working day.

3. Campus Security

The College strives to maintain a safe and orderly environment for students, faculty, and visitors. Crime awareness is a collective responsibility of all people on our campus, and they must take individual precautions to protect themselves from becoming the victim of a crime. The promotion of campus security is a shared responsibility as well; and the cooperation of students, faculty, and visitors is necessary to ensure safety on campus.

a. Campus Law Enforcement

The College employs one full-time officer from the Clinton Police Department (CPD) and other part-time police officers as security personnel. These officers are recognizable on the campus in their CPD uniforms. Their duties include parking and traffic enforcement as well as campus security. While on duty on the campus, these officers serve as representatives of the College and as sworn members of the Clinton Police Department with arrest authority. The College resides within the City of Clinton. Students, employees, and visitors are subject to the enforcement actions of sworn officers from the Clinton Police Department.

These officers have the authority to arrest individuals without approval of College officials for violations of city, state, and federal laws. The College encourages the accurate and prompt reporting of all crimes to campus security personnel, to College officials, or directly to the Clinton Police Department through 911 calls.

Security/evening staff are available to accompany individuals to their cars during evening hours when requested through the Evening Director's office. Officers may also provide additional assistance to the maintenance staff in closing and securing the buildings at the conclusion of evening operations.

Security staff members are equipped with radios that may be used to request assistance directly from central dispatch for responses by the Clinton Police Department and Sampson County Emergency Services. These employees are sworn officers with the power of arrest. They are authorized to summon police in the event of an incident requiring law enforcement. Law enforcement support agencies include the State Bureau of Investigation, the State Highway Patrol, the Sheriff's Department, Clinton Police, and other special agencies.

b. Emergency Call Stations

An emergency call station is available near both east and west student parking areas that allow students to request immediate assistance when needed. These stations alert College staff and security officers that assistance is needed and provide a visible flash to notify officers in the area that a person needs aid. Questions concerning the use of these stations should be directed to the Security staff.

c. Security Considerations

The College campus provides designated well-lit parking areas for students and employees with open walkways between buildings and parking lots. The campus is equipped with emergency call boxes located in the west parking lot and the southeast parking lot adjacent to the Activity Center. These call boxes alert the

employees monitoring the College's radio system that emergency assistance is needed. In addition to those carried by campus security officers, the maintenance and housekeeping employees and a number of administrators carry hand-held radios that communicate across the campus. These employees can request 911 services through the switchboard operator or summon assistance from other staff when needed.

When not in use by the College, the plant staff secures all campus buildings. Most buildings are equipped with safety alarm systems that report intruders to a monitoring service that then calls both local police and an administrator for response. During hours the College is closed, the Clinton Police Department (CPD) drives through the campus as part of their regular monitoring activity.

d. Access to Campus Facilities

The College provides access to the campus for students, employees, and visitors during the College's scheduled hours of operation. During the Fall and Spring semesters, these hours are 8:00 a.m. through 10:30 p.m., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Fridays during scheduled academic days. During the Summer semester, these hours are 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday. The College's hours of operation are subject to change during non-academic days.

e. Student Right-to-Know and Campus Security Act of 1990

The information in this section summarizes the College's policies and programs intended to promote campus safety and to comply with the provisions of the 1990 Campus Security Act and the 1998 Cleary Act and their amendments.

Questions concerning campus security, crime reporting, or the College's compliance with the Cleary Act and its amendments should be directed to the Dean of Student Services located in the Student Services Division, North Building, or the Vice President of Administration, North Building Administrative Offices. Both administrative offices may be reached by calling 910-592-8081.

In compliance with the requirements of the Cleary Act, the following crime statistics are provided to inform the campus community about the occurrence of crimes on the campus and within the City of Clinton for the noted five-year period.

Offense	Year 2008	Year 2009	Year 2010	Year 2011	Year 2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	4	1	1	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0
Liquor Law Violations Referred For Disciplinary Action	0	1	2	0	0
Drug Law Arrests	0	2	3	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	3	0	0
Illegal Weapons Possession Arrests	0	1	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0

f. Monitoring and Recording of Criminal Activity

Anyone suspected of involvement in any illegal acts should be reported immediately to the Clinton Police Officer assigned to the campus or to any College employee. An administrative officer can be reached during the College's normal hours of operation by dialing the operator (0) or an administrative office directly.

g. Information on Registered Sex Offenders

Information concerning registered sex offenders residing in Sampson County may be obtained at the following web site maintained by the State Bureau of Investigation: <http://ncfindoffender.com>.

h. Criminal Reporting and Notification

The policy of the College is to prepare and disclose both campus and community

crime statistics to currently enrolled students in a timely manner through one or more methods of notification including mail, information handouts, posters, and electronic means.

As noted above, students are encouraged to report all crimes to a campus officer or to an administrative staff member for the purpose of making timely warning reports and for the purpose of making the annual statistical disclosure. These staff members include the President, vice presidents, deans, evening director, or any campus official supervising a College event.

4. Emergency Procedures - Illness or Injury

It is the responsibility of any College employee arriving first on the scene of a medical incident to determine the need for emergency medical personnel. If this assistance is necessary, the employee should summon aid by calling the Receptionist. The caller should carefully state the nature of the emergency and the location of the injured on the campus. In the event that the Receptionist Station is closed or unresponsive, the staff member should call 911 (can be reached from any phone on campus). The Receptionist will inform the Business Office, Student Services, or the Evening Director's office of the location and the nature of the urgency. Staff members from one of these areas should be stationed at the front of the campus to direct emergency services personnel.

An employee may attempt to aid the injured party in accordance with the employee's first aid training and capabilities. All buildings with 25 or more persons are equipped with first aid stations. The locations of stations are as follows:

Building	Location
Activities Center	Office
Ammonia/Refrigeration Building	Office and Airlock
East Building	EMS Office
Occupational Building	Industrial Maintenance Instructor's Office
Industrial Building	Welding Instructor's Office
Kitchin Building	Library Desk
Kitchin Building	Science Lab Room 228K
Maintenance Shop Bldg./North Bldg.	Maintenance Office
North Building	Student Services Division
North Building	Evening Division
Technology Center	Nursing Office

East Building	Compensatory Education Classroom
Warren Student Center	Butler Basic Skills

Each first aid kit will contain a list of the name and phone number extension number of those College employees on campus qualified to administer first aid. The first aid supplies should be inventoried and maintained for use by a person designated in each area for that purpose.

5. Fire

In the event of a fire, any employee is responsible for sounding the fire alarm by pulling an alarm station. Once the alarm has been engaged, 9-911 and the Receptionist should be called and the location, type, and nature of the fire should be reported. The Receptionist should call the Business Office for verification of a true alarm. Upon report by the maintenance staff that a true alarm has been sounded and that the fire cannot be controlled by the staff, the Receptionist should call the fire department for assistance.

Faculty should direct students to exit the building in an orderly manner and remain 50 yards away from the building until notified by a College official that the building can be reentered and normal activities may be resumed.

6. Bomb Threats

In the event of a bomb threat the following procedures will be followed by all personnel:

- a. The staff member should make an effort to gain as much information as possible. Keep the caller on the line as long as possible. Ask who is calling and have the caller repeat the message. Write every word spoken by the person making the call. Concentrate on listening to background noises.
- b. If the caller does not indicate the location of the bomb or the time of the possible detonation, the person receiving the call should ask the caller to provide the information.
- c. It is advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury of many innocent people.
- d. Pay close attention to any strange or peculiar background noises such as motors running, background music, or other noises which might give some clue concerning the origin of the call.
- e. Listen closely to the caller's voice, voice quality, accents, and speech impediments. Immediately after the caller hangs up, the person receiving the call should contact the President or the acting administrator.
- f. The President (or his/her representative) will notify the police department of the threat.

- g. Fire alarms will be sounded to evacuate the buildings.
- h. Faculty should direct students to exit the buildings consistent with fire evacuation procedures to a distance some 50 yards away from the building.
- i. All staff should exit the buildings to a distance some 50 yards away from the buildings.
- j. The police and assigned staff will conduct an extensive search of all buildings.
- k. The President (or his/her representative) will authorize reentry into the buildings after the search is completed and after consultation with the police.

B. Severe Weather

1. Day

All calls concerning severe weather during day operations will be relayed to the President or the administrator in charge. This officer will notify the campus security of the impending danger through one or more of the following procedures:

- a. Telephone or direct messengers sent to each building announcing the storm.
- b. Use of a voice amplifier (bull horn) to announce pending danger.

2. Evening

In instances of approaching severe weather during the evening hours, the Evening Director's office should receive all calls concerning approaching storms. The director will announce the approaching danger in the same manner as day operations.

3. Designated Areas

Building maps contained within the Safety Manual identify suggested areas for building occupants to seek during periods of severe weather. Employees should be aware that the large walls of glass utilized throughout the campus make almost all peripheral locations around the buildings unsafe during these periods. The Horticulture Complex and metal shop buildings should be vacated and shelter sought in North, East, Warren Student Center and Kitchin Buildings.

C. Reporting Accidents

Any accidents involving employees should be immediately investigated by the employee's supervisor. Student accidents occurring within an academic setting should

be investigated by the faculty member. Student accidents outside the classroom, laboratory, or shop should be investigated by Student Services staff. The investigator should complete and file an Accident Report Form with the Business Office as soon as possible. Upon learning of any serious accident on the campus, the President and Business Office should be notified immediately. Serious accidents will be investigated by the Safety and Health Committee.

In the case of accidents, supervisors and employees should not release information to the news media. All information to the media is to be provided by the President or his designee. If contacted by the media, please refer these individuals to the appropriate persons.

D. Workers Compensation

Employees who believe that they have been injured or are suffering from an illness related to their work should notify their supervisor and the Business Office as soon as possible to allow the processing of workers compensation forms. Employees who obtain medical treatment for such injuries or illnesses should notify the Business Office during the first scheduled work day following treatment. Failure to advise the College of the treatment may result in the denial of claims by the worker's compensation insurer.

The College does not have a designated physician for first treatment. Employees, may, therefore, visit the licensed medical doctor of their choice for evaluation and initial treatment. (The treatment of employees by chiropractors will not be compensated under workers compensation unless a referral has been made by a physician.) Questions concerning workers compensation should be referred to the Business Office.

E. Student Medical Treatment

Students who receive medical treatment as a result of an accident may be insured under the student accident insurance program provided for all curriculum students. College employees that accompany students for treatment should not indicate that all the charges will be paid by the College. The insurance program is an accident program only and contains limits that may not fully cover the student's cost. Questions concerning the student's insurance coverage provided under the plan should be directed to the Business Office.

Claim forms for filing under the student accident insurance program are available through Student Services or the Business Office. Students bear the responsibility for the completing of claim forms and returning them to the Business Office for processing.

XII. Computer Services

The College provides faculty, staff, and students' access to computer and network resources necessary to advance the mission of the College. The administration of the network infrastructure, all shared servers and server resources, desktop computers, administrative and instructional software, contracted IT resources, and the telephone system is assigned to the computer services staff. The following policies and procedures are applicable for faculty, staff, and student computer use.

I. Access to Network Resources

A. Authorizing Employee Access

Initial employee access rights, the modification of rights, or the annual extension of these rights must be approved by the appropriate vice president, dean, and data manager (Colleague). Supervisors must file an approved System User Access Request Form along with a completed User Verification and Acknowledgement Form with Computer Services before access is granted to the network. In the event that an employee's duties change, it is the responsibility of the employee's supervisor to notify the Computer Services staff of these changes and forward a replacement System User Access Form. Full-time permanent employees will receive access authorization annually. Part-time employees may be granted access for a period not to exceed the length of their contract.

B. Termination of Employee Access

Employees who separate from the institution will no longer be provided access to campus computer resources (including email). Supervisors should notify the Computer Services staff of the employee's separation in a timely manner. This includes both full and part-time employees. Information that is contained on the employee's accounts will be retained or deleted at the request of the appropriate vice president or dean.

C. Student Access

Students will receive access to computer resources (including email) during the time of their enrollment. Curriculum students will have accounts setup for them at the beginning of each semester during which they are enrolled. Continuing Education and other students will have access to login accounts as needed and requested by an appropriate College staff/faculty member.

II. Network Security

The integrity of the College's computer system and electronic records must be maintained. Practices which undermine the safeguarding of these records may result in sanctions against the College and the award of financial damages in the event of breaches of privacy.

Employees are responsible for ensuring that unauthorized access to network resources is not obtained through their login names, through physical access to a workstation, or through any other means or devices which may be under the control of the employee. Failure to observe reasonable safeguards to prevent unauthorized access may result in disciplinary action against an employee and may subject the employee to criminal or civil charges. Individuals who believe that a security violation has occurred should report this immediately to the Computer Services staff. A written report of the incident should be filed with the Director of Computer Services.

III. System Backups and File Recovery

Routine system backups on servers are performed at established intervals. Users who save data to local drives are cautioned to make backup copies of important data on their network account. In the event of a system failure, users should notify the Computer Services staff and request assistance in recovering lost data. All users should be aware that data saved on local drives may be lost and not be recoverable.

IV. Support Service

A. Scope of Service

Computer Services provides installation and setup support for network resources, servers, desktop and laptop computers, operating systems, and application software but are typically not able to provide end user training or tutoring on the use of software. Staff and faculty are expected to be knowledgeable users of application software required for the respective jobs and will be requested to obtain user training from appropriate sources. Computer Services also provides support for the telephone system and is the first point of contact for telephone repair and change requests.

B. Priority of Service

The limitations of staffing and staff time require that service requests be prioritized. The highest priority of service will be provided by the staff to address disruptions in critical administrative and financial services, e.g. registration, payroll, and financial aid and when service is disrupted to large portions of the College's operations. In general, the following order of service priorities will be used by the Computer Services staff:

1. Priority administrative services and financial operations
2. File servers and network communications
3. Access to priority instructional applications
4. Support requests for hardware repair
5. Support requests for application software
6. Requests for installation of new hardware and software

C. Faculty and Staff Support Requests

To allow for the prioritization of support requests and to provide a record of all support requests, faculty and staff are encouraged to e-mail support requests to the department's support e-mail account. Urgent requests should be phoned to the departments support extension, not individual staff members. The Computer Services staff will respond to requests in accordance to their priority and the availability of staff time.

V. Alternation of Baseline Colleague Software

Employees are not permitted to alter Colleague or related NCCCS software without authorization from the Director of Computer Services. Alterations or enhancements will be carefully documented. In instances where changes in software are needed or desired, a request should be forwarded to Computer Services describing the need for the change and the enhanced functionality that is provided.

VI. Requesting Custom Reports

Requests for custom Colleague reports that require the use of special utilities should be forwarded to Computer Services as a support request. Computer Services or other authorized technical staff will produce the report. The request should include all information necessary to develop and execute the query.

VII. E-mail

A. Assumption of Responsibility

The College's e-mail accounts are provided to staff and faculty as a tool to complement other methods of communication and to improve education and provide for administrative efficiency. All users have the responsibility to use this resource in an effective, ethical and lawful manner. The use of College e-mail is considered evidence that the user understands and is bound to this policy. Violations of the policy may result in the loss of access or other appropriate disciplinary action.

B. Official Method of Communication

The College regards e-mail as an official method of communication with staff and faculty. Faculty and staff are expected to read and respond to College-related e-mail in a timely and responsible manner. An e-mail message regarding College matters sent from an administrative office, faculty, or staff member is considered to be an official notice.

For purposes of official College communication, the College assigned e-mail address is the official e-mail address for faculty and staff. While e-mail is an official method of

communication, it is not the only official method of communication and does not exclude alternate methods such as written or oral.

C. Privacy of E-mail

The privacy of personal electronic mail communications residing on or transmitted through the College's e-mail system is not assured. Electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents. Also, even though the sender and recipient may have discarded their copies of an electronic mail record, there may be back-up copies of such electronic mail that can be retrieved on College systems or any other electronic systems through which the mail has traveled.

Data transmitted or stored on or through College equipment may be subject to the requirements of the North Carolina's Public Records Act. The Act gives the public the right to inspect public records at reasonable times and the custodian of the records may not demand the motive or purpose behind the request. Thus, e-mail messages of faculty and staff may be subject to inspection should a member of the public request such.

Additionally, the College may access and monitor e-mail at any time for any reason without notice. Courts may order the production of College records, including electronic mail records, in connection with litigation. Appropriate law enforcement and other officials may, consistent with law, have access to documents for purposes of investigating allegations of violations of law or of College policy. Given such considerations, no employee should use a College electronic mail account with the expectation that any particular electronic mail communication, whether personal or College-related, will be private.

Confidential information such as student or personnel records or any information covered by privacy laws should not be sent via e-mail since it is not a secure means of communication.

D. Limitations on the Use of E-mail

The legal and regulatory environment surrounding College electronic mail creates a number of other limitations on the use of College electronic mail accounts. Most apply uniformly to the use of all College-provided resources:

1. Electronic mail accounts are for the exclusive use of the individual to whom they are assigned.

2. No use is permitted that conflicts with the requirements of civil or criminal law, including but not limited to laws relating to pornography, defamation, intellectual property infringement, and illegal discrimination, or conflicts with any applicable policy of the Board of Trustees, such as use in support of partisan political activities.
3. No use is permitted that constitutes the unauthorized exchange of proprietary information or any other privileged, confidential, or sensitive information.
4. The knowing transmission of a message containing a computer virus or that misrepresents the identity of the sender is prohibited.
5. The use of or attempt to use the accounts of others without their permission is prohibited.
6. Personal use cannot interfere with a College employee's obligation to carry out his or her College duties in a timely and effective manner.
7. Personal use cannot involve sending or soliciting chain letters or sending unsolicited bulk mail messages (e.g., "junk mail," "spam," or "MLM"), or otherwise overloading the College's electronic mail system or negatively interfering with system performance.
8. Uses that result in commercial gain or personal profit are not permitted.
9. No personal use may state or imply College sponsorship or endorsement of its message.

E. Retention of E-mail

1. As stated previously, the content of official e-mail messages may be considered a public record and thus such a record cannot be disposed of, erased or destroyed except in accordance with the guidelines established by the North Carolina Department of Cultural Resources, Office of Archives and History, Division of Historical Resources, Archives and Records Section (NCDCR).
2. Employees are responsible for saving or archiving e-mail messages that constitute College records. E-mail messages that are of an ephemeral or transient nature and have only reference or administrative value may be deleted when the user has determined that their reference value has ended.
3. E-mail that must be retained for longer periods of time may be retained in electronic or paper form, but must be retained for as long as the period specified by the guidelines of the NCDCR.
4. All policy related communication sent through e-mail should be as an attachment of the e-mail and not as part of the body of the e-mail message.

F. Enforcement and Violations

Violations of College policies governing the use of e-mail may result in restriction of access to College information technology resources in addition to any disciplinary action that may be applicable under College policies, guidelines or implementing procedures, up to and including dismissal. Suspected violations of this or other associated policies regarding e-mail use must be reported to the Chief Information Officer.

VIII. Software Use Policy

The College purchases the required licenses for all software needed by academic and administrative users. Students and employees must recognize their obligation to use all software consistent with the provisions of the license agreement and federal copyright law. Violations may subject students and employees to disciplinary action and criminal and civil penalties as afforded under law.

IX. Allocation of Computer Resources

The College recognizes the importance of providing access to current computer resources in support of the College's academic programs and to support financial and administrative operations of the College. With limited funding, decisions concerning the allocation of computer resources and the assignment of relative priorities among academic and administration require all purchasing decisions to be evaluated by technical staff and by budget managers to ensure that purchases address recognized institutional priorities. To help effect this goal, technology purchases should be evaluated by the Director of Computer Services.

X. Student Recruitment

Consistent with good educational practice, the College is committed to ensuring that all materials used in student recruitment along with any published information concerning the College accurately represent the programs and services of the institution. To help achieve this goal, faculty and staff developing recruiting or marketing materials, both in written or electronic form, should submit these to the Public Information Officer for review before printing, posting, or distributing materials. This review is intended to include advertisements (newspapers, magazines, trade journals, brochures, etc.), whether printed on College equipment or through contract printing, as well as posting of content on the College's website or distributed through other electronic means.

Materials will be submitted to the appropriate Division Chair or Dean before submission to the Public Information Officer. Please provide adequate notice to allow for materials to be reviewed. Please indicate the names of any previous reviewer and include the reviewer's signature. When preparing materials for special events or programs, speakers should take reasonable care to verify the currency and accuracy of content.

Similar review is required for all policy and procedure handbooks or manuals. Policy and Procedures Manuals must be developed consistent with College committee authority and reviewed. Printed and electronic materials should identify the date of revision and the date the document is effective. The Public Information Officer will maintain a library (electronic and printed) of handbooks and manuals for review when needed by staff and faculty. When new manuals or handbooks are approved and distributed, dated materials will be removed.

CHAPTER VIII: INSTRUCTIONAL DIVISION POLICIES AND PROCEDURES (ACADEMICS)

This chapter provides information on policies and procedures that are specific to the instructional division. These policies are not exclusive. They must be supplemented with administrative policies issued subsequent to the release of this handbook. Faculty members are expected to conform to other policies in other chapters of this manual.

An attempt has been made to summarize the instructional policies and procedures that have an impact upon the faculty and the educational programs of the College. Faculty members should refer questions concerning these policies to their supervisor for clarification.

I. Full-time Faculty

A. Workload Formula

The workload formula is intended to provide guidelines for the assignment of instructional faculty responsibilities. The formula is based upon several assumptions:

1. The role of the instructional faculty extends beyond the classroom and laboratory. Faculty members must assume the responsibility for professional development, student advising, program and course development, assisting in student recruitment and job placement, and the support of College committees.
2. No workload formula can ensure the equitable distribution of work for a specific academic term. The formula assumes that different faculty groups will have different expectations appropriate to their required academic preparation and the level of instruction they are providing. The workload formula, therefore, is intended to provide equitable treatment for faculty within similar groups.
3. The workload formula cannot ignore the relationship between the institution's funding mechanism and faculty workload. Instructional faculty are expected to generate enrollment sufficient to fund their program's costs. Faculty members in smaller programs may be assigned additional classes resulting in them working beyond the stated range of class hours.

B. Elements of Faculty Workload

The workload formula defines the expected activities for faculty in three areas:

1. instruction (classroom, laboratory, and clinical)
2. office hours
3. academic support

Classroom, laboratory, and clinical responsibilities include those traditionally associated with teaching at the level of instruction appropriate to the faculty's assigned program area.

Office hours are established to provide students the opportunity to meet with faculty on an individual basis for advising or assisting students with assignments. These hours must be scheduled when the faculty member does not have conflicting responsibilities. In addition, the faculty member should remain in the departmental area during scheduled hours. Office hours should be rescheduled in the event of an unavoidable conflict.

Academic support activities include faculty participation across a range of responsibilities including course and program development and evaluation, library support, staff development, and participation in student clubs and activities. Faculty members may be assigned as representatives to a number of College committees and task forces.

C. Instructional Workload

1. Instructional Hours

The range of instructional load for faculty members is 18-21 course credit hours and 18-30 course contact hours per semester. Based upon the nature of instruction, the average semester load by faculty category is:

<u>Curriculum & Developmental Instruction</u>	<u>Contact Hours</u>
Lecture/Lab/Clinical	18 - 21
Lecture/Lab (welding, cosmetology and other selected programs with extensive laboratory experiences)	18 - 30
<u>Occupational Extension</u>	
All faculty	30
<u>Basic Skills/GED</u>	
Basic Skills (Lecture Lab)	23 - 28
Compensatory Education (Specialized Lab)	30

In instances where a faculty member's responsibilities are below the established load range they be assigned additional responsibilities (e.g. lab coverage) to bring their load within the range. When multiple courses are taught in a common setting (stacked, combined or compressed courses), the course carrying the highest contact hours will be considered for purposes of load calculation.

2. Office Hours

All full-time faculty will schedule a minimum of four (4) office hours each week. These hours must be scheduled at convenient times for students and should reasonably conform to the daily schedules taught by the faculty. Office hours should be provided at least three days during the week. Faculty with evening advisees must maintain office time in the evening (5 - 10 p.m.) During an academic term that a faculty member does not have evening classes they may notify their evening advisees of their availability for conferences by appointment. Office hours may not be scheduled for less than 30 minute periods. Occupational extension faculty/coordinators and compensatory education faculty are not required to schedule office hours.

3. Minimum Hours on Campus

The minimum contact hours for full-time faculty members on campus or at clinical and off-campus sites each week by program areas is as follows:

Curriculum & Developmental	30
Occupational Extension	34
Basic Skills/Developmental	34
Compensatory Education	39

4. Academic Support

A faculty member's on-campus hours that are not assigned to instruction or office hours are considered academic support hours. These hours are available for faculty members for course and curriculum development, committee work, and support for student organizations. These hours should be scheduled and reflected on the faculty member's block schedule.

5. Weekly (Block) Schedules

All faculty are to prepare and submit a schedule reflecting their weekly instructional, office, and academic support hours and their location to their department chairs and to the appropriate division chairs for approval as soon as practicable at the beginning of each semester or academic term. These schedules may be amended or adjusted as directed by the department or division chair as needed to fulfill workload expectations. These are to be forwarded to the Vice President of Academic & Student Affairs by the Deans/Chairs.

D. Non-standard Instructional Delivery

1. Cooperative Education/Internships - In general, faculty support for students in cooperative education and internships should be provided as part of the faculty member's academic support responsibilities. When several student work experiences are assigned to one faculty member, consideration may be given to providing the

faculty reduced instructional responsibilities to perform these tasks.

2. Telecourses/Distance Learning/NCVLC - In general, telecourses will not be considered on a one-for-one basis with traditional lecture/lab courses. Consideration will be given to providing some workload credit when a telecourse enjoys significant enrollment.
3. Team Teaching - Team-teaching may be considered on a one-for-one basis provided that all instructors are present during the class and that instructors share equally in the class presentation. Otherwise the contact hours will be reduced or prorated appropriately.
4. Laboratory Instruction - Faculty members may be assigned lab coverage in one of several lab settings to complete their instructional load. In these instances laboratory coverage will be counted on an hour-for-hour basis toward the minimum contact hours on campus.

E. Division and Department Chairs

In larger departments with multiple faculty, department chairs may receive release time in support of their administrative duties. In general, these department chairs are expected to carry a minimum semester load of 15 contact hours. Division chairs are expected to carry a minimum semester load of 8 contact hours. In programs with reduced enrollments and extensive laboratory instruction, no reduction in contact hours may be possible until larger enrollment levels are achieved.

F. Course Overloads

A faculty member is eligible for overload compensation during a semester when teaching beyond the upper limit of the workload formula and the faculty member has carried or is reasonably expected to carry a full teaching load during other academic terms covered by their contract. In these instances, the hourly rate for the additional contact hours will be paid according to this formula: monthly salary multiplied by 12, then divided by 2080 (because 52 weeks times 40 hours/week = 2080).

All overload compensation must be approved by the Vice President of Academic & Student Affairs.

G. Combined Curriculum/Extension Workloads

In some instances, a faculty member's workload will include both curriculum and extension courses. In these instances, an effort will be made to equate the preparation and teaching contact hours in the extension course(s) to a curriculum course load. In general the contact hours will be recognized as equivalent to those for a curriculum course.

H. Release Time

In assigning responsibilities for a semester, supervisors should consider any special factors which might influence a faculty member's workload. These include but are not limited to:

1. number of preparations required of the faculty member
2. number of students taught
3. nature of the courses taught
4. faculty member's familiarity with course material
5. special committee assignments or other special duties

In the event that a department chair considers a faculty member's work load excessive, the chair should request a review of the workload by the division chair. Schedule adjustments and release time must be approved by the Vice President of Academic & Student Affairs.

I. Review and Appeals

Faculty may request a review of their current assignments through their department chair, division chair, and the Vice President of Academic & Student Affairs. Appeals will follow the College's employee grievance procedures.

J. Outside Interference with Faculty Responsibilities

Full-time faculty are expected to provide the College with professional services and commitment. Faculty members should refrain from assuming any outside responsibilities which interfere with the performance of their employment.

II. Adjunct Faculty

A. Policy on the Use of Adjunct Faculty

Adjunct faculty are employed by the College to teach both curriculum and non-curriculum courses. These faculty provide opportunities for students to be introduced to practitioners in occupational programs, a diversity of instruction in curriculums with a limited number of faculty, and instruction in courses where the employment of a full-time faculty member cannot be justified.

These instructors may be drawn from the community at large or from the College's full-time employees. The **adjunct** faculty must meet all the academic qualifications established by the relevant accrediting association or licensing board.

The College recognizes the unique role of full-time faculty members in the academic life of an institution. The use of **adjunct** faculty in curriculum programs should be restricted to supplemental roles. To ensure student instructional support needs are met,

adjunct instructors should afford students appropriate opportunities for consultation outside of regularly scheduled class time.

Department chairs and/or the Evening Director should provide a structured program for the orientation, supervision, and evaluation of all **adjunct** faculty consistent with sound educational practices.

B. Full-time Faculty Employed Under **Adjunct Contracts**

Full-time faculty may be given limited employment under **adjunct** contracts to meet instructional needs in both curriculum and non-curriculum programs. The additional teaching responsibilities may be considered for overload compensation or as a separate **adjunct** contract. All such contracts must be approved by the Vice President of Academic & Student Affairs.

Adjunct contracts should be executed when curriculum faculty teach non-curriculum courses while teaching within the established range of a full-time load or similarly when non-curriculum faculty teach in another program area while maintaining full-time responsibilities in their respective area. **Adjunct** contracts are not executed for additional compensation when non-curriculum assignments are given to curriculum instructors to complete their workload.

In instances where a faculty member receives additional pay, the hourly rate for any **adjunct** contract will be limited to the prevailing rate the College would pay for comparable instruction, not the pro-rata hourly rate of the full-time faculty member's salary.

C. Non-instructional Staff Employed Under Part-time Contracts

Non-instructional staff may be given limited employment under part-time contracts for instructional duties provided that the staff member is performing their non-instructional duties during the period for 40 or more hours a week. The pay rates for this part-time employment are limited to the prevailing rates the College would pay for comparable instruction (not the pro-rata hourly rate of the full-time non-instructional staff member.) Part-time instructional contracts will not normally be approved for non-instructional employees when the class schedule is in conflict with the employee's normal work schedule. Part-time contracts are not permitted between the College and any employee classified as "senior administration."

III. Review of Full-time Faculty Positions Allocated

A review of the need for additional full-time faculty positions is formally conducted within annual planning efforts of the instructional divisions. Department chairs are to document the need for additional positions in the materials that are submitted to the instructional

administration for review and development of the division plan. Typically, the administration makes final allocations of funds for faculty positions after receiving the annual state budget appropriation. In instances where instructional demands were not anticipated, department chairs are encouraged to submit requests for the review of the department's need for additional full-time faculty at any time during the academic year.

IV. Curriculum

A. Curriculum Revision

Department chairs are responsible for the continuing evaluation and enhancement of curriculum programs under their supervision. Programs may be revised by submitting a request through the appropriate division chair for review of the proposed curriculum revision by the instructional division administration and the proposed revision will then be forwarded to the Academic Affairs Committee for consideration.

Requests should include the following information:

- (a) summarize the action requested.
- (b) identify each course affected by the revision.
- (c) state why the revision is necessary or desirable.
- (d) identify the effects on curriculum or course scheduling.
- (e) identify any new resources required to implement the revisions.
- (f) designate the effective date of the revision.
- (g) course descriptions for any new or revised courses.
- (h) a copy of the revised curriculum suitable for submission to the North Carolina Community College System.
- (i) identify any substantive changes.

Approved revisions will be forwarded to the Registrar for implementation and inclusion in the next published catalog.

B. Course Outline/Syllabi

A current course outline/syllabus must be on file in the Vice President of Academic & Student Affairs' office before a course may be taught for the first time. Any exceptions caused by extenuating circumstances must be approved by the Vice President.

All course outlines/syllabi shall be developed using the official Sampson Community College Course Outline/Syllabus Forms. Chairpersons are to file course outlines in the departmental office and forward a copy to the Vice President of Academic & Student Affairs' office. The Vice President will review the course outline files annually and will notify the department chairs of any discrepancies and corrective measures needed. Department chairs must revise course outlines upon the changing of textbooks or

following any significant revision of course descriptions.

For those courses generally taught only by adjunct faculty, the department chair, in consultation with the adjunct faculty member, will develop course outlines/syllabi using the standard format and procedures described above.

Special attention should be given to assure that course outlines are on file for courses taught infrequently. Courses which are taught at least one time per year will be governed by the same procedures as all other courses. Courses taught less frequently than one time per year will be considered to be on an inactive status. Once an inactive course is scheduled to be offered, the department chair must ascertain that a current outline/syllabus is on file.

C. Sponsorship of Educational Programs

The College encourages and welcomes input from local businesses, industries, and self-employed professionals into the development of seminars and courses which are responsive to community needs. Due to the competing interests of these groups within the service area and recognizing the College's obligation to particular programs which are not tied to any particular view, special interest group, or for-profit interest, the College will limit the co-sponsorship of all educational programs and services to agencies which include but are not limited to:

1. public agencies such as the public schools, county extension services, etc., with common goals of education,
2. private non-profit agencies similar to those in 1,
3. professional organizations promoting programs for the general public's welfare (Sampson County Bar Association, Sampson County Medical Association and other similar organizations),
4. industrial and business associations promoting programs for the industrial and business community.

D. Political and Religious Activities Within the College

1. Political Activities. The understanding of the political process in American society and the knowledge of other political systems throughout the world is basic to the development and critical thought of the students of Sampson Community College. The Board of Trustees encourages the education of students in the political process and in political science and encourages them to actively participate in their political system.

The study of political campaigns and the analysis of all sides of political issues provides valuable learning experience and should be promoted both through classroom instruction and through extra-curricular activities. The staff shall not use their positions to promote political candidates or partisan political activities within the College.

Meetings of College clubs or organizations for the purpose of promoting any political party or candidate for public political office will not be permitted on the campus during the academic day or evening.

2. **Religious Activities.** The College recognizes the importance of the free exercise of religion in American society. Furthermore, the critical study and review of religion and theology is an integral part of total education. The College encourages the education of students in religion and theology as a traditional part of liberal arts study. The staff shall not use their positions to promote or inculcate the doctrine or philosophy of any religion or denomination. Meetings of clubs, organizations, or individuals for the purpose of promoting or expanding any religious doctrine on the campus during the academic day or evening are prohibited.
3. **Religious Courses.** The Board of Trustees encourages students interested in Bible study to participate in church-sponsored religious education activities. The Board prohibits the College from offering, co-sponsoring, or assisting in the development, dissemination, or teaching of doctrinal courses, Bible courses (or other religious writings), or any similar course unless the course is offered for an immured group or a nutrition group at the specific request of the group. This policy is not to be construed as any limitation on the use of the Bible or other religious works as a literary work or a historical narrative. This policy does not impinge upon the library's responsibility and freedom to acquire and provide materials of a religious nature consistent with the College's purpose and objectives.

E. Auditing of Classes

Policies and procedures for the auditing of classes are set forth in the College's Internal Audit Plan.

F. Instructional Experimentation

All faculty members are encouraged to continually evaluate the effectiveness of classroom instruction, to seek opportunities to improve techniques of presenting materials, and to introduce alternative forms of instructional delivery which enhance student learning.

Many faculty initiatives can be adequately supported with existing materials and equipment. In some instances, however, these efforts may require additional financial support beyond that available to the faculty. Faculty members may request support for

these efforts through several sources.

1. The resource needs can be itemized and included in the academic department's annual College budget request.
2. The faculty member may request support from the SCC Foundation's minigrant program.
3. A request may be submitted at any time to the Vice President of Academic & Student Affairs for consideration for the development of a formal grant application to external agencies or for funding through institutional funds not reflected in the academic department's budget.
4. In instances where the development effort is extensive and shows promise of significant improvements in instruction, release time may be requested to develop and implement the project.

Faculty members undertaking experimentation should document these activities with their department chair. In addition, faculty members must ensure that all instructional experimentation is appropriately evaluated. Faculty members may receive assistance in evaluating the effectiveness of activities from their department chair or associate dean. Additional assistance in designing evaluations, developing surveys, or processing and analyzing data is available from the Planning and Research Office. A summary of the evaluations should be provided to this office for documentation and dissemination.

V. Academics

The general academic policies of the College are set forth in the College Catalog. Special policies and procedures are included here for students and faculty.

A. Academic Standards – Associate Degrees, Diplomas, and Certificates

Sampson Community College is authorized by the North Carolina State Board of Community Colleges to award the following degrees, diplomas, and certificates to students who have completed all program requirements consistent with the provisions of the College Catalog.

1. Associate in Applied Science Degree: The Associate in Applied Science degree is awarded upon completion of the course requirements for most two-year programs.
2. Associate in Arts Degree: The Associate in Arts degree is awarded upon completion of the course requirements of the college transfer associate in arts program. This curriculum is designed for students desiring to pursue a four-

- year baccalaureate degree in the liberal arts at a senior college or university.
3. Associate in Science Degree: The Associate in Science degree is awarded upon completion of the course requirements for the college transfer associate in science program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the sciences at a senior college or university.
 4. Associate in General Education Degree. The Associate in General Education degree is awarded upon completion of the course requirements for the general education program. This curriculum is designed for students desiring post-secondary courses in the liberal arts or occupational fields but may not desire to follow specific professional requirements.
 5. Diplomas and Certificates: Diploma and Certificate programs consist of a series of courses that are designed to prepare an individual for employment in a specific occupation. These programs consist of a sequence of courses that generally can be completed in one year or less by a full-time student. Successful completion of these curriculum programs leads to a diploma or certificate. In some programs, students who successfully complete a minimum of 12 credit hours in a series of courses approved by the Department Chair may be issued a certificate.

A. Semester System and Credit Hours

Beginning with the summer of 1997, all credits in the North Carolina Community College System are earned in semester hours. Students who have attended Sampson Community College or another North Carolina community college under the quarter system should have their transcript evaluated for conversion of quarter credits to the semester system under the most recent crosswalk. The latest revised quarter-to-semester crosswalk will be used for transcript evaluations. The College's academic year is comprised of two sixteen-week semesters and one ten-week summer session.

B. Registration

One or more registration days are provided for students prior to the first day of classes for each semester. Pre-registration is generally scheduled for students already in attendance at the College. Students are requested to register at the specified times listed in the College's academic calendar. The last day to register for each term is the schedule adjustment date listed on the academic calendar.

C. Orientation

All new students enrolled in diploma or degree programs are required to complete ACA 111- College Student Success or ACA 122 – College Transfer Success for Transfer Students. This course is designed to assist students in establishing and successfully meeting academic goals. Areas addressed in the course include College information, Library skills, test taking skills, interpersonal skills, and time management.

The objectives of the orientation course are to:

1. Acquaint students with the physical, academic, and social environment of the College.
2. Present College policies, regulations, and procedures to students.
3. Assist the student in taking full advantage of the opportunities offered by the College.
4. ACA 122: Prepare the student to transition successfully to a four-year college.

D. Courses Audits

Students who wish to audit courses must follow regular registration procedures and indicate their intention to audit the class when registering. Students auditing a course receive no credit but are encouraged to attend classes regularly and participate in all class activities. Students auditing will be charged the same fee as students taking the course for credit.

Students with a recorded “Audit” for a course may repeat the course one time on an “Audit” basis. Students desiring to change from “Credit” to “Audit” or from “Audit” to “Credit” must do so during the schedule adjustment period.

E. Course Load

The normal student course load is 12-15 credit hours each semester. To be considered full-time, a student must register for 12 credit hours during the Fall and Spring semesters and for 9 hours during the Summer semester. The normal maximum course load is 18 semester hours.

Students may enroll in only those courses approved by the student’s advisor. Students on academic probation may be required to register for a reduced course load according to limitations imposed by the student’s advisor.

The permission of the student’s advisor and the Vice President of Academic & Student Affairs must be obtained for a student to enroll in more than 18 semester hours during a semester.

A student attending more than one community college concurrently may not enroll in more than 18 credit hours per semester without prior approval of the student’s advisor and the Vice President of Academic & Student Affairs. Any student enrolled in two or more colleges concurrently during a semester will give each college complete enrollment information including the name of each college in which enrolled, the number of credit hours enrolled, the class schedules, and other relevant information.

F. College Grading Scales

Grading the performance of students’ course work is the responsibility of individual faculty members. Departments have adopted standardized grading scales within curriculum programs.

Curriculum courses at Sampson Community College use a standard 10-point grading scale with the exception of courses that are graded on a 7-point scale to meet State and institutional

standards. Grading policies for these programs are:

1. Developmental Courses:

A =	93-100
B =	85-92
C =	77-84
F =	0-76

2. Nursing/Health Programs:

A =	93-100
B =	85-92
C =	80-84
D =	70-79.99
F =	69.99 and below

H. Grading System

Grading the performance of students in course work is the responsibility of individual faculty members. Departments have adopted standardized grading scales to provide uniformity within curriculum programs. Students should consult with their advisor or the chair of the department to receive copies of these scales.

The categories of institutional grades and the corresponding symbols for students who have met minimum course requirements are:

Superior superior academic performance	A
Good good academic performance	B
Average average academic performance	C
Passing below average academic performance	D
Satisfactory used in selected lab courses to indicate that the student has satisfactorily completed course requirements	S
Credit by Examination credit earned by examination procedures of the College	CE
Experiential Learning credit earned under the experiential learning policy of the College	EC

Transfer Credit	TR
credit earned from courses taken at other accredited educational institutions	
Audit	AU
participation as an auditor of a course	
Advanced Credit	AC
credit earned under the articulation agreement with public schools	
Transfer Developmental	TD
used to indicate developmental courses taken at other accredited educational institutions	
Credit Placement	CP
used to indicate developmental courses when students test out	

The categories of institutional grades and symbols for students who have not met minimum course requirements are:

Unsatisfactory	U
used in selected lab courses to indicate that student performance is judged to require repetition of the course	
Failure to Meet Course Requirements	F
student performance is judged to require repetition of the course. Used to indicate a student withdrew or was withdrawn after the 70% date of the semester	
Withdrawal	W
used to indicate a student withdrew from a course prior to the 70% date of the semester	
No Grade	NG
used to indicate a student failed to attend any classes.	
Incomplete	I
used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course.	

I. Credit By Examination

The College recognizes standardized and challenge examination programs through which

students may receive credit in lieu of course work and earn course credits toward the completion of a certificate, diploma, or degree. These examination programs are subject to the following conditions:

- a. Credit will not be awarded when equivalent degree credit has been granted for regular course work.
- b. Credit by examination may not be attempted if the student has acceptable College credit for more advanced courses or for courses whose content includes material similar to a course for which College credit has already been received.
- c. No more than 25 percent of the required course work for completion of a selected curriculum may be earned by examinations.
- d. Students successfully completing a proficiency examination will have a grade of “CE” recorded on the official transcript. (The grade of “CE” earns credit hours toward graduation but does not earn grade points.)
- e. The course(s) must be a curriculum course listed in the Registrar’s Office as a challengeable course.
- f. Courses for which credit by exam is permitted must be approved by the Vice President of Academic & Student Affairs and kept on file in the Registrar’s Office.

J. Standardized Examinations

Sampson Community College participates in the advanced placement programs of the College Entrance Examination Board. An entering student who scores 3 or above on the Advanced Placement (AP) test will receive appropriate course credit. Students taking Advanced Placement tests should have the score reports sent to the Registrar’s Office for evaluation concerning placement and credit. Students who are talented and well prepared may also receive credit for a variety of courses by achieving a passing score on one of the College-Level Examination Program (CLEP) tests. Students interested in receiving further information concerning these examinations, required minimum scores, course equivalents, and credits awarded should contact the Director of Admissions.

K. Challenge Examinations

The College recognizes that exceptional students, by means of special studies or experiences, may already have achieved the objectives of certain courses in a selected curriculum. Students may petition to receive credit in selected courses by special examinations referred to as challenge examinations developed by the faculty. Students interested in this opportunity must submit a completed application request form to their department chair and schedule the examination. A student may challenge a course only once. Unsuccessful attempts are not recorded on the transcript.

L. Experiential Learning Policy

When a student has experienced learning through employment and training and/or has earned

certifications provided by non-collegiate institutions such as public and/or military services that parallels course work included in the student's degree program of study, he/she may request experiential learning credit. SCC will evaluate and award credits toward degree completion for prior experiential learning in those instances where there is sufficient documentation which demonstrates that the student has achieved all outcomes for specific courses in a degree program. No more than 25 percent of credits toward graduation may be awarded for experiential learning. The Experiential Learning Policy is reviewed biannually and, therefore, is subject to change.

Enrolled associate degree seeking students may be awarded credits for prior experiential learning toward degree completion requirements, under the following conditions:

1. The student submits a written request for experiential credits to the appropriate Department Chair. The request must include the specific courses and sufficient justification for each course for which the student seeks experiential credit. The request must be supported by a portfolio of documentation that includes copies of certificates, licenses, job descriptions, letters from supervisors and/or former employers, and any other documentation deemed appropriate.
2. The department chair will review the student's request as well as all supporting documents and will meet with the student as needed to conduct the review and evaluation. Evaluation of supporting documents will include a comparison of submitted data with the course description and the courses' syllabus content and competencies. If the department chair recommends that credits be awarded, the student's request along with all supporting documents and the department chair's statement of rationale for awarding credits will be forwarded to the Division Chair (if applicable) and then to the Vice President of Academic & Student Affairs for further review.
3. When approved by the Vice President of Academic & Student Affairs, the student's request, all supporting documents, and the department chair's rationale statement along with the Vice President's validation statement documenting the basis for awarding credit will be routed to the Registrar for filing and posting to the student's transcript record, with an assigned grade of "EC" (experiential credit). A copy of all data also will be sent to the student.
4. If the Vice President of Academic & Student Affairs or the department chair disapproves the student's request, the student's written request along with an explanation of the reason(s) for disapproval will be routed to the Registrar for filing, and the supporting documents will be returned to the student.
5. Experiential credits "EC" awarded do not earn quality points. Grades of "EC" will count only toward meeting curriculum completion requirements for graduation. Grades of "EC" awarded in one curriculum may not be transferred to another curriculum, unless recommended by the department chair and approved by the Vice President of Academic &

Student Affairs, as per step 1-3 above.

6. Upon request from another institution, a copy of the Vice President's validation statement can be released to substantiate the "EC" grade. If necessary, copies of the documentation (with the student's permission) may be sent to the requesting institution.

M. Removal of Incomplete Grades

Faculty members may assign a grade of "I" to students when, in the judgment of the faculty member, the student is making satisfactory progress at the end of the semester but, because of extenuating circumstances, is unable to complete the course requirements. To remove the incomplete, a student must satisfactorily complete all work by the end of the following semester. At that time, the incomplete will be changed to the appropriate letter grade by the instructor of record, or when necessary, by the faculty member's department chair. Students who fail to complete the work by the end of the following semester will be assigned the letter grade of "F" for the course. Students who receive an "I" during the Spring semester and are not enrolled during the following Summer term will have until the end of the next Fall semester to remove the incomplete.

N. Course Waivers and Substitutions

Waivers and substitutions of courses, other degree requirements, and academic regulations may be made only with adequate cause when such actions do not compromise the attainment of the educational objectives of a student's program of study. Exemptions from, or substitutions for, requirements established for a program of study must be recommended by the department chair and have the approval of the appropriate division chair and the Vice President of Academic & Student Affairs. All waiver and substitution approvals must be filed with the Registrar's Office.

O. Course Repetition

A student who has successfully completed a course and received credit may repeat the course one time in an effort to earn a higher grade or to add to their mastery of course content. A student who has not received credit for a course (developmental or curriculum) may not repeat the course more than two times in order to earn a passing grade. (A passing grade is defined as a grade of "C" or better for developmental courses and courses within the Associate Degree Nursing and Practical Nursing Education programs that require grades of "C" or better for passing).

P. Transfer Credit Policy

A. Transfer of Credits to Sampson Community College

An applicant who previously enrolled in any other college, university, or post-secondary

institution is considered a transfer student and must furnish the Director of Admissions official transcripts of all work previously earned or attempted.

Credits earned at other accredited institutions in comparable courses or programs may be credited toward graduation requirements in a certificate, diploma or degree program at Sampson Community College. Credits for all courses with a grade of “C” or better, applicable to the student’s entering a program at SCC, will be eligible for transfer. Transfer credits from non-regionally accredited institutions will be evaluated by the appropriate Department Chair, the Registrar, and the Vice President of Academic & Student Affairs, and approved or disapproved by them on the basis of level, content, quality, comparability, and degree of program relevance.

Credit for course work completed with a grade of “C” or better within ten (10) years prior to admission may be accepted after evaluation and approval of the chair of the program in which the applicant wishes to enroll and the Registrar. However, the acceptance of courses completed beyond the ten-year period must be approved by the Department Chair, the Vice President of Academic & Student Affairs, and the Registrar. A student may be required to repeat courses in their program’s major area of concentration when changes in technology and current practices indicate new competencies must be acquired.

Transfer credit courses are not used in the computation of the student’s grade point average in the student’s program at SCC. All transfer students are admitted in good academic standing. However, the total number of hours transferred from other institutions will be considered in determining the required GPA for meeting minimum required standards to remain in good academic standing. Transfer students admitted on provisional or conditional status must complete all admissions requirements within the first semester of attendance. At least 25 percent of the curriculum requirements must be completed through SCC.

B. Transfer of Credits within Sampson Community College

Courses transferred within the College from one curriculum to another should be for applicable courses with a grade of “C” or better. However, at the discretion of the department chair, courses with a grade of “D” may be transferred from one level to another within the same program. (Example – transferring from Diploma in Early Childhood Education to degree in Early Childhood Education). When a student transfers from one curriculum program to another, all applicable courses with grades of “C” or better taken within ten (10) years may be transferred to the new program and included in the computation of the student’s grade point average. However, the acceptance of courses completed beyond the ten-year period must be approved by the Department Chair, the Vice President of Academic & Student Affairs, and the Registrar.

C. Transfer of Credits from Sampson Community College

Transfer counselors in Student Services and the student's faculty advisor will provide assistance in course planning for the student who wishes to transfer to another institution. However, it is the student's responsibility to indicate the intent to transfer and to initiate contact with the counselor and the faculty advisor. Students should obtain a current catalog and application form from their selected institution and use this information when selecting courses. Transfer counselors are available to assist in consultation with other institutions to determine the receiving institution's policies on acceptance of SCC courses.

Credits earned at Sampson Community College may be transferred to other institutions in the North Carolina Community College System and most four-year colleges and universities. Students wishing to transfer these credits must complete a College transcript request form in Student Services for an official transcript to be forwarded to the receiving institution.

Q. Academic Forgiveness Policy

Students may apply for the removal of grades earned (or transfer credit awarded) at Sampson Community College under the provision of the College's Academic Forgiveness Policy. Although the courses will not be removed from the student's cumulative record, the grades no longer will be calculated into the student's major or cumulative grade point average and no longer will apply toward the fulfillment of any College requirement. Students who would like specific information concerning the Academic Forgiveness Policy should contact their advisor.

R. Additional Information for Faculty

A. Class Schedules

Class schedules should be prepared by the departments in accordance with current scheduling guidelines. In unusual circumstances, exceptions to the guidelines may be made by the division chairs. The administration will request an annual evaluation of the scheduling guidelines to improve the responsiveness of the scheduling process.

B. Final Examinations/Examination Schedules

The class time designated for final examinations is included as part of the required course hours that must be met to meet the course hourly requirements established by the State Board of Community Colleges. Therefore, faculty members are strongly encouraged to develop final examinations which can reasonably be expected to occupy the examination period set aside for each course.

C. Departmental Grading

Each department should adopt a standardized grading scale which is approved by the division chair and the Vice President of Academic & Student Affairs. Department chairs should provide this information to their adjunct faculty so that grading expectations are uniform across a program. Grading scales for related courses are established by the department chair with responsibility for courses beginning with the related course prefix, e.g. the grading scale for MAT 115 will be established by the College Transfer faculty.

D. Independent Study

Faculty members should limit the number of independent study sections requested and schedule these during terms when these sections can be accommodated in the faculty member's workload. Independent study must be approved by the department chair, division chair, associate dean, and Vice President of Academic & Student Affairs.

E. Field Trips and Guest Lecturers

The use of field trips and guest lecturers are encouraged, to the extent possible, as a supplement to regular classroom, laboratory, and clinical instruction. Requests should be submitted through the chain-of-command on the Field Trip/Guest Lecturer's Authorization Form at least three days in advance of the activity. To the extent practical, field trips should be scheduled around students' schedules. A student may not be required to participate in a field trip when that trip precludes attendance in other curriculum classes.

F. Graduation

All full-time curriculum and basic skills faculty are expected to attend and participate in graduation exercises. Commencement proceedings include teaching and non-teaching faculty from Instruction, Student Services, and the Library in appropriate academic regalia.

VI. Admissions to the College

1. General Admission. Sampson Community College subscribes to an *Open Door* admissions policy. Admission requirements are consistent for all students seeking to enter courses or programs offered by the College. Graduation from High School or a High-School Equivalency Diploma (GED) is required for admission to all Associate-degree and Diploma programs. While SCC advises all prospective students to earn a High-School Diploma or GED, non-graduates may be admitted to certificate programs or a limited number of courses. The College reserves the right to place students on the basis of counseling, assessments, interviews, and previous academic achievement.

Applicants currently under suspension or expulsion from any other community College, university, or educational institution may be refused admission to Sampson Community College for the duration of the suspension period or expulsion. This policy has been

adopted by the Board of Trustees pursuant to 23 NCAC 2C.0301 (c) of the NC Administrative Code.

Requirements for General Admissions

- a. **Application for Admission:** Prospective students must complete an application for admission, including a residency statement. Applications can be mailed to: SCC Admissions Office, Post Office Box 318, Clinton, NC 28329. SCC admissions applications also can be completed and submitted online at: www.cfnc.org.
- b. **Official Transcripts:** Applicants should request for complete transcripts to be sent to the SCC Admissions Office at the address listed above.
 - aa. **High School Graduates:** Applicants who have graduated from high school should submit an official transcript showing all course work completed and the date of graduation. High school seniors may submit an official partial transcript showing their current courses and the intended date of graduation. It is the student's responsibility to submit a final high school transcript prior to admission to an Associate Degree or Diploma program.
 - bb. **High School Diploma Equivalency (GED):** Applicants who have successfully completed the GED program should request for their scores to be sent to the SCC Admissions Office. Students who earned the GED in North Carolina can request an official copy of their scores by submitting a request to: the North Carolina State GED Center, 5024 Mail Service Center, Raleigh NC 27699.
 - cc. **Transfer Applicants:** Applicants seeking to transfer from another College or university must follow the established procedures for general admission and meet all requirements. Official transcripts showing high school graduation or GED completion and all Colleges attended are required before admission to degree or diploma programs can be granted.
- c. **Placement Testing:** SCC requires all diploma and degree seeking students to complete the COMPASS placement test. Test results are used to assist students in selecting the appropriate courses and programs of study. There is no charge for taking the placement test. Students who meet the acceptable criteria for a waiver may be exempt from taking the test (See section Placement Testing). Prospective students who have not completed the COMPASS or other North Carolina Community College System approved entry assessment (ASSET or ACCUPLACER) within the past three years must contact the Admissions Office at: (910)592-8084 to schedule a test date.

- d. **Admissions Interview:** Students are required to meet with a counselor for an admissions interview prior to acceptance at the College. The purpose of the interview is to review placement test scores and determine a course of study appropriate to students' interests and aptitude levels. Admissions interviews are scheduled after students complete the placement test or by appointment.
 - e. **Medical History Form:** All new and readmitted students are required to submit a medical history form prior to enrollment. Students are asked to confirm their physical and mental health status. In addition, students should disclose any medical conditions or potential health concerns. All student health records are kept confidential.
2. Program Admission. Admission to the College does not guarantee a student admission into a particular program of study. Students may be required to complete course prerequisites and entrance test requirements before acceptance into some programs of study. The Trustees authorize the administration to adopt appropriate admissions criteria for the programs offered by the College. Students should be placed into curriculum programs in accordance with sound educational principles and practices.
 3. Program Specific Admissions Requirements. All prospective students must meet the general admissions requirements of the College to be eligible for enrollment. In order to ensure compliance with state and local standards, certain curriculum programs have specific requirements beyond those established for general admission.

VII. Educational Services for Minors

1. Encouragement of High School Attendance. It is the policy of the Trustees to encourage prospective students to complete the requirements for their high school diploma and graduate from their respective high school before seeking admission to the College.
2. Admission of Minors to Programs of Study. A minor, 16 years or older, may be considered a student with special needs and may be admitted to an appropriate program if a local school system determines that admission to the program is the best educational option for the student. By law, this requirement may be waived if the student has been out of school at least six months and his/her application is supported by a notarized petition of his/her parents, legal guardian, or other person or agency having legal custody and control. Sampson Community College encourages all dropouts to consider returning to public school by requiring an individual to be at least 18 years old to enroll in any basic skills education courses. On written recommendation of the student's superintendent and principal of the last school attended, students between the ages of 16 and 18 may be admitted as students with special needs.

3. Enrollment of High-School Students. The Career and College Promise (CCP) program provides dual enrollment educational opportunities for eligible North Carolina high school juniors and seniors. The program is structured to accelerate completion of College certificates, diplomas, and Associate Degrees that lead to College Transfer or provide entry-level job skills. SCC offers Career and College Promise pathways aligned with the K-12 curriculum and career and College ready standards adopted by the State Board of Education.
4. Admission of High School Students Under Provisions of the Public School Cooperative Program. Qualified high school students may be admitted to College curriculum courses provided that a cooperative program agreement between the Trustees and the respective board of education is maintained and approved by the State Board of Community Colleges.
5. Enrollment of Minors in Basic Skills Education. The Basic Skills Education programs are designed to serve adults. A student must be at least 18 years old to participate in any component of the program. Upon receipt of written recommendation of the superintendent and Principal of the last school attended, a student between the ages of 16 and 18 years of age may be admitted as a student with special needs provided that the following criteria are met:
 - The referral and/or enrollment form for minors must be completed, signed, dated, and received by mail.
 - Minors must also submit a school transcript and disciplinary report from the last public school attended.

VIII. Readmission to the College

Previous students who withdraw from the College for one calendar year or longer will be readmitted under the catalog that is current at the time of readmission. Students who withdraw from the College must complete the following requirements before being admitted:

1. Complete an updated application for admission, including a residency statement.
2. Complete an updated Medical History Form.
3. Meet with a counselor for an admissions interview.
4. Submit official transcripts from other Colleges and universities, if not already on file.

IX. Standards for Academic Progress

The College will adopt equitable standards for satisfactory progress for all students in academic programs. Students who fail to attain these standards are subject to probation or suspension according to regulations that the College may adopt.

X. Standards for Graduation

The Board awards degrees, diplomas, and certificates in accordance with standards established by the State Board of Community Colleges. The Board authorizes the administration to adopt certain other regulations and practices as necessary to ensure compliance with accrediting agencies and sound academic principles.

XI. Policy on Self-Supporting Classes

The Sampson Community College Board of Trustees supports the offering of self-supporting classes, with each student being required to pay a pro-rata share of the cost of a self-supporting class. The administration will set the fees in an amount to reasonably ensure that all direct costs of the class will be recovered and with expectations of some indirect costs being recovered.

The following should be considered direct costs in providing self-supporting instruction:

1. Instructors' salaries including FICA, travel, course development cost, etc.
2. Instructional supplies and materials.
3. Rental of building, and other directly assignable costs.
4. Advertising, printing costs associated with a brochure, postage, mailing, etc.
5. Equipment associated with the instruction for a self-supporting class.
6. Refreshments, and
7. Other costs necessary for and directly assignable to a class or costs which are directly assignable to self-supporting classes (including administrative/clerical costs that can be verified as assignable).

Indirect costs are the costs for activities supporting the offering of classes but cannot be directly and exclusively assigned to a self-supporting class or the offering of the self-supporting program. If indirect costs (see examples below) can be directly and exclusively assigned to a self-supporting class or self-supporting program, the costs can be considered direct costs.

Examples of indirect costs include:

1. Utilities, custodial, and security.
2. Coordinator/Administration, and
3. Clerical salary and fringes.

Within the Board's approval, the administration may use any self-supporting funds in

excess of the direct costs as follows:

1. For scholarships or other financial aid for students.
2. For strengthening educational programs.

However, the excess self-supporting funds shall not be used for College entertainment expenses or to supplement salaries of any personnel. Expenditures should be of direct benefit to students.

The Board of Trustees will review the balance in the Self-Supporting Class Account annually to make sure an excessive balance is not being accumulated.

XII. Religious Observance

In compliance with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, Sampson Community College will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student in accordance with the following clarifications:

1. An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year.
2. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
3. The excused absences shall be taken within the absences allowed in the College's approved attendance policy as published in the Academic Information Section of the SCC Catalog and the Student Handbook.
4. The student must submit a "Request to be Excused For Religious Observance Form" to the Dean of Student Services or his/her designee for the excused absences at least two (2) weeks prior to the date the student intends to be absent for the religious observance.
5. A "Request to be excused for Religious Observance Form" must be completed for each class missed. Forms may be obtained from the Student Services office or the Department Secretaries.
6. The Dean of Student Services or his/her designee shall notify appropriate faculty within 72 hours of receiving the request. Faculty members are expected to note the excused absences as appropriate in class record documents.
7. No more than two tests per day may be given to a student who is making up a test or tests due to the absence(s) excused for the purpose of the religious observance.

8. Instructors/faculty are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.

Should other provisions of the NC Administrative Code or the General Statutes apply, the College shall implement requirements to comply with those provisions.

**SAMPSON COMMUNITY COLLEGE
REQUEST TO BE EXCUSED FOR
RELIGIOUS OBSERVANCE**

Student's Name: _____ Colleague ID: _____

Semester/Year: _____ This is my first ____ second ____ request this academic year

I am requesting permission to be excused from the class(es) listed below for a religious observance. I realize that any absence(s) for this purpose will count toward the total number of absences allowed under the College's attendance policy as published in the Academic Information Section of the SCC Catalog and Student Handbook. I understand that it is my responsibility to arrange make up of any missed assignments and/or tests with the course instructor. I agree to fully comply with the provisions outlined in the College's Religious Observance Policy. I certify that the information on this form is true. I also understand that misrepresentation of the facts may be sufficient cause for disciplinary action by the College.

Course Prefix Number and Section	Instructor	Name of Religious Observance	Date(s) Missed for Religious Observance

Student's Full Name (print or type): _____

Student's Signature: _____ Date: _____

<u>For College Use Only</u>
Date Received in Student Services: _____
Request Approved: _____ Request Denied: _____
<i>*If request is denied, please attach explanation</i>

XIII. Intellectual Property Rights

Sampson Community College recognizes the need to protect ownership rights in intellectual property, defined as any work that could lead to copyright or patent. This includes, but is not limited to, course materials, artistic creations, software programs, or inventions. The College's intellectual property rights policy applies to all employees (full-time and part-time), consultants hired by or under contract to the College, and students.

As a general rule, all rights to copyrightable or patentable material belong to the creator. In the case of independent works, a College employee or student owns all rights to copyrightable or patentable work, provided:

- The work is the result of individual initiative and not the product of a specific contract or assignment made as a result of employment with, or enrollment at, the College.
- The work is not a product of the employee's job duties.
- The work is produced by an employee outside his/her work schedule.
- The work is produced by an employee or student without College funds or significant use of College owned and controlled facilities.

In the case of College-sponsored work, the College is the creator and retains all intellectual property rights to the work unless the College chooses to formally relinquish them. College-sponsored works are defined using the following criteria:

- The work is the product of a specific contract or assignment made as a result of employment with, or enrollment at, the College.
- The work is a product of the employee's job duties.
- The work is produced by an employee during his/her work schedule.
- The work is produced by an employee or student with College funds and/or with significant use of College owned and controlled facilities. College funds include but are not limited to:

- Release time
- Grant funds
- Salary supplements
- Leave with pay
- Other material or financial assistance

The College controls any revenues or other benefits related to or deriving from College sponsored works. The College is permitted to charge a reasonable rental fee to use any College sponsored works. Furthermore items such as a learned journal, work of art, book, publication, textbook, library book, form, bulleting, or instructional supply may be, as allowed under the Umstead Act, sold by the College.

With authorization of the Board of Trustees, the President may enter into an equitable written agreement with an employee or student for shared or joint ownership, royalty sharing, or reimbursement to the College for its cost and support of any College-sponsored work. In such cases the College retains a royalty-free license to use the intellectual property for research and educational purposes.

Should a dispute arise over ownership of intellectual property, students or employees may assert their rights under the grievance procedures described in the Student Handbook for students and Staff Handbook for faculty.

XIV. Developmental Education –
(Non-Credit Courses Preparing Students for College Entry)

New student applicants are required to take a standardized placement examination prior to enrollment in curriculum degree or diploma programs. Test results will be used to determine which (if any) developmental courses may need to be completed prior to enrollment in College courses. Students who are not proficient in keyboarding will be required to enroll in OST 080 before taking any computer course.

Sampson Community College has established placement standards. Required scores on the ASSET or Compass Placement Tests indicate an applicant's readiness to begin curriculum-level courses. Students who score below this level or lack documented proficiency in certain required courses have the opportunity to strengthen reading, English, math, chemistry, and keyboarding skills by taking Developmental Education courses.

The time required for completion of developmental courses varies from person to person. For most students, one to three semesters of study provides adequate preparation. Developmental Education courses are offered to help assure student success and to meet specific course prerequisite requirements and are available to all students who plan to enter diploma or degree programs. **Developmental courses do not offer College credit.** A schedule which includes Developmental courses is developed for each student to suit his/her academic needs. Developmental requirements may extend the total time for graduation by one or two semesters for full-time students.

Exit Criteria and Tutorial Assistance

The College recommends that students enrolled in developmental courses seek tutorial assistance if they receive any grade below a "B". The grade required to pass all developmental courses is a "C" or better. This criteria for course exit is consistent with the definition of "passing" for a developmental course as defined by the North Carolina Community College System.

XV. Continuing Education

A. General Information

Continuing Education promotes the concept of lifelong learning by providing educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities. Some courses are offered on a continuing basis while others are established in response to specific requests by individuals or groups.

SCC provides training in many areas through its Continuing Education Division programs. Classes are held at the Clinton campus and at numerous locations throughout Sampson County. Most classes prepare individuals for employment, or upgrade workers already employed. Besides meeting economic needs, some classes help to improve the adult's social and cultural standing in the community. Training is also provided for employees of area industries and public agencies. Once a specific training need has been established, classes in that area can be offered at virtually any time. Additional details can be obtained by calling the office of Continuing Education at (910) 592-7176 or visiting the College website at <http://www.sampsoncc.edu>.

B. Admissions Requirements

Generally, any person who is 16 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education classes. Applicants are usually admitted on a first-come, first-serve basis. Some classes have specific admission requirements and prerequisite requirements. In such cases, this will be indicated along with the course description so that applicants are properly notified. A high school diploma is not required for registration in most classes.

C. Registration and Special Information

For information concerning current class offerings and their locations, call the Continuing Education Division at (910) 592-7176, visit our office, or reference the College web site. The Continuing Education Division is located in the East Building on the main campus of SCC.

Course fees (tuition) are as follows:

Classes from 1 to 24 hours: \$65.00

Classes from 25 to 50 hours: \$120.00

Classes 51 hours and greater: \$175.00

The cost of Self-Supporting and Community Service courses vary based on enrollment and the cost of course delivery. Additional costs may involve the purchase of textbooks, supplies, insurance and other fees associated with a course.

Registration fee exemptions are granted for North Carolina fire service workers, emergency service personnel, and law enforcement as designated in local disaster plans. North Carolina citizens 65 years of age and older may enroll in one free class per semester. There are no exemptions allowable for classes designated as self-supporting.

D. Refunds and Transfers

The Refund Policy has been established by the NC General Assembly for all NC community Colleges. For any classes cancelled by SCC, a full refund will be given. A full refund for a class which was not canceled by the College may be given if students submit a signed refund request prior to the beginning date of the class. A 75% refund is given when signed requests, made in writing, are received before the 10% period of the classes (usually the first or second class meeting). Normally, a student can expect to receive a refund within four to six weeks of the date on which the request was submitted.

E. Academic Credit

Most of the courses offered by the Continuing Education Division do not award credits. Students who successfully complete many of the courses receive Continuing Education Units (CEU's) and a certificate designating the completion of the course. (A CEU is equivalent to ten (10) clock hours of instruction.) In some instances competencies gained in continuing education courses may be recognized in curriculum programs under provisions in the College's credit by examination policy.

F. Class Schedules and Enrollment

Classes are scheduled on the campus and in other sites across the county. The beginning date, time, and location of a class are determined by the needs of the students and employers and the availability of suitable facilities and equipment. Classes usually meet once or twice a week from two to three hours each session. For most classes, a minimum of twelve (12) students must be present to register before a class will be allowed to begin. The College further reserves the right to discontinue a class if attendance falls to an unacceptable level.

G. Attendance

Students are encouraged to attend all classes to gain mastery of the materials

and skills that are presented in each course. To qualify for the receipt of a course certificate, a student must attend at least 85 percent of the classes as well as successfully complete the prescribed course work. Depending upon the nature of the class and the requirements established for certification or licensing, some classes may have stricter attendance requirements. In these instances, the instructor will identify the attendance requirements.

H. Course Repetition

Continuing Education Classes are open to students age 18 and above. All courses except self-supported class offerings are free to North Carolina Residents age 65 and older. Students should note that if they register for the same course more than twice within a five-year period they will be charged the full cost of the course which they have taken twice. Students shall be primarily responsible for monitoring course repetitions; however, the College shall review records and charge students the full cost for courses taken more than twice.

If a student enrolls in an occupational extension class more than twice, the student will be required to pay the full amount of the per student cost for the class.

A student may be permitted to repeat a course more than twice if the student demonstrates that repetition of the course is required to meet an established standard governing certification or license in the program area in which the student has enrolled.

The College reserves the right to deny a student enrollment in a previously completed course if, in the opinion of the College, the student continues to enroll in the course for the purpose of gaining access to College equipment or materials.

I. Transcripts

A student may obtain a transcript containing a record of all continuing education classes completed through a written request to the Continuing Education Office. The number of hours, CEU's, titles of classes, and grade are indicated on each transcript.

XVI. Continuing Education Instructional Areas

A. Occupational Extension

Occupational extension courses are specifically designed to provide training that leads to employment, upgrade of the skills of persons presently employed, or retrain for new employment in a different occupational field. These courses may be offered exclusively by the College or in partnership with business and

industry. Occupational extension courses cover a range of topics including fire service, emergency medicine, law enforcement, truck driver training, driving safety, industrial maintenance, and a variety of other types of technical and employment-related training. The Division is constantly seeking to meet the certification needs for professional workers; therefore, new courses are added periodically. Please call to inquire if the training you seek is not listed.

Courses designed to prepare individuals to enter the workforce are available through the Human Resource Development (HRD) program. Course offerings include Career Planning and Employability Skills, Basic Keyboarding and Computer Applications, Clerical and Medical Office Skills, Home Care Companion and Introduction to Health Care Careers. Training for the Career Readiness Certification is also conducted through the HRD Program.

Of great demand are courses to prepare individuals for work in health care. Offerings include Nurse Aide, Phlebotomy, Medical Terminology, Healthcare Billing and Coding, Pharmacy Technician, EKG Technician, Veterinary Technician and emergency medical courses which include Emergency Medical Responder, EMT Basic, EMT Intermediate, and Paramedic training. Medical courses are considered "limited enrollment," which requires that candidates apply for admission and meet established criteria in order to enroll.

Training classes which meet state certification requirements are typically provided as occupational extension courses. Law enforcement in-service training requirements are outlined in the State Board of Community Colleges Code. The Code requires that every law enforcement officer certified by the Criminal Justice Education and Training Standards Commission must receive 24 hours of in-service training annually. The Criminal Justice and Sheriff's Education and Training Standards Commission approved additional training requirements which were implemented January of 2009.

NC Community Colleges provide in-service training to over 90% of our State's firefighters. NCDOI Certification classes for Firefighter I & II Rescue Technician, Driver Operator, and Emergency Vehicle Operator will maintain their normal schedules posted at each department. Emergency Medical Services continuing education classes follow the schedules posted at each department. Initial training for Emergency responders, EMTs and Paramedics is available at various locations throughout the county.

B. Career Readiness Certification

Employers are increasingly concerned with ensuring that both potential and incumbent employees have the skills necessary to thrive in today's workplace. As of 2010, more than 80% of all North Carolina jobs require skills beyond those earned in high school. For new businesses moving into North Carolina, for existing businesses wanting to expand, and for operations just to remain

viable in a fiercely competitive environment, the skill level of the available workforce is a critical factor, and often deciding factor.

North Carolina's Career Readiness Certification (CRC) is designed to meet the needs of both the employer and job seekers in today's economy. For employers, the Career Readiness Certificate (CRC) offers a reliable means of determining whether a potential employee has the necessary literacy, computational and problem solving skills to be "job ready." For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school diploma or a resume outlining experience in a different job setting.

Employers can use the CRC, along with other education and background information, to make employment and training decisions. The certificate is increasingly becoming a "plus" when presented to an employer during the hiring process because it shows the individual has attained specific workforce competency levels in Reading for Information, Applied Mathematics, and Locating Information.

C. Customized Training

For more than 50 years, North Carolina's community Colleges have supported the economic development efforts of the State by providing customized training. The Customized Training Program provides education, training and support services for new, expanding, and existing business/industry in Sampson County. The purpose of customized training is to foster and support three integral components of a company's well-being: job growth, technology investment, and productivity enhancement. Services offered through the program include job profiling, pre-employment training and assessment, and post-hire technical and critical soft skills training. Employee skills acquired through Customized Training opportunities help enable Sampson County businesses and industries meet growing market demands and retain a competitive edge in today's global economy.

D. Self-Supporting Programs

The College offers a limited number of courses and activities on a self-supported basis. Self-supported classes may be recreational or occupational, or just about any area of public interest offered under the auspices of the Continuing Education Division as approved by the Dean. Creative Art, Cake Decorating, Digital Photography are among the self-supporting classes offered on a regular basis.

Among the most popular of the self-supported offerings is Defensive Driving. For persons charged with a minor traffic violation, the Defensive Driving class may prevent assessment of insurance points or premium surcharges on an auto

insurance policy and/or points on a North Carolina driver's license. The District Attorney, area community College, and the Safety and Health Council of North Carolina make this program available. The concern for public safety is also addressed in the **Alive@25** Program which is designed to reduce the number of teenage driving-related accidents and deaths.

Industrial Ammonia Refrigeration, a unique self-supporting program that opened in 2009, provides training in the safe handling of ammonia in industries such as pharmaceuticals, food storage, ice production, and cold storage warehousing.

E. Small Business Center

Sampson Community College's Small Business Center provides local, confidential, experienced counseling and advisement for new and existing businesses. Available by request, this local confidential service acts as a sounding board for new ideas and or concerns you may have about your business. The Center's director will help you find solutions to your challenging business questions. No question is too simple or complicated. There is no charge for this service.

The Small Business Center offers a wide variety of seminars and workshops year round to help small businesses be successful. Most seminars and workshops are available at no charge. Some of the topics include:

How to Start a Business	Marketing for Success
How to Write a Business Plan	QuickBooks: Getting Started
Financing Your Business	Creative Real Estate Investing
Bookkeeping and Taxes	Living Debt Free

In addition to providing training, counseling, and other resources, the Small Business Center can put you in touch with vital local business and community leaders. Contact information can be provided for local and State government agencies that will enable you to grow your business. Local community organizations can offer professional networking opportunities and important business to business information. As a member of the North Carolina Business Alliance, we will connect you with other member agencies across the state.

XVII. Basic Skills Education Programs

- A. Information: The Butler Basic Skills Department offers a number of special programs to assist adult students 18 years of age or older in attaining fundamental educational skills. The department is housed on the second floor of the Warren Student Center. In addition to structured classes, the Butler Basic Skills Department provides a learning lab and computer-assisted instruction for basic skills.

Basic Skills education is designed to increase the level of adult literacy within the community and to assist adults in high school equivalency completion. The program provides students with foundational skills that will enable them to enter the work force, skills training programs, or post-secondary education. The curriculum emphasizes the personal and academic development of each student, stressing individual awareness of abilities and opportunities.

The College offers two programs designed for adults who have not completed high school: the Adult Basic Education (ABE) program and the General Education Development (GED) program. These programs provide instruction ranging from courses to meet the needs of individuals requiring basic literacy to those designed to improve the equivalent skills of high school graduates. The College also offers English as a Second Language (ESL) giving non-English speaking students the opportunity to learn to speak, read and write English. These courses are offered on the College's main campus and at several sites throughout the county. No registration fee is charged for these classes.

In addition, the Butler Basic Skills Department provides learning labs and computer-assisted instruction. There are no fees charged for use of these resources. Students may participate in a program of individualized study using teacher-recommended materials supplemented by computer-based resources.

Web-based Basic Skills instruction is available to help prepare students for the GED Tests, improve employment opportunities, and build confidence. On-line instruction is available anytime and anywhere there is Internet access. The learning environment is private, friendly, and supportive.

B. Enrollment of Minors

The Basic Skills Education programs are designed to serve adults. A student must be at least 18 years old to participate in any component of the program. Upon receipt of written recommendation of the superintendent and principal of the last school attended, a student between the ages of 16 and 18 years of age may be admitted as a student with special needs provided that the following criteria are met:

- The referral and/or enrollment form for minors must be completed, signed and dated.
- Minors must also submit a school transcript and disciplinary report from the last public school attended.
- Minor students and a parent/guardian must meet with the director or coordinator of the program before enrolling in the mandatory orientation program.

C. Registration and Placement

Individuals may enroll in the Basic Skills Education programs on the main campus during registration periods published in the College's academic calendar and included in various College announcements. The College also provides class sites throughout the county for all programs. Department staff can provide information concerning class sites, times, and registration dates for these classes.

All students enrolling in these programs are required to take an orientation class and placement tests. The tests are used to determine the level at which a student will enter the curriculum. There are no specific score requirements for enrollment in Basic Skills programs. Structured classes at the appropriate level for each student are recommended by the student's advisor. Student progress is monitored periodically to determine course planning for the next enrollment period and to document progress.

D. GED Testing

The Tests of General Educational Development (GED Tests) are designed to measure the skills and knowledge equivalent to a high school course of study. The five subject area tests which comprise the GED test battery are Mathematics; Language Arts, Reading; Language Arts, Writing (including essay); Science; and Social Studies.

The College serves as the Official GED Testing Center for Sampson County. Testing opportunities are scheduled during the semester. Instruction and pre-testing are available at no charge and can help ensure success on the tests. All examinations are administered on the main campus. Students who obtain satisfactory scores are awarded the General Educational Development (GED) Diploma. The GED examiner may schedule additional testing sessions for individuals with extenuating circumstances upon approval of test accommodations. GED candidates will be assessed a testing fee. Successful candidates are invited to participate in the College's annual commencement exercises.

E. North Carolina Driver's License Law

Effective August 1, 1998, a statewide coordinated effort to motivate and encourage minors to complete high school was voted into law. This law requires that students under the age of 18 who have not completed high school remain in school making adequate progress toward their diploma or equivalency or lose their driving permit or license. Sampson Community College is mandated to assist in the enforcement of this law.

Minors who are under the jurisdiction of the law (having been granted a license or permit on or after December 1, 1997) will be required to attend a minimum of 60 hours per month for six consecutive months and progress in the program according to the definition of progress set forth by the State Board of Community Colleges. Progress will be evaluated at the end of each six-month period. For further information, contact the Director of Basic Skills at 910-592-7176, ext. 3514.

CHAPTER IX: PROFESSIONAL DEVELOPMENT POLICY AND EDUCATION EXPERIENCE GUIDE

This chapter sets forth the College's policies pertaining to professional development and the required, recommended, and recognized levels of education and experience needed for each position established by the College.

I. Professional Development Policy

The College recognizes that educational quality is dependent upon the availability of qualified professional staff and faculty. Furthermore, no resource is more dynamic. People grow professionally in order to fulfill their mission of service to the College and the community. The College is committed to the development and delivery of quality educational programs to the community from which it draws support. Fundamental to this goal is the development of personnel resources in all areas within the College.

Professional development is a planned, comprehensive program of activities designed to promote the personal and professional development of the staff/faculty. Personal development focuses upon the improvement of the individual, their attitudes about themselves, their jobs, and their personal lives, while professional development is concerned with the improvement of job related skills, knowledge, and attitudes.

To promote personal and professional growth, the College provides opportunities for an employee to determine his/her development needs and individual goals and to plan and implement an effective program of professional development.

The Personnel Committee is the standing committee of the College responsible for providing leadership and support to professional development efforts, coordinating professional development planning, implementing these plans and evaluating their effectiveness. Representation from all divisions of the College is included on the committee. Committee members are appointed on an annual basis. The Personnel Committee may appoint sub-committees to focus upon specific professional development activities, e.g. faculty development, computer literacy and safety and health training. The College's professional development program includes:

1. On-Campus Activities
2. Staff Development Travel
3. Educational Leave and/or Educational Assistance
4. Mini-Grants

5. Teleconferences
6. Professional Reading and Viewing

In order to assess the personal and professional needs of the employee, an individual personal and professional development plan is completed and recorded on the Phase I performance appraisal form. During the Phase I conference, the employee and the supervisor mutually determine the employee's professional development goals and outline the activities through which they will be accomplished. Throughout the year the individual will document the accomplishment of these activities and summarize these on the employee's professional development log and the Phase II and Phase III performance appraisals.

At the end of each fiscal year, each individual's plan and summary are reviewed by his/her supervisor. A summary of these activities should be provided to the Personnel Committee to allow the effectiveness of the Professional Development Program to be evaluated. The Personnel Committee will assess the degree to which the professional development activities are contributing to the attainment of the College's goals and objectives.

The College recommends all administration, faculty, and professional staff complete a minimum of 15 hours of professional development in each fiscal year.

II. Educational Assistance Policy

Recognizing the need for employees to update their knowledge and skills, the College may grant educational assistance to full-time employees who propose an activity to enhance or update job skills in their present position or to prepare them for future needs of the College.

The following procedures should be used by employees requesting assistance:

- A. Employees will present requests for educational assistance in the spring of each year for inclusion in departmental and divisional budget requests for the following fiscal year. These requests should be identified as professional development activities and educational activities outside of the normal departmental requests. All educational assistance requests should include the following information:

1. Rationale for the Plan

- a. What is the objective of your proposal for educational assistance?
- b. If your proposal is funded, how will it help you perform better in your job?

c. How will it further the College's mission and goals?

2. Proposed Activity

a. What do you plan to do to accomplish your objective?

b. When do you plan to do the activity you propose during this year's cycle-July 1 - June 30?

3. Itemized Budget

How much will it cost to implement your activity? Be specific about amounts needed for tuition.

4. Documentation for Audit Purposes

a. Anyone implementing a proposal for educational assistance is responsible for furnishing appropriate documentation to show that the project was successfully completed. Copies of all receipts received for incurred expenses and all reimbursements paid are essential.

b. In addition, grade reports or certificates to document successful completion of courses or seminars are to be reported to the Personnel Officer.

c. Failure to complete the required objectives will result in repayment of funds allocated except in extenuating circumstances.

5. Supervisor's Recommendation

Divisional supervisor(s) should approve or disapprove all proposals and provide a statement of justification for their recommendation.

- i. The Vice President of Finance & Administration will summarize all requests and forward the summaries to the Personnel Committee for consideration. A final budget request for professional development will be forwarded to the Planning Council for the development of the annual budget.
- ii. The Planning Council will review and recommend the annual allocation for professional development to the President's Council.
- iii. The Personnel Committee will make amendments and approve requests based on the budget allocation approved by the President's Council. All awards must be approved by the President.

- E. In general, individuals may receive up to \$500 annually (fiscal year basis) for professional development, usually limited to tuition assistance. The maximum may be waived by the President.

III. Education and Experience Requirements

The following is a listing of the education and experience requirements for positions within the College. These requirements have been developed to insure that individuals will have the necessary education and experience to meet their position requirements. These requirements are subject to change as position demand levels or job descriptions are altered.

A. Definition of Terms

1. Position - A job requiring a specific education, experience(s), duty(ies), role(s), and function(s).
2. Required Preparation is the minimum level of preparation for a position. When position vacancies occur, applicants having this level of preparation will be sought.
3. Recommended Preparation is the desired level of preparation for a position. When position vacancies occur, applicants having this level of preparation will be sought.
4. Recognized Preparation reflects the maximum degree level determined by the area deans, vice presidents, and the President to be necessary to meet all the requirements of the position. Persons in a position holding a degree above the recognized preparation level will be paid at the degree level determined as the maximum recognized preparation for the position.
5. Recognized Equivalency - When an individual's education and experience preparation warrants, an equivalency may be recognized at any degree level shown.

B. Statement of Policy

Sampson Community College seeks to staff each institutional position with qualified personnel. The standards set forth below establish minimum academic and experience qualifications for the positions throughout the College. The College expects all personnel to possess the required qualifications of the position they hold. Equivalent qualifications are recognized by the President only when outstanding achievement or ability has been

demonstrated by an individual in the performance of his/her institutional duties. Individuals with preparation beyond that officially recognized in a position shall be compensated only at their recognized level. Any employee lacking required preparation will be expected to meet the requirements within a reasonable period of time.

C. Position Guide: See below.

Position Guide

Position	Required Preparation	Recommended Preparation	Recognized Preparation
1. Administration			
Dean of Academic Services & IE	Master	Master	Doctorate
Dean of Advancement	Bachelor	Master	Doctorate
Dean of Student Services	Master	Master	Doctorate
Dean of Workforce Development & Continuing Education	Master	Master	Doctorate
Vice President of Academic & Student Affairs	Master	Master	Doctorate
Vice President of Finance & Administration & Auxiliary Services	Master	Master	Doctorate
2. Instructional Administration			
Division Chairs	Master	Master	Doctorate
Other Deans	Master	Master	Doctorate
3. Administrative Support			
Accounts Payable Coordinator/Payroll Specialist	Associate	Bachelor	Master
Communications Coordinator	Associate	Bachelor	Master
Coordinator of CCR/ESL	Bachelor	Master	Doctorate
Coordinator of Financial Services	Associate	Bachelor	Master
Counselor	Master's Degree in Field	Master's Degree in Field	Doctorate
Counselor/Disability Services	Master's Degree in Field	Master's Degree in Field	Doctorate
Director of Admissions	Bachelor	Master	Doctorate
Director of Allied Health	Bachelor	Master	Doctorate

& HRD Programming			
Director of Career & College Promise (CCP)	Bachelor	Master	Doctorate
Director of College & Career Readiness (CCR)	Bachelor	Master	Doctorate
Director of Customized Training & Occupational Extension Programming	Bachelor	Master	Doctorate
Director of Distance Learning	Bachelor	Master	Doctorate
Director of Facility Services	Associate	Bachelor	Master
Director of Financial Aid	Bachelor	Master	Doctorate
Director of Information Technology Services	Bachelor	Master	Doctorate
Director of Internal Controls	Bachelor	Master	Doctorate
Director of Library Services	Master's Degree in Library Science or Related Field	Master's Degree in Library Science or Related Field	Doctorate Degree in Library Science or Related Field
Director of Personnel/Executive Assistant to the President & Board of Trustees	Associate	Bachelor	Master
Director of Security	Certifications	Associate	Bachelor
Director of Transportation	Associate	Bachelor	Master
Payroll Officer/Accounts Receivable Coordinator	Associate	Bachelor	Master
Planning & Research Coordinator	Associate	Bachelor	Master
Purchasing Agent	Associate	Bachelor	Master
Registrar	Bachelor	Master	Doctorate
Small Business Center Director	Bachelor	Master	Doctorate
TV Production Coordinator/PIO	Associate	Bachelor	Master

4. Instruction

Required Preparation: (all programs) All instructional faculty are required to meet the minimum academic and experience standards adopted by the Southern Association of Colleges and Schools Commission on Colleges for the highest level of instruction taught by the faculty member. In programs regulated by professional boards or state regulatory agencies, faculty members teaching in these areas must additionally meet the

requirements imposed by the agency or the state licensing board.

Recommended Preparation: (all programs) same as required.

Recognized Preparation:

Doctorate or highest degree in subject discipline.

5. Support Personnel

Support personnel include staff members assigned to non-instructional positions typically requiring less than a baccalaureate degree for minimum academic preparation. For these positions, the minimum preparation is one year of post-secondary preparation; recommended preparation of two years of post-secondary work; and recognized preparation at the Bachelor's level.

The following list identifies these positions. Information on new positions added since this publication can be obtained from the Personnel Office.

Assistant Payroll Officer/General Bookkeeper
Assistant Printing Technician/Equipment Coordinator
Assistant to the Director of Financial Aid
Assistant to the Registrar
Basic Skills/HRD Data Specialist
Bookkeeper of Accounts Payable
Bookstore/Auxiliary Services Assistant
Bookstore/Auxiliary Services Manager
Business Office Assistant
Career Readiness Certification Specialist
Cashier/Business Office Assistant
Compensatory Education/Aide/Driver
Computer Lab Coordinator
Computer Systems Technician
Continuing Education Receptionist/Administrative Support
Continuing Education Specialist
Division Secretaries
Financial Aid Assistant
Foundation Assistant
Housekeeping and Maintenance
Housekeeping Supervisor
Library Services Coordinator
Library Technical Assistant
Maintenance Supervisor
Planning and Research Coordinator
Printing Technician/Equipment Coordinator
Receptionist
Secretary – Student Support Services

SGA Advisor/Office Assistant
Student Services Admissions Assistant
Student Services Receptionist

6. Special Appointments

Many positions which are not funded directly through state allocations will be available as federal or special funds are awarded. These positions will require the qualifications as published in the vacancy announcement of the College. Further questions concerning the recognized preparation in such a position should be directed to the President.

CHAPTER X. APPEALS TO THE BOARD OF TRUSTEES

I. Appeals Included in this Chapter

Various policies and procedures set forth in this manual provide for appeals to the Board of Trustees. An appeal of a decision of the administration of the College to the Board of Trustees shall be conducted as stated in this Chapter.

II. Notice of Appeal

Any person or persons desiring to appeal to the Board of Trustees may commence the appeal by filing a written notice of appeal with the Chairman of The Board of Trustees or with the President within 10 business days after notification of the rendering of the decision from which the appeal is taken. The Notice of Appeal shall contain the following:

1. The words "An Appeal to the Board of Trustees of Sampson Community College" as its title.
2. A statement of the decision of the administration from which the appeal is taken.
3. The particular area or areas of disagreement with the administration's decision.
4. The appellant's allegation of facts to support the relief, solution or remedy sought.
5. The relief, solution or remedy sought.
6. The names and addresses of witnesses to be called by the appellant(s) at the hearing.
7. The name(s), address(es), telephone number(s), and signature(s) of legal counselor(s), if any, who will represent the appellant(s) at the hearing.
8. The name(s), address(es), telephone number(s), and signature(s) of the appellant(s).
9. Date(s) of signature(s).

Also, the Notice of Appeal shall contain any other information required under the provisions of the particular section which authorizes the appeal.

III. Hearing Committee

Upon the filing of a Notice of Appeal, the Chairman shall appoint at least three trustees to the Hearing Committee and one of the appointed trustees as Chairman of the Hearing Committee. The Chairman of the Board of Trustees may serve as Chairman of the Hearing Committee or as a member of the committee without being Chairman. The Chairman of the Board may ask

the Board of Trustees to appoint the committee or the Board of Trustees without being requested may appoint the committee or, if prior to the beginning of the hearing, modify the composition of the committee appointed by the chairman.

IV. Pre-Hearing Conference

The Chairman of the Hearing Committee will call and conduct a pre-hearing conference. Both the appellant(s) and the administration of the College must be represented at the conference and must be given at least three business days notice of the conference. At this conference he/she will set a time and place of the hearing and notify the parties verbally; determine if a transcript or audio-visual tape recording of the hearing will be made and notify the parties of his/her determination; obtain from the parties the names and addresses of any counsel that will be representing them at the hearing; obtain a list of witnesses to be called; explain the format of the due process hearing; and receive any brief of law the parties may submit.

V. Right to Legal Counsel

An appellant who exercises any of the rights granted hereunder has the right to be represented by legal counsel or by another person designated in writing to act on the appellant's behalf throughout the appeal and the appellant will be responsible for his or her own legal fees. If the appellant is to be represented by legal counsel, he or she must so inform the Hearing Committee in the notice of appeal or by separate written documents filed with the President at or prior to the Pre-Hearing Conference.

VI. Proceedings to be Closed

All proceedings before the Hearing Committee will be closed with only the Committee members, the appellant(s), the President, any other College official involved in the matter, the appellant('s) representative(s) or legal counsel, any legal counsel representing the College officials involved in the matter, the legal counsel representing the Hearing Committee, and such witnesses as may be called by either side to be in attendance. Witnesses may be sequestered before their testimony and requested to leave following their testimony. Either a written transcript or an audio tape recording of all proceedings before the Committee will be kept, and upon request, a copy will be furnished to the appellant at his/her or their expense.

VII. Waiver of Privacy Rights

By taking any appeal hereunder, an appellant consents to all of his or her relevant College records being made available to the College officials involved in the matter, all members of the Hearing Committee, all legal counsel involved in the matter, and such witnesses as may be called by either side.

VIII. Burden of Proof

Burden of proof means that the party(ies) having the burden is (are) required to present evidence to prove the existence of those facts which entitle him/her or them to a favorable answer to his/her or their contentions. The appellant(s) will have the burden of proof, unless stated otherwise in this manual or unless the law provides otherwise.

IX. Hearing

The hearing will be conducted under the control of the Chairman of the Hearing Committee. The Hearing Committee may consider only such evidence as is presented at the hearing and need consider only such evidence as it considers fair and reliable. All witnesses may be questioned by the Hearing Committee members, the appellant(s), the College officials involved in the matter, the legal counsel or representative(s) of the appellant(s), the legal counsel representing the College officials involved in the matter, and the legal counsel representing the Hearing Committee. The Committee may call additional witnesses or request to see any additional records or other information it deems relevant. If the Committee requests additional testimony or evidence, such evidence may be represented and such witnesses may be questioned in accordance herewith. Any such additional evidence may be questioned in accordance herewith. Any such additional evidence may be represented at the initial Hearing or the Chairman, in his or her sole discretion, may postpone the Hearing for up to ten (10) business days and reconvene at that time to hear such evidence.

The Hearing will begin with presentation by the party having the burden of proof of evidence to support his or her contentions. The College officials or appellant(s) involved in the matter will then be entitled to present rebuttal evidence. The Chairman of the Hearing Committee may then allow such rebuttal or hear any additional positions of the appellant(s) and/or the College officials involved in the matter as the Chairman deems reasonable. During these proceedings, the Hearing Committee may at any time meet in closed session with only the Committee members and any other person(s) so requested to be in attendance. At the end of all presentation of evidence, the Hearing Committee will meet in closed session to consider and reach a final disposition of the matter. Closed sessions need not be recorded or transcribed in any manner.

The Hearing Committee will notify in writing the appellant, the President, and any other parties involved in its decision within ten (10) business days of the final hearing in the matter. If the Hearing Committee affirms the decision, then this will constitute the final action of the College in the matter, and all proceedings hereunder will be deemed to be terminated. If the Hearing Committee decides that some relief is merited, then the Committee will notify the President, the appellant, and any parties involved, of its disposition of the matter, which will be deemed to terminate all proceedings hereunder, or will recommend such other action as it deems appropriate in its sole discretion.

X. Implementation and Enforcement of Decisions

Any decision of the Hearing Committee rendered hereunder will be implemented and enforced by the President.

XI. Compliance with Time Requirements

If applicant(s) fail(s) to comply with any of the time requirements set forth herein with respect to completing and filing the documents required to pursue his or her appeal, to appear or be represented at the Pre-Hearing Conference, or otherwise to proceed under this appeal procedures, then the last substantive decision rendered on behalf of the College will stand as final, and all proceedings hereunder will be deemed to be terminated.

XII. Notices to Appellants

Notices, decisions, and other documents in this proceeding may be mailed to the appellant(s) at his/her or their address(es) of record by U.S. Postal Service first-class mail, postage prepaid and such mailing will be deemed delivered upon actual receipt by the party to whom sent or after three calendar days of when sent, whichever first occurs. The address of record from an appellant is the address of the appellant shown on the Notice of Appeal unless thereafter amended by the appellant. Personal delivery of documents to the appellant or to his/her legal counselor shall also constitute valid delivery and notice of documents.

XIII. Definition of Business Day

Business Day is defined in this manual as any day the College is open to do business.

STATE OF NORTH CAROLINA
SAMPSON COMMUNITY COLLEGE
CASH MANAGEMENT PLAN

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

The State Controller, with the advice and assistance of the State Treasurer, the State Budget Officer and the State Auditor, is charged with developing and implementing a uniform statewide plan to carry out the cash management policy for all State agencies, departments and institutions. This Statewide Cash Management Plan outlines the policies, duties, responsibilities and requirements for cash management within State government on a broad basis. It is the responsibility of each agency, department and institution to prepare a cash management plan that meets both the requirements of the Statewide Plan and the unique cash management needs of the individual agency, department or institution.

Each agency, department and institution will identify an individual who will have cash management responsibility. Plans will be submitted to the Office of the State Controller for approval. Agencies, departments and institutions will maintain a copy of their approved plan. The State Auditor, as a part of the annual financial audit, will determine if each agency, department or institution is in compliance with the Statewide Cash Management Plan.

The Vice President of Finance & Administration is responsible for the development and administration of the College’s Cash Management Plan, including the development of internal control procedures. The Director of Budgeting and Internal Controls is responsible for maintaining these internal controls which result in management reports that evaluate the compliance with the cash management procedures. The internal control procedures are monitored by the Vice President of Finance & Administration and the Director of Budgeting and Internal Controls, and both play active roles in reviewing and approving documents prior to processing.

Each director, dean, and vice president is also responsible for maintaining and monitoring internal controls in each department. All personnel of the College are responsible for the effective operations of these procedures and their personal adherence to them. The President has also appointed an Internal Control Committee that assists in the monitoring of this plan for all departments affected by the guidelines outlined in the plan and ensures that the EAGLE

(Enhancing Accountability in Government through Leadership and Education) program is in compliance with the requirements set forth by the Department of State Controller.

Deviations from these procedures are reported to the Vice President of Finance & Administration, who will assist in correcting these deviations, and will report any unresolved concerns to the President for action. A copy of the College's Cash Management Plan is on file in the Business Office boardroom for review by the Office of the State Auditor. The Plan is subject to review and approval by the President and the Board of Trustees.

Plan Requirements

Cash Management Over Receipts:

The objectives of cash management over receipts are to use diligence in collecting funds owed to the State, to provide internal control over cash and cash equivalents and to expedite the movement of monies collected into interest bearing accounts. To accomplish these objectives, all plans adopted will include these rules:

1. Except as otherwise provided by law, 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 monies received shall be deposited with the State Treasurer pursuant to G.S. 147-77 and G.S. 147-69.1.
 - b. Monies 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. Monies received shall be deposited daily in the form and amounts received, except as otherwise provided by law. To ensure compliance, Sampson Community College's daily cutoff times and schedules are listed below. The \$250 daily exception approved by the Department of State Treasurer is also included:

Deposits are made daily before 2:00 p.m. All monies received by the College are locked in the business office vault in locked money bags until deposited prior to 2:00 p.m. the following day. The daily deposit requirement may be waived provided that money on hand amounts to less than \$250, and further, that all deposits must be made on the last business day of each month.

Receipts will be governed by the control procedures noted below and such other procedures as deemed appropriate by the Vice President of Finance & Administration and the Director of Budgeting and Internal Controls, but in no case shall an on-campus receipt of \$250 be held more than 24 working hours. This applies to such items as completed continuing education class rosters, live projects, bookstore receipts, etc.

All checks or cash should be mailed directly to the Business Office. In instances where employees receive funds directly in the mail, these checks or cash should be personally carried to the cashier for receipting. Each employee is responsible for these funds until the cashier issues a receipt. Copies of the cashier's receipt may be requested to document this transaction.

If employees must receive cash or checks directly, the employee actually receiving the money should issue receipts. If these funds are passed to another employee before the cashier directly receipts them, receipts should be written for each intervening transaction with a final receipt issued by the business office cashier.

Divisions that must receipt funds at times when the business office is not open should schedule these in advance with the Director of Budgeting and Internal Controls or the Vice President of Finance & Administration so that arrangements can be made.

Employees who receipt funds in off-campus locations are required to submit these funds to the business office cashier within 24 hours of collection for deposit.

Each day, the Cashier opens up a session on Colleague. Checks received in the mail are logged by the Assistant Payroll Officer/General Bookkeeper and given to the Cashier/Business Office Assistant. The cashier receipts routine payments using either the cash receipt entry process or the sponsor payment process. A copy of non-routine checks is sent to the Director of Budgeting and Internal Controls or Vice President of Finance & Administration to be coded and then receipted. At the end of the day, the cashier gives the Assistant Payroll Officer/General Bookkeeper a copy of each receipt for each check that was received in the mail providing further internal control to ensure that all checks received are deposited.

Purchases in the bookstore are receipted on the bookstore cash register. When books are checked out to staff members to be sold at an off-campus class location, a continuing education class roster is used to receipt the student's money for bookstore sales. The roster indicating book sales and other fees is delivered to the business office along with the money received for registration. The business office cashier receipts the money. The continuing education staff member is responsible for showing proof to the bookstore that the books have actually been sold. The Assistant Payroll Officer/General Bookkeeper, along with the Bookstore Manager or the Coordinator of Auxiliary Services, balance the bookstore registers daily and a sales report is prepared. The cash receipts and the report are given to the cashier in the business office where the amounts are verified and the cash receipted.

A student pays tuition and fees directly to the business office cashier. The tuition is based on the tuition chart established by the North Carolina Community College System. Fees are established by the Sampson Community College Board of Trustees. Tuition discounts and allowances are automatically calculated in the system based upon the total registered hours and tuition and fees set up in the student's account. The cashier uses the accounts receivable process to determine the amount due and receipts the amount paid. Fees due and awards made are displayed on the computer screen. Each student is given a receipt.

- a. A student can pay in full using cash, a check, or credit card. When the payment is recorded in the A/R module, it is posted to accounts receivable. A receipt is generated and given to the student. The Director of Budgeting and Internal Controls runs the daily accounts receivable posting reports. The Director of Budgeting and Internal Controls, using batch posting, updates the general ledger at the end of the day.

- b. A student can use a financial aid award to pay his/her fees. Although the full award is showing as pending on the student's account, the classes the student actually registers for may not constitute a full load, requiring an award adjustment. Before the student completes registration, the Director of Financial Aid (or designee) initials the registration form. The cashier compares the amount on the registration form to the financial aid pending amount on the screen and uses the amount on the registration form if they differ. Before the disbursement date of the financial aid checks, the Director of Financial Aid and the Dean of Student Services signs off for the Purchasing Agent/Coordinator of Auxiliary and Financial Services to run the financial aid transmittal posting process. This process posts the financial aid to the students' screens and allocates a portion to the students' charges. This report is signed off on by the Purchasing Agent/Coordinator of Auxiliary and Financial Services, the Director of Budgeting and Internal Controls, and the Vice President of Finance & Administration. Then checks are written by the Bookkeeper of Accounts Payable for the remaining financial aid due to the students. Students must come to the Business Office and show identification and personally sign the list to receive their check. After the financial aid is posted, a check is written from special to state to cover the total tuition expenses from financial aid funds.

- c. A student's fees may be paid by a third party. If a letter guaranteeing payment has been received in the financial aid office, the Director of Financial Aid or her designee authorizes the student's charge. This is done by entering the source of financial aid on the bottom of the registration form and the amount that has been approved. Also, the Director of Financial Aid completes a student sponsorship form and submits this form along with the authorization to the Payroll Officer, Coordinator of Accounts Receivable to be entered into the system. When the student presents this authorization to the cashier, the cashier checks the student's screen to make sure the student's charges posted correctly to the sponsor. This affects only accounts receivable records; the general ledger is not changed. When payment is

received from the third party and posted to that account, both accounts receivable and the general ledger are posted.

Amounts of financial aid awards and third party sponsorships for books and supplies are written on the registration form by the financial aid office and signed off on by a Business Office cashier. The Bookstore Manager receipts the books and supplies in the Booklog system, and the student signs a copy of the receipt. The Booklog system is linked to Colleague, so the bookstore charges are automatically posted to the student's screen. The Bookstore Manager retains the copies of receipts with student signatures to send to the business office with that day's sales report. The Director of Budgeting and Internal Controls runs a financial aid link sales report in Booklog and a bookstore invoice report on the accounts receivable side in Colleague to confirm that the correct charges were posted to accounts receivable for each student.

Continuing Education fees are collected by the staff member registering the class and are receipted on a class roster form. A receipt is written in a receipt book for the total amount of the class roster. The class rosters, receipt book, and cash are then given to the cashier who verifies the accuracy of the form, receipt, and the cash amounts before they are receipted. A copy of the receipt is given to the continuing education staff member.

GED fees are collected by a staff member in Basic Skills, usually the Chief GED Examiner, and are receipted in a receipt book. The book and the cash are given to the cashier, who verifies both for accuracy. The cashier receipts the cash, and gives a computer receipt to the staff member. The one-time fee is collected on the day of testing. The money is turned in immediately after testing unless the money is collected after 5:00 p.m. In that case, the money is turned in to the Business Office the morning of the next business day.

Adult High School graduation fees are receipted in the bookstore, along with all other graduation fees. A receipt is written in a College receipt book and is deposited daily by the College's cashier.

Vending receipts are verified by the College's security officer, along with the vending representative. The vending representative writes out a receipt for the total amount that was counted. The money is given to the cashier and a receipt is written to the person that brings the money to the business office.

Library receipts are collected by the Library on a form "Report of Collection of Assessment." The form is dated and a transmittal number is assigned each collection period. The Library collects fees for duplicating, fax, laminating and transparencies, and lost materials and books. When money is received, the Library staff member fills in the amount being paid and the purpose of payment on the Report of Collections sheet. The patron then signs the sheet beside the amount.

At the end of the payment period, usually weekly, all sheets are added to get the total amount received. Each payment is totaled by the appropriate code and then all code totals are added and verified with the total amount received to assure accuracy. The codes and totals are shown on the last sheet of the Report of Collection of Assessment form. The money is then counted and verified to the sheets total. One photocopy is made of all the sheets.

All Report of Collection of Assessment forms and money are then taken to the Business Office and given to the Cashier for receipting. The Cashier receipts the money and gives a copy of the receipt to the Library staff member.

Cosmetology patron fees and other Live Project fees are collected by designated staff.

The Cosmetology Department checks out a receipt book from the Business Office and writes receipts for cash received. The Cosmetology Department instructors receive cash according to the service received by the client. The Cosmetology Department has a bank deposit bag with a petty cash of \$15.00 that stays in the bag at all times. Once the clients have been served for the day, the monies are totaled up and recorded on the Daily Cash Analysis sheet supplied by the Business Office. The Daily Cash Analysis form has been numbered for documentation and signed by the person that signed the clients in that day. Once the form is completed, it is taken to the Business Office to be recorded and receipted. The Cashier gives the Cosmetology instructor a receipt for that day, along with returning the \$15 petty cash. This petty cash is secured under lock and key. Any time a receipt book is completed, the book is returned to the Business Office and another receipt book is issued.

The cashier also receipts reimbursement of expenditures from vendors, employees, or from one College fund to another. The College has agency funds that are used to account for funds of students and organizations held by the College as custodian. The business office has oversight responsibility of the funds, and hence, subjects those funds to the same controls as other receipts.

At the end of each business day, the Director of Budgeting and Internal Controls runs all computerized cash balancing reports and approves the Verification of Total Receipts forms for each cashier. The actual receipts are balanced to the reports and a Daily Cash Analysis form is completed by the Cashier/Business Office Assistant. The cashier reconciles the petty cash on the analysis form. All receipts, reports, and book receipts are stapled behind the analysis forms. The cashier counts all money and then prepares the bank deposit forms. The cashier also prepares the Certification of Deposit forms that are transmitted by the Director of Budgeting and Internal Controls to Raleigh each day prior to 9:00 a.m.

The Daily Cash Analysis form, the Certification of Deposit forms, and the deposits are given to the Director of Budgeting and Internal Controls to verify and sign. When this is done, the bank deposits are given to the Maintenance Supervisor to take to the College's bank for deposit. Deposits are made daily before 2:00 p.m.

The Maintenance Supervisor brings back the stamped copies of the deposit slips and gives them to the Director of Budgeting and Internal Controls. The deposit slips are stapled to the Daily Cash Analysis report.

The deposit slips and the Daily Cash Analysis forms are checked and signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration and then returned to the Cashier/Business Office Assistant to be filed in the records vault.

Returned Checks

If for any reason a check is returned to the College, the following procedures will be followed.

a. State Funds

1. For checks which are receipted by the College and deposited into the State Treasurer's Account and are subsequently returned insufficient, the College has a reserve account of institutional funds at the local bank. Each insufficient check is charged back to this account in lieu of charging it back to the State Treasurer's Account. A journal entry is prepared to charge a receivable (returned check) account in the current general fund group and to credit the reserve asset account for the amount of the returned check.
2. The original payer is notified in writing of the returned check. If the payer makes the check good, the second payment is deposited directly to the local bank to reimburse the reserve account. A journal entry is then made to debit the reserve asset account and to credit the receivable (returned check) account.

b. Institutional Funds

1. For checks which are receipted by the College and deposited into the special fund or county fund accounts and are subsequently returned insufficient, the bank automatically charges the checks back against the account they were deposited to. Upon notification that a check has been returned, the business office prepares a journal entry to charge a receivable account in the current general fund group and to credit the cash account for the amount of the returned check.

2. The original payer is notified in writing of the returned check. If the payer makes the check good, the second payment is receipted to the current general fund account. No subsequent journal entry is necessary.

Students with delinquent accounts are:

- a. Not allowed to register for classes, and
- b. Not able to receive grades and/or transcripts

An effort is made to collect directly from the bank on which the check was written. The College does not charge a fee for returned checks. The business office follows the collection procedures outlined for uncollectible accounts for all returned checks.

The Purchasing Agent/Coordinator of Auxiliary and Financial Services obtains authorization to return books, makes returns, receipts all returned items, and maintains the credit memo file for book returns. The Bookkeeper of Accounts Payable uses these credit memos in a timely manner against future purchases from the book companies. If the credit memo is of a substantial amount and the College does not anticipate purchasing from the company in the near future, the College makes a request for a refund of the credit memo.

College disbursements that are returned by the payee will be deposited into the line item from which the check was drawn. The College has controls in place to detect moneys deposited in error. Errors are corrected at the time of detection.

Procedures regarding wire transfers are covered in paragraphs six and seven of this section.

3. Monies due to a State agency, department or institution from other governmental agencies or from private persons shall be promptly billed, collected and deposited. All agencies, departments, and institutions will establish accounts receivable management policies and procedures. These policies and procedures will incorporate the statewide accounts receivable policies and procedures (http://www.ncosc.net/sigdocs/sig_docs_documentation/policies_procedures/sigAccounts_Receivable00001212.html), in accordance with G.S. 147-86.21, and be included as a part of the institution's cash management plan. (Please

note that individual community Colleges are not subject to the statewide accounts receivable policies and procedures. However, to ensure compliance, Sampson Community College has included specific accounts receivable policies and procedures.)

Monies due to the College by another agency or private persons will be billed promptly, collected, and deposited. The Payroll Officer/Accounts Receivable Coordinator bills for all third-party accounts receivable at the earliest practicable time after registration using computer invoices when possible or special forms when required by sponsoring agencies. The following collection procedures are used for all unpaid amounts due to the College.

- a. For amounts of less than \$25, a personal letter, which details the date, purpose, and amount of the debt, is mailed. The party is advised of state policy regarding grade transcripts and registration for future classes. The party is given ten days to arrange to pay the balance. If there is no response, then a second letter is mailed. If this measure fails, the account may be written off with the approval of the College's Board of Trustees. Copies of all correspondence are retained.
- b. For amounts of \$25 and more, but less than \$50, the same types of letters are mailed. If this fails to produce results, the account is submitted to the Collection Section of the North Carolina Attorney General's Office. This correspondence includes the date, purpose, and amount of each charge, and the debtor's current address. If this effort is not successful, the account may be written off with the approval of the College's Board of Trustees. Write-offs are presented annually to the Board of Trustees for approval. Copies of all correspondence are retained.
- c. For amounts of \$50 and more, the procedures outlined above are followed, but when the account is returned from the Attorney General's Office, the debt is included in the "Set-Off Debt Collection Program" established with the Department of Revenue by G. S. 105A. Use of this program is mandatory for all debts of \$50 and over "...except in cases where said

agencies are advised by the Attorney General not to submit a claim because the validity of the debt is legitimately in dispute, because an alternative means of collection is pending and believed to be adequate, or because such a collection attempt would result in a loss of federal funds.”

After receiving the debtor’s refund through the Set-Off Debt Collection Program, the College notifies the debtor of the receipt of the debtor’s refund, the remaining amount due, if any, and the procedures for requesting a hearing within thirty (30) days.

If this final effort should prove unsuccessful, approval to write off the account is required from the Financial and Administrative Services Division of the North Carolina Community College System Office. When requesting approval, the history of the collection attempts is included and the College retains all correspondence.

If the amount is \$300 or more and there is reason to believe the debtor is in North Carolina at a known address, the College may elect for the College’s attorney to file suit for collection.

It should be noted that these procedures are applied to state funds and other funds under the control of the College and that any debts arising from a federal program are subject to all rules and regulations of the Department of Education. Also, the College has the prerogative of placing accounts with the collection agency or filing legal suits for amounts less than those listed above. The College does not charge interest and penalty fees to outstanding accounts receivable.

4. Unpaid billings, of any dollar amount, due to Sampson Community College shall be turned over to the Attorney General for collection no more than 60 days after the due date of the billing unless the amount is less than \$50.
5. Federal funds received for major federal assistance programs that are governed by the Cash Management Improvement Act of 1990 must be drawn in accordance with the current State/Federal Agreement.
6. All federal fund draws should be timed so that the funds are on deposit with the State Treasurer no more than two business days prior to the disbursement.

The College currently administers five federal programs, which are funded through the U. S. Department of Education. These programs include PELL, College Work Study, SEOG, ACG, and Student Support Services. The cash used to cover the expenditures of these programs is electronically transferred to the College’s special fund checking account at the local bank by the U. S. Department of Education.

Once expenditures from either of these federally funded programs are anticipated, the program administrator (Director of Financial Aid or the Director of Student Services) prepares a Request for Federal Funds form for only those expenditures anticipated in the following two

(2) days and submits the form to the Director of Budgeting and Internal Controls. The Director of Budgeting and Internal Controls then prepares an ACH/EFT Voucher Request Record form to be used in requesting funds from the U. S. Department of Education. The Vice President of Finance & Administration initials the voucher request as approval of the request for funds. The Director of Budgeting and Internal Controls then makes the request using the U. S. Department of Education's e-payments process. The signature of the person requesting the funds, date of request, and time of request is noted on the bottom of the form. A confirmation code is given by the Department of Education and listed on the request record for tracing purposes if needed. A print screen copy of the e-payment confirmation is kept on file. The request record is then given to the Vice President of Finance & Administration for final approval.

The Director of Budgeting and Internal Controls makes note to call the local bank in two (2) business days to verify the deposit. Once the deposit has been verified, the Director of Budgeting and Internal Controls prepares a journal entry to post the deposit on the College's general ledger. The journal entry is approved by the Vice President of Finance & Administration and then entered by the Business Office Assistant, and a copy of the bank statement showing the deposit is attached to the journal entry form.

7. State agencies shall accept electronic payments (credit/debit [merchant cards] and electronic transfer [EFT]), in accordance with G.S. 147-86.22, to the maximum extent possible and consistent with sound business practices. The agency must submit a business plan to the State Controller for evaluation prior to the acceptance of electronic payments. All agencies will utilize the Master Settlement Agreement (MSA) for electronic payment processing. All agencies will establish policies and procedures necessary to facilitate the use of electronic payments. These policies and procedures will incorporate the statewide electronic payment procedures (http://www.ncosc.net/SECP/SECP_Policies.html) and be included as a part of the agencies', departments' or institution's cash management plan.

Sampson Community College accepts Master Card, VISA, and Discover for payment of tuition, fees, books, and supplies. These credit card payments are processed by a credit card machine which verifies the credit card and amount of the charge. A credit card receipt is generated and signed by the student. All payments are automatically deposited into the College's special fund checking account with the College's bank.

All state agencies, which are utilizing the e-payments process through the Office of the State Controller, make payments to the College through electronic cash transfers. Once the College receives a faxed notification of the deposit of funds into the College's special fund checking account, the Director of Budgeting and Internal Controls calls the bank to verify the deposit and prepares a journal entry to place the funds into the appropriate cash account. The journal entry is then approved by the Vice President of Finance & Administration and entered by the Business Office Assistant. If there are funds received which are owed to state funds, the Director of Budgeting and Internal Controls will submit a request along with appropriate documentation to the Bookkeeper of Accounts Payable to issue a check payable to the appropriate state funds account from the special fund account. The cashier then receipts the check.

In addition to adhering to these guidelines, agency plans shall employ proven techniques, which improve cash handling. Some of those techniques include:

- Receipt of federal grant payments by wire transfer when possible.
- Special post office boxes to facilitate the processing of large remittances.
- Color coded mailing labels and envelopes to identify remittances for special handling.
- Separate addresses to distinguish remittances from other mail.
- Reassignment of personnel, or the hiring of temporary personnel, when this proves cost effective, to accelerate the processing of remittances during peak periods.
- Deposits made by units outside Raleigh should be made with cash concentration banks designated by the State Treasurer.
- The evaluation and establishment of lock-boxes in areas which are large sources of remittances, but which are geographically distant from the nearest State agency office. Lock-boxes are locked Post Office boxes tended by banking agents. These allow quicker cash collection in areas which are not served by agency offices.
- The use of remittance processing equipment when justified by the volume of deposits.
- Establishing billing schedules which are both efficient and lead to earlier receipt of monies due to the State.
- Timing deposits in order to receive current day credit in accordance with schedules available from the State Treasurer.

Investment Management Policy

It is the policy of the Board of Trustees to conform with the applicable provisions of Chapter 115D, Article 58.6, Chapter 147, Article 86.10, and Chapter 159, Article 30 of the General Statutes of North Carolina in the management and investment of all funds held by the College. Consistent with these laws, the administration will establish and maintain techniques and procedures for the receipt, deposit, and disbursement of monies coming into its control and

custody which maximize the interest bearing investment of cash and minimize idle and non-productive cash balances.

The Board of Trustees shall discharge their duties with respect to the management and investment of College funds as follows:

1. Investment decisions shall be solely in the interest of the College and the students, faculty, and staff of the College.
2. The investments shall be for the exclusive purpose of providing an adequate return to the College.
3. Investments shall be made with the care, skill, and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.
4. Investment decisions shall be made impartially, taking into account the best interest of the College, with special attention to conflicts of interest or potential conflicts of interest.
5. Investments shall incur only costs that are appropriate and reasonable.

It shall further be the policy of the Board of Trustees to solicit competitive bids from all local banking institutions on a periodic basis to maximize the return on cash and to facilitate the financial operations of the College. The Board of Trustees, by law, is granted decision-making authority for the institution's investment management plan; therefore, the specific terms and conditions of each banking contract shall be approved by the Board of Trustees. The College shall provide the Board statements of institutional cash balances and other investments annually accompanying the distribution of the financial statements of the College. Investment returns will accrue to the general ledger purpose and unit code from which the original investment principal originated.

The Finance Committee of the Board of Trustees serves as the College's Investment Committee. The committee membership shall include three or more trustees with sufficient financial background to review and evaluate investment options. The committee is authorized to purchase, sell, and exchange instruments of deposit and securities on behalf of the Board provided that such investments can be converted to cash to meet College obligations. In support of this committee of the Board, the administration will maintain a standing committee to monitor investment returns, prepare periodic reports, and make recommendations for the purchase or divestment of investments to the Investment Committee.

All fund will be invested consistent with NCGS 159-30(c), placed through a registered investment advisor, or invested in a special trust fund established by the State Treasurer. All documents in support of investment transactions must be signed

by the President and the chief financial officer (Vice President of Finance & Administration.)

Cash Management over Disbursements:

The objective of managing disbursements is to maintain funds in interest-bearing accounts for the longest appropriate period of time. This allows 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 State. The following rules should be included in all plans:

1. Monies deposited with the State Treasurer remain on deposit with the State Treasurer until final disbursement to the ultimate payee.

The College's purchasing procedures are followed for any acquisition made by an employee. A requisition is initiated by an employee and submitted to his immediate supervisor and/or the department chair responsible for the budget administration of the employee's department.

The supervisor/department chair verifies budget availability and legitimacy of purchase. The requisition is then forwarded to the divisional dean and/or vice president. The approved requisition is then sent to the Purchasing Agent/Coordinator of Auxiliary and Financial Services.

The Purchasing Agent/Coordinator of Auxiliary and Financial Services checks the requisitions for proper signatures and accuracy. She verifies that the proper purchasing procedures have been followed or initiates proper procedures for those requisitions requiring approval from the Division of Purchase and Contract (P&C) or the solicitation of formal quotations. The requisition is then sent to the Director of Budgeting and Internal Controls to check budget availability and proper coding and to the Vice President of Finance & Administration for final approval to bid or purchase.

When the requisition has final approval by the business officers, it is entered into the purchasing module. A requisition report is printed and verified against the original requisitions. When the Purchasing Agent/Coordinator of Auxiliary and Financial Services has verified that all requisitions keyed are correct, the purchase order post and print process is enabled. This process posts encumbrances to the general ledger and generates purchase orders for requisitions charged to accounts with sufficient budget

balance. Requisitions for which purchase orders are not written are put in a hold file. These requisitions are given back to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for follow-up. The dean/vice president of each division is notified of the requisitions that did not make a purchase order, and a budget transfer is submitted to increase the budget to the appropriate level. After the Director of Budgeting and Internal Controls posts the budget transfer, purchase orders are posted and printed again. When the purchase order is posted, it is electronically submitted to e-procurement. Purchase orders are electronically signed by the Purchasing Agent/Coordinator of Auxiliary and Financial Services and the Vice President of Finance & Administration. A purchase order log is completed indicating beginning and ending purchase order numbers, date printed and signed by the Purchasing Agent/Coordinator of Auxiliary and Financial Services, the Director of Budgeting and Internal Controls, and the Vice President of Finance & Administration. All purchase orders are reviewed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. The white copy is shredded. The corresponding blue copy of the purchase order is forwarded to the Bookkeeper of Accounts Payable. The canary copy is retained in a permanent numerically ordered file. The pink and green copies are kept in the shipping and receiving office and are used as suspense receiving reports.

When items are received, the Bookstore/Auxiliary Services Assistant, checks them against the descriptions and number ordered on the suspense copy of the purchase order. This copy becomes the receiving report. Items received are marked on the receiving report by the Bookstore/Auxiliary Services Assistant and a packing slip is attached to the purchase order which is stamped, signed, and dated. The items are then delivered to the requesting party. The items received are entered into the computer by the Purchasing Agent/Coordinator of Auxiliary and Financial Services. The receiving report is then sent to the Bookkeeper of Accounts Payable. (If an order is incomplete, the green copy of the receiving report is retained by the Bookstore/Auxiliary Services Assistant until all back-orders are received.)

The Assistant Payroll Officer/General Bookkeeper opens invoice mail daily stamping the date of receipt across the face of each invoice. These invoices are then forwarded to the Bookkeeper of Accounts Payable for consolidation with copies of signed

receiving reports provided by the Purchasing Agent/Coordinator of Auxiliary and Financial Services.

The Bookkeeper of Accounts Payable checks invoice information against the pink receiving copy of the purchase order, correcting the purchase order copy when appropriate and adding freight, deducting discounts, and correcting sales tax charges noted on the invoice.

These verified purchase orders are then ready to be vouchered and processed for payment. A voucher package is prepared consisting of the following ordered documentation:

- cover sheet with approval signatures
- invoice
- packing lists
- freight bill
- original requisition copy with any attachments
- pink purchase order copy with correct invoice pricing noted with each item marked as “received”
- green purchase order copy (when appropriate)
- blue purchase order copy

The cover sheet notes invoice due date, the invoice amount, any applicable discount available, and the sales tax. If sales tax is applicable to the purchase but not charged on the invoice, the voucher is tagged with an ‘*’ in the lower left-hand corner of the cover sheet (and noted within the voucher screen). A sales tax report is prepared from these tagged vouchers at the end of each month. A separate voucher package is prepared for each invoice.

Voucher packets are prepared on a daily basis and held in a suspense file pending approval by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. Upon approval, vouchers are entered into the system and a voucher proof list prepared for verification that vouchers have been correctly keyed from source documents. In order to avoid duplicate payments, the Bookkeeper of Accounts Payable only pays from original invoices. Also, the system will not allow payment of repeat invoices.

The Director of Budgeting and Internal Controls authorizes the check posting process. The Bookkeeper of Accounts Payable enables the check post and print program resulting in the printing of checks and the simultaneous posting of the general ledger. A check register is prepared and invoices are again verified with the

pay amounts noted in the register. Check copies are then separated. A verification of check runs form is prepared noting applicable check numbers and signed by the Bookkeeper of Accounts Payable. The verification of check runs form, original checks, check copies, voucher packets, and voucher register are forwarded to the Assistant Payroll Officer/General Bookkeeper.

At the end of each month, the bank will forward all bank statements for the College's accounts including all cancelled checks. Once the Assistant Payroll Officer/General Bookkeeper has stamped these statements as received, they are given to the Director of Budgeting and Internal Controls. The Business Office Assistant performs the reconciliation process on the computer noting each cancelled check included with the statement and prints a listing of outstanding checks. The outstanding checks are balanced with the general ledger by the Director of Budgeting and Internal Controls. The reconciliation is signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. The bank reconciliation report and the outstanding checklist are filed along with the bank statement in the records vault.

The North Carolina Community College System Office sends a list of outstanding state general expense checks and outstanding payroll checks monthly to the Vice President of Finance & Administration. The Business Office Assistant clears each check in the Colleague system and runs outstanding checklists to verify against the System Office list and the information is given to the Director of Budgeting and Internal Controls and Vice President of Finance & Administration to review, sign, and file.

At the end of each month, the Director of Budgeting and Internal Controls prepares bank statement reconciliations by completing the NCCCS Reconciliation of Cash Balance form. The following reports are used during the reconciliation: a) 112 Report of Expenditures; b) 2-12 Report of Receipts & Deposits; c) Reconciliation of State Cash; d) Certificate of Deposit report; e) Payroll registers; and f) Check registers. The Vice President of Finance & Administration and the President approve the reconciliation which is then mailed to the North Carolina Community College System Office in Raleigh.

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 monies 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. Billings to the State 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. Disbursement cycles for each agency shall be established to the extent practicable so that the overall efficiency of the warrant disbursement system is maximized while maintaining prompt payment of bills due. In order to avoid disbursing account overdrafts, warrants should not be released before adequate funds have been requisitioned by the agency and approved and deposited to the applicable disbursing account by the Office of the State Controller.

The business office will screen all incoming invoices to ensure that invoice due dates and cash discount dates are met. It is the responsibility of the Bookkeeper of Accounts Payable to consult with the Director of Budgeting and Internal Controls to schedule check writing and disbursement. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration will adopt such procedures as necessary to ensure the billings to the College for goods received or services rendered will be paid neither early nor late, but as close to the due date or discount date as practicable. The following procedures are followed to ensure compliance with the cash management requirements over disbursements.

The Assistant Payroll Officer/General Bookkeeper initials the logbook, verifies each check with the voucher packet, staples the check copies to the voucher packet, and notes any changes in remittance address on the original checks. Colleague checks are signed electronically and numbers are also verified by the Assistant Payroll Officer/General Bookkeeper.

The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration initial the logbook verifying the check numbers signed. The checks and voucher packets are then given to the Assistant Payroll Officer/General Bookkeeper at which time checks are distributed and voucher packets are filed by month.

The Bookkeeper of Accounts Payable runs a voucher register for the check run and the register is signed off by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

The voucher register is returned to the Bookkeeper of Accounts Payable and is maintained by the Bookkeeper of Accounts Payable until the month ends. At month-end, a voucher register is run for the entire month, verified for accuracy and forwarded along with all other voucher registers for checks run during the month to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. All monthly check registers are initialed by the Bookkeeper of Accounts Payable and the Director of Budgeting and Internal Controls. They are then signed by the President and the Vice President of Finance & Administration. The Director of Budgeting and Internal Controls maintains copies of these registers in the records vault.

6. Electronic Funds Transfer (EFT) should be used for certain payments between State and local units, vendors and employees when it is determined to be mutually beneficial to both parties.

The College does not currently make payments using Electronic Funds Transfer (EFT). The College receives electronic payments from the N. C. Department of Revenue, the North Carolina Community College System Office, USDA, Veterans Administration, and the Department of Education.

7. State-administered procurement cards should be used to provide employees with food, lodging, and other applicable subsistence in emergency situations.

Sampson Community College does not provide State-administered procurement cards, but offers travel advances to employees if requested.

8. Delegation of Disbursing Authorities must be kept current and must be approved by the State Controller.

The approved Delegation of Disbursing Authority is available in the business office for review.

Techniques helpful in controlling disbursements include:

- Establishing special procedures 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.

- Managing inventory and supply levels to stock the minimum necessary to conduct business without disruption.

Employees are to adhere to such other cash management policies and procedures as may be required by the General Statutes, the State Auditor's Office, the State Controller's Office, and the North Carolina Community College System Office.

Internal Control Committee

Virginia S. Lucas (Co-Chair), Vice President of Finance & Administration

Kelly T. Jackson (Co-Chair), Director of Budgeting and
Internal Controls

Ann Butler, Dean of Workforce Development & Continuing Education

Amy Noel, Dean of Student Services

Denise Rackley, Registrar

Paul Ruggles, Director of Computer Services

Karen Sadvary, Purchasing Agent/Auxiliary and Financial Services Coordinator

Frankie Sutter, Personnel Officer/Administrative Assistant to the President

Judye Tart, Director of Financial Aid

Aleta Whaley, Coordinator of Law Enforcement/Juvenile Justice, Occupational Extension &
Self Supporting Programs, Defensive Driving Programs

Pamela Wise, Payroll Officer/Accounts Receivable Coordinator

SAMPSON COMMUNITY COLLEGE
ACCRUAL REPORTING CYCLE

1. Accruals are recorded in all funds at the end of the fiscal year. Consequently, prior year accruals are reversed.
2. The following unpaid items are listed, totaled, and reported as accruals and adjustments are made to the appropriate expenditure codes.
 - a. Invoices for goods or services received prior to July 1
 - b. Travel completed prior to July 1
 - c. Professional service contracts completed prior to July 1
 - d. Unused vacation, sick, and bonus leave balances as of June 30
 - e. Employee time sheets for work performed prior to July 1
3. The list of invoices for goods and services and travel is prepared by the Bookkeeper of Accounts Payable and forwarded to the Director of Budgeting and Internal Controls for journal preparation.
4. The list of professional service contracts and any accrued payroll are forwarded to the Payroll Officer/Accounts Receivable Coordinator by each division. The Payroll Officer/Accounts Receivable Coordinator verifies this information with Business Office records, summarizes them, and forwards the list to the Director of Budgeting and Internal Controls for journal preparation.
5. The Purchasing Agent/Auxiliary and Financial Services Coordinator prepares the list of sick, vacation, and bonus leave balances and forwards them to the Payroll Officer/Accounts Receivable Coordinator. The list is verified by the Payroll Officer/Accounts Receivable Coordinator and given to the Director of Budgeting and Internal Controls for journal preparation.
6. Unopened administrative, instructional, and maintenance supplies and postage on the postage meter are inventoried by each department. Values of these assets are recorded on journal entry sheets by the Director of Budgeting and Internal Controls. The old inventory entry is reversed, and the appropriate supply expenditure codes are adjusted.
7. A physical inventory is taken of Bookstore purchases for resale by the Bookstore/Auxiliary Services Manager and the Bookstore/Auxiliary Services Assistant. This inventory is verified and signed by the Director of Budgeting and Internal Controls and Vice President of Finance & Administration. The new inventory is entered, the previous inventory is reversed, and the purchases account is adjusted. Obsolete bookstore inventory is charged as an expense. Bookstore invoices due but not paid and bookstore credit memos not used as of June 30 are accrued. The previous accruals are reversed, and the purchases account is adjusted.

8. A physical inventory is taken of Central Stores by the Purchasing Agent/Auxiliary and Financial Services Coordinator. The new inventory is entered, the previous inventory is reversed, and the supply expenditure codes are adjusted.

9. A list of student accounts receivable by A/R code is prepared by the Payroll Officer/Accounts Receivable Coordinator and forwarded to the Director of Budgeting and Internal Controls for posting. Another list is prepared by the Payroll Officer/Accounts Receivable Coordinator showing any accounts receivable that is over one year old. Adjustments are made for student accounts receivable accounts that are considered uncollectible (over one year past due).

10. Receivables are entered for amounts due from outside agencies (for example, federal grants) to cover accrued expenses.

11. Receivables and payables are recorded when funds are due from one College fund to another (for example, institutional vehicle travel).

12. All accrual journal entries are reviewed and approved by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration and are posted by the Business Office Assistant within the general ledger.

13. After these entries are posted, accrued balance sheets and expenditure and revenue reports are generated to prove the accuracy of these postings.

14. When all reports have been checked on the accrual basis, the necessary working information is available to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for the development and approval of financial statements.

SAMPSON COMMUNITY COLLEGE BUDGETARY CYCLE

1. In April of each year, divisional deans/vice presidents are provided budget work sheets by the Finance Division for preparation of other cost budgets, part-time salaries/contractual services, and equipment on a departmental basis detailing departmental budgets and expenses to date. The divisional deans/vice presidents forward these budget forms to the appropriate departmental/division chair to complete. Each departmental/division chair meets with all employees in that particular division for input, and then summarizes all those requests on the appropriate forms. A justification is included on the bottom of the budget sheet if the request is more than the previous fiscal year's request. These requests are signed by the appropriate person and returned to the dean/vice president of that division for review and signing. This process allows for broad-based participation in budget planning.

These budget requests are then forwarded to the Vice President of Finance and summarized to be used in preparing the College's budget. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration calculates the amount of funds required for full-time payroll for the fiscal year.

2. When the College receives an estimated budget by the North Carolina Community College System Office, the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration use these projections and compare these to the requested funds from each division. The Division prepares several spreadsheets for the Planning Council to use in determining whether budgets requested will need to be adjusted or whether the full request can be funded. The Planning Council evaluates these budgets based on expected revenues and requests from staff and faculty. The implications of these various budgets on full-time staff and faculty are identified and, when appropriate, are communicated to those areas that may be affected. In limited instances, contract revisions are made to cover possible budget shortfalls.

3. The Vice President of Administration, the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration prepare a budget request for local funds for submission to the County in accordance with the County's budget calendar. (This varies slightly from one year to the next.) The budget request is communicated to the Board of Trustees prior to submission to the County. Meetings are held with the County Manager and County Finance Officer justifying budget requests.

4. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration assemble all available information concerning institutional funds for the upcoming fiscal year. This includes grant applications pending approval, tentative awards made from federal agencies, and estimates of revenues and expenditures with College proprietary funds.

5. Using all available information, the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration prepare a budget worksheet. Upon approval of the local portion of the College's budget and receipt of the final state budget, the DCC 2-1 is revised and a formal budget resolution is prepared and adopted by the Board of Trustees. (It is realized that this adoption is prior to the formal acceptance of the budget by the State Board. The resolution, therefore, is adopted contingent upon their formal acceptance.) Copies of this resolution and its accompanying DCC 2-1 are forwarded to the North Carolina Community College System. Copies of the resolution and the accompanying DCC 2-1 are provided to the County after formal action by the State Board.

6. Budget amendments within the same function are approved by the divisional dean/vice president and processed internally. All budget amendments are forwarded to the Vice President of Finance & Administration for processing. Transfers that require movement of funds among functions are approved by the divisional dean/vice president, reviewed by the Director of Budgeting and Internal Controls and Vice President of Finance & Administration, and forwarded to the North Carolina Community College System Office on a DCC 2-4 for approval before posting. The DCC 2-4 is prepared by the Director of Budgeting and Internal Controls and approved and signed by the Vice President of Finance & Administration before submission to the North Carolina Community College System Office. Budget journal entries are prepared and signed by the Director of Budgeting and Internal Controls, approved by the Vice President of Finance & Administration and posted in the general ledger by the Business Office Assistant. All amendments requiring the North Carolina Community College System Office approval are summarized and reported to the Board of Trustees on a monthly basis. Amendments within the county current expense fund are made by the Vice-President of Administration and the Vice President of Finance & Administration and summarized at the end of the fiscal year by function and reported to the Board of Trustees. The County and the Board approve transfers among county capital outlay projects before any transfers among projects are made. The project officer and the funding agency approve transfers within sponsored projects or grants. The Vice President of Finance & Administration approves transfers or amendments within other institutional funds. The Board of Trustees approves all interfund transfers.

7. Each month, each department/division that prepares part-time contracts will submit an estimate of that month's payroll to the Finance Division. The Payroll Officer/Accounts Receivable Coordinator and the Assistant Payroll Officer/General Bookkeeper summarize these part-time requests and estimate the full-time payroll for the month. The Purchasing Agent/Auxiliary and Financial Services Coordinator and the Bookkeeper of Accounts Payable project other cost and equipment expenditures by reviewing the outstanding purchase orders. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration review these amounts to project the amount of State Aid that the College will need for payroll, general expense, contracted services, and capital outlay. They complete a request for certification for that amount and transmit it to the North Carolina Community College System Office (NCCCS). The NCCCS submits the request to the Budget Office. On approximately the 15th day of each month, the Vice President of Finance & Administration and the Director of Budgeting and Internal Controls receive a notification by e-mail that the funds have been certified, and this is followed by a hard copy of the notification (DCC-9) received in the mail. The amount requested by the College is not always the amount that is received. The

state aid for general expenditures will be reduced by any month-end balance left in the disbursing account as determined by the reconciliation of cash balance report that is submitted to NCCCS by the Director of Budgeting and Internal Controls and approved by the Vice President of Finance & Administration and the President. If the College underestimates its needs when projecting for the quarter, supplemental funds may be requested, but the receipt of supplemental funds is not guaranteed. Once the notification is received, the Director of Budgeting and Internal Controls prepares and signs a journal entry for the amount of the certification and is posted by the Business Office Assistant. This entry is then reviewed and approved by the Vice President of Finance & Administration.

SAMPSON COMMUNITY COLLEGE
CASH DISBURSEMENT CYCLE

1. Requisitions are initiated by employees and submitted to his/her immediate supervisor and/or the department chair responsible for the budget administration of the employee's department.
2. The supervisor/department chair verifies budget availability and legitimacy of purchase. The requisition is then forwarded to the divisional dean and/or vice president. The approved requisition is then sent to the Purchasing Agent/Auxiliary and Financial Services Coordinator.
3. The Purchasing Agent/Auxiliary and Financial Services Coordinator checks the requisitions for proper signatures and accuracy and verifies that the proper purchasing procedures have been followed or initiates proper procedures for those requisitions requiring approval from the Division of Purchase and Contract(P&C) or the solicitation of formal quotations. The requisition is then sent to the Director of Budgeting and Internal Controls to check budget availability and proper coding and to the Vice President of Finance & Administration for final approval to bid or purchase.
4. When the requisition has final approval by the business officers, it is entered into the purchasing module. A requisition report is printed and verified against the original requisitions. When the Purchasing Agent/Auxiliary and Financial Services Coordinator has verified that all requisitions keyed are correct, the purchase order post and print process is enabled. This process posts encumbrances to the general ledger and generates purchase orders for requisitions charged to accounts with sufficient budget balance. Requisitions for which purchase orders are not written are put in a hold file. These requisitions are given back to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for follow-up. The dean/vice president of each division is notified of the requisitions that did not make a purchase order, and a budget transfer is submitted to increase the budget to the appropriate level. After the Director of Budgeting and Internal Controls posts the budget transfer, purchase orders are posted and printed again. When the purchase order is posted it is electronically submitted to e-procurement. Purchase orders are electronically signed by the Purchasing Agent/Auxiliary and Financial Services Coordinator and the Vice President of Finance & Administration. A purchase order log is completed indicating beginning and ending purchase order numbers, date printed and signed by the Purchasing Agent/Auxiliary and Financial Services Coordinator, the Director of Budgeting and Internal Controls, and the Vice President of Finance & Administration. All purchase orders are reviewed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. The white copy is shredded. The corresponding blue copy of the purchase order is forwarded to the Bookkeeper of Accounts Payable to use when paying invoices. The canary copy is retained in a permanent numerically ordered file. The pink and green copies are kept in the shipping and receiving office and are used as suspense receiving reports.
5. When items are received, the Bookstore/Auxiliary Services Assistant checks them against the descriptions and number ordered on the suspense copy of the purchase order. This copy becomes the receiving report. Items received are marked on the receiving report by the

Bookstore/Auxiliary Services Assistant and a packing slip is attached to the purchase order which is stamped, signed, and dated. The items are then delivered to the requesting party. The items received are entered into the computer by the Purchasing Agent/Auxiliary and Financial Services Coordinator. The receiving report is then sent to the Bookkeeper of Accounts Payable. (If an order is incomplete, the green copy of the receiving report is retained by the Bookstore/Auxiliary Services Assistant until all back-orders are received.)

6. The Bookstore/Auxiliary Services Manager obtains authorization to return books, makes the returns, and receipts all returned items. The Purchasing Agent/Auxiliary and Financial Services Coordinator maintains the credit memo file for book returns. The Bookkeeper of Accounts Payable uses these credit memos in a timely manner against future purchases from the book companies. If the credit memo is of a substantial amount and the College does not anticipate purchasing from the company in the near future, the College makes a request for a refund of the credit memo.

7. The Assistant Payroll Officer/General Bookkeeper opens invoices received in the mail daily stamping the date of receipt across the face of each invoice. These invoices are then forwarded to the Bookkeeper of Accounts Payable for consolidation with copies of signed receiving reports provided by the Purchasing Agent/Auxiliary and Financial Services Coordinator.

8. The Bookkeeper of Accounts Payable checks invoice information against the pink receiving copy of the purchase order, correcting the purchase order copy when appropriate and adding freight, deducting discounts, and correcting sales tax charges noted on the invoice.

9. These verified purchase orders are then ready to be vouchered and processed for payment. A voucher package is prepared consisting of the following ordered documentation:

- cover sheet with approval signatures
- invoice
- packing lists
- freight bill
- original requisition copy with any attachments
- pink purchase order copy with correct invoice pricing noted with each item marked as “received”
- green purchase order copy (when appropriate)
- blue purchase order copy

The cover sheet notes invoice due date, the invoice amount, any applicable discount available, and the sales tax. If sales tax is applicable to the purchase but not charged on the invoice, the voucher is tagged with an ‘*’ in the lower left-hand corner of the cover sheet (and noted within the voucher screen.) A sales tax report is prepared from these tagged vouchers at the end of each month. A separate voucher package is prepared for each invoice.

10. Voucher packets are prepared on a daily basis and held in a suspense file pending approval by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. Upon approval, vouchers are entered into the system and a voucher proof list

prepared for verification that vouchers have been correctly keyed from source documents. In order to avoid duplicate payments, the Bookkeeper of Accounts Payable only pays from original invoices.

11. The Director of Budgeting and Internal Controls authorizes the check posting process.

12. The Bookkeeper of Accounts Payable enables the check post and print program resulting in the printing of checks and the simultaneous posting of the general ledger. A check register is prepared and invoices are again verified with the pay amounts noted in the register. Check copies are then separated. A verification of check runs form is prepared noting applicable check numbers and signed by the Bookkeeper of Accounts Payable. The verification of check runs form, original checks, check copies, voucher packets, and voucher register are forwarded to the Assistant Payroll Officer/General Bookkeeper.

13. The Assistant Payroll Officer/General Bookkeeper initials the logbook, verifies each check with the voucher packet, staples the check copies to the voucher packet, notes any changes in remittance address on the original checks, and signs the verification of check runs form. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration initial the logbook verifying the check numbers signed and sign the verification of check runs form. The checks and voucher packets are then given to the Assistant Payroll Officer/General Bookkeeper at which time checks are distributed and voucher packets are filed by month.

14. The voucher register for the check run is signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

15. The voucher register is maintained by the Bookkeeper of Accounts Payable until the month ends, at which time, a voucher register is run for the entire month, verified for accuracy and forwarded along with all other voucher registers for checks run during the month to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. The voucher register is also signed by the President. The Director of Budgeting and Internal Controls maintains copies of these registers in the records vault.

Bank Reconciliation Procedures

At the end of each month, the bank will forward all bank statements for the College's accounts including all cancelled checks.

Once the Assistant Payroll Officer/General Bookkeeper has stamped these statements as received, they are given to the Director of Budgeting and Internal Controls for review. The Business Office Assistant performs the reconciliation process on the computer noting each cancelled check included with the statement and prints and signs a listing of the outstanding checks. The outstanding checks are balanced with the general ledger by the Director of Budgeting and Internal Controls. The reconciliation is signed by the Director of Budgeting and Internal Controls and forwarded to the Vice President of Finance & Administration for review

and signature. The bank reconciliation report and the outstanding checklist are filed along with the bank statement in the records vault.

The North Carolina Community College System Office sends a list of outstanding state general expense checks and outstanding payroll checks monthly to the Vice President of Finance & Administration. The Business Office Assistant clears each check in the Colleague system and runs an outstanding checklist to verify against the System Office list and the information is given to the Director of Budgeting and Internal Controls and Vice President of Finance & Administration to review, sign, and file.

At the end of each month, the Director of Budgeting and Internal Controls prepares bank statement reconciliations by completing the NCCCS Reconciliation of Cash Balance form. The following reports are used during the reconciliation: a) 112 Report of Expenditures; b) 2-12 Report of Receipts & Deposits; c) Reconciliation of State Cash; d) Certificate of Deposit report; e) Payroll registers; and f) Check registers. The Vice President of Finance & Administration and the President approve the reconciliation which is then mailed to the North Carolina Community College System Office in Raleigh.

At year end, the operating expense by function note for the financial statements is prepared by the Director of Budgeting and Internal Controls by running the Operating Expenses by Function Definition report from Colleague. The report breaks down expenses by categories. The note is approved by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

SAMPSON COMMUNITY COLLEGE
CASH RECEIPTS CYCLE

1. Each day, the Cashier/Business Office Assistant opens up a session in Colleague. For mail payments, the checks are opened by the Assistant Payroll Officer/General Bookkeeper and logged into a check log worksheet which is signed by the Assistant Payroll Officer/General Bookkeeper and filed in a notebook in the vault. The Assistant Payroll Officer/General Bookkeeper restrictively endorses each check with a stamp that says For Deposit Only, Sampson Community College. The check log sheet and checks are given to the Cashier/Business office Assistant to receipt. The Cashier/Business Office Assistant receipts routine payments using either the cash receipt entry process or the sponsor payment process. A copy of non-routine checks is sent to the Director of Budgeting and Internal Controls or Vice President of Finance & Administration to be coded and then receipted. The Cashier/Business Office Assistant receipts the money and once the check is receipted, a pre-numbered receipt is generated, each check is restrictively endorsed, and the receipt is mailed to the customer. The Cashier/Business Office Assistant attaches a copy of the receipts for each check to the check log sheet. At the end of the day, the Cashier/Business Office Assistant gives the Assistant Payroll Officer/General Bookkeeper a copy of each receipt for each check that was received in the mail. The Assistant Payroll Officer compares this log to the receipt copies, providing further internal control to ensure that all checks received are deposited.

2. Purchases in the Bookstore are receipted in the Booklog system. When books are checked out to staff members to be sold at an off-campus class location, a Continuing Education class roster is used to receipt the student's money for Bookstore sales. The roster indicating book sales and other fees is delivered to the Business Office along with the money received for registration. The Cashier/Business Office Assistant receipts the money. The Continuing Education staff member is responsible for showing proof to the Bookstore that the books have actually been sold. The Assistant Payroll Officer/General Bookkeeper, along with the Bookstore/Auxiliary Services Manager or the Bookstore/Auxiliary Services Assistant, balance the Bookstore registers daily and a sales report is prepared. The cash receipts and the report are given to the Cashier/Business Office Assistant where the amounts are verified and the cash receipted.

3. A student pays tuition and fees directly to the Cashier/Business Office Assistant. The tuition is based on the tuition chart established by the North Carolina Community College System. Fees are established by the Sampson Community College Board of Trustees. Tuition discounts and allowances are automatically calculated in the system based upon the total registered hours and tuition and fees set up in the student's account. The Cashier/Business Office Assistant uses the accounts receivable process to determine the amount due and receipts the amount paid. Fees due and awards made are displayed on the computer screen. Each student is given a receipt.

a. A student can pay in full using cash, a check, or credit card. When the payment is recorded in the A/R module, it is posted to accounts receivable. A receipt is generated and given to the

student. The Director of Budgeting and Internal Controls runs the daily accounts receivable posting reports. The Director of Budgeting and Internal Controls, using batch posting, updates the general ledger at the end of the day.

b. A student can use a financial aid award to pay his/her fees. Although the full award is showing as pending on the student's account, the classes the student actually registers for may not constitute a full load, requiring an award adjustment. Before the student completes registration, the Director of Financial Aid (or designee) initials the registration form. The Cashier/Business Office Assistant compares the amount on the registration form to the Financial Aid pending amount on the screen and uses the amount on the registration form if they differ. Before the disbursement date of the financial aid checks, the Director of Financial Aid and the Dean of Student Services signs off for the Purchasing Agent/Auxiliary and Financial Services Coordinator to run the Financial Aid Transmittal Posting Process (FATP.) This process posts the financial aid to the students' screens and allocates a portion to the students' charges. This report is signed off on by the Purchasing Agent/Auxiliary and Financial Services Coordinator, the Director of Budgeting and Internal Controls, and the Vice President of Finance & Administration. Checks are then written by the Bookkeeper of Accounts Payable for the remaining financial aid due to the students. Students must come to the Business Office and show identification and personally sign the list to receive their financial aid check. After the financial aid is posted, a check is written from special to state to cover the total tuition expenses from financial aid funds.

c. A student's fees may be paid by a third party. If a letter guaranteeing payment has been received in the Financial Aid Office, the Director of Financial Aid or her designee authorizes the student's charge. This is done by entering the source of financial aid on the bottom of the registration form and the amount that has been approved. Also, the Director of Financial Aid completes a student sponsorship form and submits this form along with the authorization to the Payroll Officer/Coordinator of Accounts Receivable to be entered into the system. When the student presents this authorization to the Cashier/Business Office Assistant, the Cashier/Business Office Assistant checks the student's screen to make sure the student's charges posted correctly to the sponsor. This affects only accounts receivable records; the general ledger is not changed. When payment is received from the third party and posted to that account, both accounts receivable and the general ledger are posted.

Amounts of financial aid awards and third party sponsorships for books and supplies are written on the registration form by the Financial Aid Office and signed off on by the Cashier/Business Office Assistant. The Bookstore/Auxiliary Services Manager receipts the books and supplies in the Booklog system, and the student signs a copy of the receipt. The Booklog system is linked to Colleague, so the bookstore charges are automatically posted to the student's screen. The Bookstore/Auxiliary Services Manager retains the copies of receipts with student signatures to send to the Business Office with that day's sales report. The Director of Budgeting and Internal Controls runs a Financial Aid Link Sales Report in Booklog and a Bookstore Invoice Report on the accounts receivable side in Colleague to confirm that the correct charges were posted to accounts receivable for each student.

4. Continuing Education fees are collected by the staff member registering the class and are receipted on a class roster form. A receipt is written in a receipt book for the total amount of the class roster. The class rosters, receipt book, and cash are then given to the Cashier/Business Office Assistant who verifies the accuracy of the form, receipt, and the cash amounts before they are receipted. A copy of the receipt is given to the Continuing Education staff member.

Receipting Process for Cash and/or Checks: Continuing Education has some classes where cash and checks are received as payment. The receipting process for cash and checks is as follows:

- a. Before class begins, the following forms must be completed by the Director/Coordinator and the class participants for registration purposes: the Continuing Education Student Registration Form, the Continuing Education Student Fee form, and the Continuing Education Class Roster.
- b. The Director completes the Student Registration Form that includes the section number, class title, instructor, and course receipt section of form.
- c. The Director completes a Sampson Community College Extension Receipt.
- d. The Director/Coordinator takes the Extension Receipt, Student Fee Form, and payment to the Cashier/Business Office Assistant. The Cashier/Business Office Assistant signs off on the receipt that is attached and receipts the payments in Colleague. Unless extenuating circumstances prevail and are communicated in advance to the Dean of Workforce Development & Continuing Education and the Business Office, registration documents and payments are due in the Business Office by 11:00 a.m. the next working day following class registration.

“Bill To” Receipting Process: Continuing Education has some classes that are paid by a third-party and are considered to be “Bill to”. Continuing Education’s procedures for Bill To classes is as follows:

- a. Before class begins, the following forms must be completed by the Director/Coordinator and the class participants for registration purposes: Continuing Education Student Registration Form, the Continuing Education Student Fee form, and the Continuing Education Class Roster.
- b. The Director completes the Student Registration Form that includes the section number, class title, instructor, and course receipt section of form.
- c. The Director completes the Student Fee Form in the columns: Tuition, Other, Payment Type/Number, and Amount Paid. The signature, date, and payment amount is completed at the bottom of the form by the Director.
- d. The Section Sponsorship Form is completed by the Director/Coordinator.

- e. The Director obtains a Sponsorship Letter from the employer of the class participants.
- f. The Director completes a Sampson Community College Extension Receipt.
- g. Following class registration, the Director/Coordinator takes the Extension Receipt Book, Student Fee Form, Section Sponsorship Form, and Sponsorship Letter from the employer to the Business Office (original documents.) The Cashier/Business Office Assistant signs off on the receipt that is attached. Unless extenuating circumstances prevail and are communicated in advance to the Dean of Workforce Development & Continuing Education and the Business Office, ‘Bill To’ information and registration documents are due in the Business Office by 11:00 a.m. the next working day following class registration.
- h. The Student Fee form, the Section Sponsorship Form, the Sponsorship Letter from the Employer, the Student Fee Form, in addition to the Yellow Copy, and Class Roster are copied and filed by the assigned Continuing Education staff member.
- i. The Director/Coordinator maintains copies of all class documents.

5. GED fees are collected by a staff member in Basic Skills, usually the Chief GED Examiner, and are receipted in a receipt book. The book and the cash are given to the Cashier/Business Office Assistant, who verifies both for accuracy. The Cashier/Business Office Assistant receipts the cash, and gives a computer receipt to the staff member. The one-time fee is collected on the day of testing. The money is turned in immediately after testing unless the money is collected after 5:00 p.m. In that case, the money is turned in to the Business Office the morning of the next business day.

6. Adult High School graduation fees are receipted in the Bookstore, along with all other graduation fees. A receipt is written in a College receipt book and is deposited daily by the College’s Cashier/Business Office Assistant.

7. Vending receipts are verified by the College’s Security Officer, along with the vending representative. The vending representative writes out a receipt for the total amount that was counted. The money is given to the Cashier/Business Office Assistant and a receipt is written to the person that brings the money to the Business Office.

8. Library receipts are collected by the Library on a form “Report of Collection of Assessment.” The form is dated and a transmittal number is assigned each collection period. The Library collects fees for duplicating, fax, laminating and transparencies, and lost materials and books. When money is received, the Library staff member fills in the amount being paid and the purpose of payment on the Report of Collections sheet. The patron then signs the sheet beside the amount.

At the end of the payment period, usually weekly, all sheets are added to get the total amount received. Each payment is totaled by the appropriate code and then all code totals are added

and verified with the total amount received to assure accuracy. The codes and totals are shown on the last sheet of the Report of Collection of Assessment form. The money is then counted and verified to the sheets total. One photocopy is made of all the sheets.

All Report of Collection of Assessment forms and money are then taken to the Business Office and given to the Cashier/Business Office Assistant for receipting. The Cashier/Business Office Assistant receipts the money and gives a copy of the receipt to the Library staff member.

9. Cosmetology patron fees and other Live Project fees are collected by designated staff.

The Cosmetology Department checks out a receipt book from the Business Office and writes receipts for cash received. The Cosmetology Department instructors receive cash according to the service received by the client. The Cosmetology Department has a bank deposit bag with a petty cash of \$15.00 that stays in the bag at all times. Once the clients have been served for the day, the monies are totaled up and recorded on the Daily Cash Analysis sheet supplied by the Business Office. The Daily Cash Analysis form has been numbered for documentation and signed by the person that signed the clients in that day. Once the form is completed, it is taken to the Business Office to be recorded and receipted. The Cashier/Business Office Assistant gives the Cosmetology instructor a receipt for that day, along with returning the \$15 petty cash. This petty cash is secured under lock and key. Any time a receipt book is completed, the book is returned to the Business Office and another receipt book is issued.

10. The Cashier also receipts reimbursement of expenditures from vendors, employees, or from one College fund to another. The College has agency funds that are used to account for funds of students and organizations held by the College as custodian. The Business Office has oversight responsibility of the funds, and hence, subjects those funds to the same controls as other receipts.

11. At the end of the day, each cashier counts their cash, checks, and credit card slips and completes a Reconciliation of Cash Drawer Sheet including their dollar amounts collected, the cashier's name, and the session number. The Director of Budgeting and Internal Controls reconciles the amounts on the Reconciliation of Cash Drawer Sheet to the system generated totals from Colleague and signs the sheets once the information is confirmed. Once the Cashier/Business Office Assistant receives the signed Reconciliation of Cash Drawer Sheets along with the Colleague generated reports from the Director of Budgeting and Internal Controls, the Cashier/Business Office Assistant prepares the Daily Cash Analysis (DCA) form. The Cashier/Business Office Assistant reconciles the petty cash on the analysis form. The Cashier/Business Office Assistant prepares the bank deposit slips for each bank account using the Colleague reports to determine what bank account the money should be deposited in. The Colleague reports will show a total for each bank account (i.e. County, Institutional, and State). The Cashier/Business Office Assistant initials the deposit slips for each bank account and puts the deposits in individual bank bags for each account. The Cashier/Business Office Assistant stamps each check with the bank account information that the check is deposited to. The Cashier/Business Office Assistant also prepares the Certification of Deposit form that is transmitted by the Director of Budgeting and Internal Controls to Raleigh each day prior to 9:00 a.m.

12. A DCA package is comprised of the following: Certification of Deposit form, DCA form, all Colleague reports, Reconciliation of Cash Drawer Sheets, and receipts with their backup. This package is given to the Director of Budgeting and Internal Controls. The Director of Budgeting and Internal Controls verifies the deposit slips and amounts for each bank account with the Cashier/Business Office Assistant present. Once verified, the Director of Budgeting and Internal Controls initials the deposit slips. The Director of Budgeting and Internal Controls verifies, transmits, and signs the Certification of Deposit form. The Director of Budgeting and Internal Controls puts the individual bank bags together in a locked bank bag in the vault. Deposits are made daily before 2:00 p.m. The Bookstore/Auxiliary Services Assistant picks up the locked bank bag and takes it to the bank to be processed. The bank opens the bag with their key to process deposits. Once the deposits are processed, the bank puts everything back in the bank bag and locks it before giving it back to the Bookstore/Auxiliary Services Assistant. The Bookstore/Auxiliary Services Assistant brings the bank bag back to the Director of Budgeting and Internal Controls to open and check to make sure the amount deposited was deposited for the correct amount in the correct bank account. The deposit slips are stapled to the DCA package, and the DCA package is verified and signed by the Director of Budgeting and Internal Controls and Vice President of Finance & Administration.

13. The DCA package is filed in the Business Office vault and is available for bank reconciliation.

SAMPSON COMMUNITY COLLEGE
FIXED ASSETS CYCLE

1. The Bookkeeper of Accounts Payable makes a copy of any fixed asset invoices and purchase orders and stamps both the copy and original invoice with an equipment stamp noting the date, object code, and dollar amount. The copy of the invoice is clipped to the back of the voucher packet. This information is forwarded to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration to verify and sign the voucher packet. The Vice President of Finance & Administration also signs the stamp on both the original invoice and the copy. The information is sent back to the Bookkeeper of Accounts Payable to issue a check to the vendor. When the Bookkeeper of Accounts Payable creates the voucher in the system, the Bookkeeper of Accounts Payable tags the fixed asset items in Colleague so that they will pull over on the Fixed Assets side of Colleague. Once the check is issued, the Bookkeeper of Accounts Payable makes a copy of the check and sends the check copy, invoice copy with signed equipment stamp, and purchase order copy to the Printing Technician/Equipment Coordinator.
2. The Printing Technician/Equipment Coordinator reconciles the tagged items that have come over to the Fixed Assets side of Colleague to the packets that were received from the Bookkeeper of Accounts Payable. The Printing Technician/Equipment Coordinator completes a Community College Inventory Record sheet for each new fixed asset item. Each new fixed asset item is assigned an inventory number which is noted on the Community College Inventory Record sheet. These inventory numbers are in consecutive order. The Community College Inventory Record sheet includes the general ledger account code, description, cost, fund source, steward, and the fund the fixed asset was paid from. The Printing Technician/Equipment Coordinator tags the fixed asset with the inventory number and has the steward sign the Community College Inventory Record sheet. Once all fixed assets are entered for the month, the Printing Technician/Equipment Coordinator runs the monthly fixed assets reports and sends them along with all fixed asset backup to the Director of Budgeting and Internal Controls.
3. The Director of Budgeting and Internal Controls updates an excel spreadsheet monthly with the new fixed asset items added. This spreadsheet shows the inventory number, the amount, and what fund source the fixed asset was coded to. The Director of Budgeting and Internal Controls reconciles this spreadsheet with the general ledger and the Equipment Fund Source Report on a monthly basis. The monthly reports are verified and signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.
4. A major equipment list by fund source is forwarded to the North Carolina Community College System Office as of June 30 of each year.
5. Equipment is disposed of in one of two ways. (1) a bid list is forwarded to the System Office for inclusion in bids solicited from other Colleges, or (2) equipment items that are

not selected for inclusion by the System Office are disposed of through private negotiation and sale after advertising this opportunity to the public. Funds received in response to either of these methods are credited to the equipment expense accounts from which the disposed item(s) was purchased.

6. Adjustments to fixed assets are made at the end of the fiscal year. Included in these adjustments are losses exposed during inventory and sales of goods under disposal procedures. Purchased equipment is booked to the respective equipment asset and a full reconciliation of the fixed assets to the general ledger is completed.
7. Adjustments are recorded for the purchase or donation of real property and any improvements to land at the end of the annual accounting cycle. Similarly, adjustments are made to building accounts for the purchase, donation, or improvement made to buildings during the fiscal year. Any purchase or sale of land/buildings requires the approval of the Board of Trustees.
8. Construction-in-progress is adjusted for expenditures from construction projects and increases in appropriate building or land improvement accounts noted upon the completion and final acceptance of construction work.
9. The capital assets cycle for buildings is initiated when the College's management completes the DCC 3-1 "Project Proposal for Capital Improvement" form which must be approved by the College's Board of Trustees, the State Board of Community Colleges(NCCCS), and the County Manager (if the county is a source of funding). The DCC 3-1 "Project Proposal for Capital Improvement" form identifies funding source, estimated scope, cost, and project description. All buildings are located on the College's campus in Clinton, NC. After the DCC 3-1 is approved, the Board of Trustees selects an architect who is approved by the State Construction Office. Bids are then solicited by the architect. Low bids are accepted, or the College must justify why the low bid was not accepted. After the bid phase, a DCC 3-2, with adjusted costs and scope based on the bids, is prepared. Changes must be approved by the contractor, architect, and the President. The Trustees, County Commissioners, and the NCCCS office must approve the DCC 3-2 before proceeding further.
10. Contractors complete a "Certification and Request for Payment" form which must be approved by the Vice President of Administration and the architect. Expenses are automatically posted in the general ledger supplies and material account as a result of a check being cut. The Director of Budgeting and Internal Controls and Vice President of Finance & Administration completes a DCC 2-16 form, which is approved by the Vice President of Administration, and submits it to the State to request reimbursement of funds spent. The College maintains a separate folder for each construction project. The folders include all DCC 2-16 forms as well as the contractors' requests for payments and copies of checks. A manual worksheet is used to determine the amount to add to construction-in-progress.

11. The Bookkeeper of Accounts Payable sends all supporting documentation such as invoices and purchases orders to the Printing Technician/Equipment Coordinator. The Director of Budgeting and Internal Controls completes the Community College Inventory Report for any building or construction-in-progress expenses and sends it to the Printing Technician/Equipment Coordinator. The Printing Technician/Equipment Coordinator runs the fixed asset reports in Colleague to verify that all expenses listed should be capitalized. Prior to capitalizing the asset, a New Capitalized Assets Report is run to verify the asset information against the Community College Inventory Report and supporting documentation. The Printing Technician/Equipment Coordinator and the Director of Budgeting and Internal Controls use the Colleague Equipment History Report to reconcile the items capitalized during the month with the general ledger.
12. The initial accounting for buildings is done in the construction-in-progress account. The State Construction Office sends an acceptance letter once a project has been completed. A journal entry is then completed to reclassify the entire cost of the building from the construction-in-progress account to the depreciable buildings account. From this point forward, the building will be depreciated over its useful life. In the past, useful lives were based on the NCCCS Purchasing and Equipment Manual, however the College personnel should ensure that useful lives are realistic and adjust estimates as considered necessary to properly expense the cost over the actual useful life of the asset.
13. Depreciation expense is calculated automatically by the Colleague system, based on the assets in Colleague. The Director of Budgeting and Internal Controls prepares a manual worksheet to validate the depreciation calculations made by the computer system. This worksheet is signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.
14. The Director of Budgeting and Internal Controls prepares the capital asset note disclosure using the Office of the State Controller's current office pro-forma. All notes are reviewed and approved by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

SAMPSON COMMUNITY COLLEGE
INVENTORY CYCLE

1. All supply purchases as well as purchases of merchandise for resale is subject to controls as indicated in the Cash Disbursements Cycle narrative. Each individual department is responsible for the maintenance of the supply inventory within the department. The bookstore is responsible for inventory within the bookstore.
2. An annual physical inventory is taken in mid-June of each year. The Purchasing Agent/Auxiliary and Financial Services Coordinator is responsible for sending a memo and a blank supply inventory sheet to each department of the College requesting they complete a supply inventory for each separate department. This inventory should include a listing of all unopened and unused supplies as of June 30 and the cost of each item.
3. A separate detailed physical inventory of bookstore supplies and central store supplies is taken by the Bookstore/Auxiliary Services Manager with the assistance of the Bookstore/Auxiliary Services Assistant.
4. All supply inventory sheets are returned to the Purchasing Agent/ Auxiliary and Financial Services Coordinator who is responsible for verifying totals of all inventory sheets. A written comparison of these inventory sheets to the inventory sheets received in the prior year is prepared and any large differences are explained in writing by the department. This information is then submitted to the Director of Budgeting and Internal Controls to verify the totals on all inventory sheets. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration use this information for accrual processing as identified in the Accrual Cycle narrative.

SAMPSON COMMUNITY COLLEGE INVESTMENT CYCLE

It is the policy of the Board of Trustees to conform with the applicable provisions of Chapter 115D, Article 58.6, Chapter 147, Article 86.10, and Chapter 159, Article 30 of the General Statutes of North Carolina in the management and investment of all funds held by the College. Consistent with these laws, the administration will establish and maintain techniques and procedures for the receipt, deposit, and disbursement of monies coming into its control and custody which maximize the interest bearing investment of cash and minimize idle and non-productive cash balances.

The Board of Trustees shall discharge their duties with respect to the management and investment of College funds as follows:

- (1) Investment decisions shall be solely in the interest of the College and the students, faculty, and staff of the College.
- (2) The investments shall be for the exclusive purpose of providing an adequate return to the College.
- (3) Investments shall be made with the care, skill, and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.
- (4) Investment decisions shall be made impartially, taking into account the best interest of the College, with special attention to conflicts of interest or potential conflicts of interest.
- (5) Investments shall incur only costs that are appropriate and reasonable.

It shall further be the policy of the Board of Trustees to solicit competitive bids from all local banking institutions on a periodic basis to maximize the return on cash and to facilitate the financial operations of the College. The Board of Trustees, by law, is granted decision-making authority for the institution's investment management plan; therefore, the specific terms and conditions of each banking contract shall be approved by the Board of Trustees. The College shall provide the Board statements of institutional cash balances and other investments annually accompanying the distribution of the financial statements of the College. Investment returns will accrue to the general ledger purpose and unit code from which the original investment principal originated.

The Finance Committee of the Board of Trustees serves as the College's Investment Committee. The committee membership shall include three or more trustees with sufficient financial background to review and evaluate investment options. The committee is authorized to purchase, sell, and exchange instruments of deposit and securities on behalf of the Board provided that such investments can be converted to cash to meet College obligations. In support of this committee of the Board, the administration will maintain a standing committee

to monitor investment returns, prepare periodic reports, and make recommendations for the purchase or divestment of investments to the Investment Committee.

All funds will be invested consistent with NCGS 159-30(c), placed through a registered investment advisor, or invested in a special trust fund established by the State Treasurer. All documents in support of investment transactions must be signed by the President and the chief financial officer (Vice President of Finance & Administration.)

SAMPSON COMMUNITY COLLEGE
FINANCIAL AID CYCLE
FINANCIAL AID OFFICE

The Financial Aid Office at Sampson Community College utilizes the following steps in processing financial aid.

APPLICATION PROCESS

1. Students complete the current year Free Application for Federal Student Aid (FAFSA) by using one of the following:
 - a. Online at www.fafsa.ed.gov.
 - b. Via phone at 1-800-433-3243
 - c. Request a paper FAFSA via mail by calling 1-800-433-3243
2. The U.S. Department of Education processes the FAFSA, and sends the information electronically to the College.
3. The Financial Aid Office electronically imports the financial aid information.
4. Once received, the Financial Aid Office reviews each student's processed information.
5. Based on the following, students are mailed a letter requesting the following information.
 - a. Institutional Financial Aid Supplemental Application must be returned for all students.
 - b. Students selected for verification: students and/or parents must complete a Verification Worksheet, and submit the previous year's federal tax returns.
 - c. Divorced students/parents: must submit divorce papers
 - d. Separated students/parents: must complete Verification of Separation Status for Title IV Program
 - e. Low Income students/parents: must complete Verification of Income Status for the Title IV Program
 - f. Determination of Selective Service: must complete Selective Service Verification
 - g. Displaced Workers: must submit documentation of displaced worker status—ex. Employment Security Commission documents, letter of termination, Unemployment Benefit History, etc.
 - h. Citizenship Status: Undocumented students must submit DHS documentation, alien status, passport information, etc.
 - i. Drug ineligibility: financial aid report determining students ineligible for aid due to drug history must complete Drug Certification
 - j. Veteran verification—students must present a DD-214

- k. Overpayment/Defaulted loan status—students must present a letter stating the overpayment/defaulted loan is cleared
6. After the student has returned the information requested in the above step, the Financial Aid Office reviews the file and makes any necessary corrections electronically and submits the corrections to the US Department of Education for reprocessing.
7. The Financial Aid Office will import the processed corrections and determine eligibility.

DETERMINING ELIGIBILITY

1. Yearly, the US Department of Education approves the payment charts for Pell Grant.
2. The Financial Aid Office creates a cost of attendance budget for dependent and independent students.
3. Based upon the Expected Family Contribution (EFC) and dependency status provided by the processed financial aid report of each student, the Financial Aid Office electronically assigns the budget to the student's account.
4. The FA Review Team/NC Community College System constructs the rules and formulas for the Federal Pell Grant, NC Education Lottery and the NC Community College Grant. These rules and formulas are electronically delivered by the NCCCS to each community College. The Information Technology staff electronically loads these patches into Colleague/Financial Aid database.
5. The Financial Aid Office retrieves a listing of students eligible for the NC Community College Grant, NC Education Lottery, and the NC Student Incentive Grant from the College Foundation of North Carolina, Inc., website.
6. The Financial Aid Office verifies with the Admissions Office that all admissions requirements have been met before financial aid is awarded.
7. Eligible students may be awarded funds from the following, based on their EFC: Federal Pell Grant, NC Community College Grant, NC Educational Lottery, NC Student Incentive Grant.
8. Students with a low EFC may also be awarded the Federal Supplemental Opportunity Grant which is limited monies allocated to Sampson Community College. These monies are usually awarded on a first-come basis until the monies are exhausted.
9. Financial aid awards are entered on the students' account. The financial aid templates for the Pell Grant, NC Community College Grant, NC Education Lottery Scholarship are automatically entered based on the structure of the templates delivered and uploaded in the Colleague/Financial Aid system database.

10. Award letters are mailed to students.

REGISTRATION

1. Students go through the registration process and bring their computer-generated registration form to the Financial Aid station.
2. **THIRD-PARTY CHARGES:** If a student is sponsored via an outside agency, the student submits an authorization to charge registration expenses on agency letterhead with the appropriate signature(s) to the Financial Aid Office. The billing information is transferred from the charge authorization to a Student Sponsorship Form. The billing code is written on the registration form and initialed by a financial aid staff member. The registration form is returned to the student along with the original charge authorization and Student Sponsorship Form to submit to the Business Office for processing/billing to the agency. Copies of these forms are kept in the Financial Aid Office. The billing code is then written on the registration form.
3. **OUTSIDE SCHOLARSHIPS:** If a student receives an outside scholarship, the check is received in the Financial Aid Office. The financial aid staff enters the scholarship on the student's financial aid account for the appropriate semester(s). An SCC Outside Scholarship Receipt Form is completed containing the student's name and ID along with the Scholarship Code. The form and check are submitted to the Business Office. Students may charge registration expenses when registering for classes.
4. A review is made of the enrolled classes/curriculum to verify the classes are in the student's curriculum.
5. The computerized registration form is initialed, and the students are instructed to go to the Business Office for the tuition/financial aid to be charged.
6. Once leaving the Business Office, students go to the Bookstore and are allowed to charge their bookstore items to their financial aid.
7. Students are to attend classes.
8. Enrolled students are compared to the lists provided in Step 5 above, Determining Eligibility, and electronic certifications are submitted for those students in order to have monies available in time for the upcoming payroll.

VERIFICATION OF ATTENDANCE/PAYROLL PROCEDURES

1. As soon as the Registrar finalizes registration each semester, the Financial Aid Officer requests a query listing all enrolled students showing the enrolled classes and the total credit hours for each student.
2. Instructors are to abide by the attendance policies of the College. If a student does not enter class, overcuts, or withdraws from a class, the instructor is to submit a drop form to Student Services immediately.

3. The Office Manager in Student Services receives the withdrawal/drop form, stamps the form with the date, codes the form with the appropriate financial aid code, corrects the current enrollment status electronically, and forwards copies of the withdrawal/drop forms to the Financial Aid Office for verification of attendance.
4. The Financial Aid Office requests the Business Office to run a FATR which lists the financial aid recipient, awards, registration credit hours, and the proration of the financial aid based on the registration credits.
5. At this time, the Director of Financial Aid notifies the Office Manager in Student Services to not enter the daily drops/withdrawals.
6. The Director of Financial Aid and the Financial Aid Assistant verify the enrolled student listing and the withdrawal/drop forms to the current enrollment status on the FATR. At this time, the credit hours are reduced to reflect the correct enrollment of each student, and the amount is reduced for correct payment. All accounts on the FATR are reviewed to ensure the prorated amounts due to the students are accurate.
7. Students that are concurrently enrolled at another College or have consortium agreements on file from another College have their registration credit hours manually increased on the FATR to reflect their total enrollment to be paid correctly.
8. When the payroll is calculated and verified, the Financial Aid Director requests the daily drops/withdrawals to recalculate any late drop/withdrawals submitted to Student Services. The receptionist is still not allowed to enter any registration changes until the payroll process is completed in the Business Office.
9. Disbursement forms are completed for each financial aid award with totals.
10. The totals of the disbursement forms are verified with the totals on the FATR.
11. A "Request for Federal Funds" form is completed for the federal accounts (Pell Grant, SEOG) and signed off by the Director of Financial Aid and the Dean of Students.
12. The FATR is initialed and dated by the Financial Aid Director as "OK to Process" and then signed by the Dean of Student Services.
13. The FATR is submitted to the Business Office for processing of Financial Aid Excess Checks.
14. After processing the FATP, the Business Office notifies the Financial Aid Office, and disbursements are electronically submitted to the Common Origination and Disbursement Department at the US Department of Education.

15. When submitting disbursements in Step 14 above, the Department of Education maintains payments of students. The USDOE will notify the Financial Aid Director of any students who may be paid at another College in addition to SCC. In this event, the Financial Aid Director notifies the student and respective College to reconcile and request return of funds. The “home” institution is determined by each College and a Consortium Agreement is performed by the “home” institution for the correct payment to be made. Then the student can make payment to the “host” institution.
16. The Financial Aid Director gives permission to the receptionist to enter any drops/withdrawals.
17. Students pick up their Financial Aid Excess Check from the Business Office on the designated dates listed in the current Financial Aid Policies.
18. A Funds Management Report is printed for all federal, state, and institutional accounts for verification of payments.
19. A Funds Management Report is printed and forwarded to the SCC Foundation Office for verification of payment of the SCC Foundation Scholarships.
20. A Funds Management Report is printed for all federal, state, and institutional accounts and forwarded to the Business Office.

RETURN TO TITLE IV

1. Director of Financial Aid sends an email to all instructors to request that all drop/withdrawal forms be submitted as soon as the student(s) overcuts their class(es).
2. The Office Manager in Student Services receives all withdrawal/drop forms from the instructors and date stamps each form. Then the forms are forwarded to the Financial Aid Office.
3. Once the Financial Aid Office has received the withdrawal/drop forms showing that the student is no longer enrolled in any classes, recalculation of Title IV Funds is performed.
4. The tuition and fees charged at registration is calculated.
5. The last date of attendance is calculated.
6. The total number of days in the semester is calculated electronically via Colleague.
7. The total number of days the student attended classes is calculated electronically via Colleague.

8. Utilizing Colleague, the information in Steps 2-5 above is calculated electronically to provide the percentage of monies earned, the amount of monies that must be returned by the College, and the amount of monies the student is to return to the US Department of Education.
9. For each applicable student, the Director of Financial Aid completes an institutional form and attaches it to the Colleague generated report.
10. This information is submitted to the Business Office for review and processing.

VETERANS

1. Once veterans have made application with the U.S. Department of Veterans Affairs, recipients receive a “Certificate of Eligibility” that is submitted to the Financial Aid Office.
2. The VA Counselor reviews the student’s account to make sure all admissions requirements are completed.
3. If the veteran has previous College transcripts, the admissions counselor must forward all College transcripts to the appropriate academic advisor for a “Transfer Credit” form to be completed.
4. If the veteran is a current SCC student who plans a change in major, the veteran must complete a “Change of Program” form with a Student Services Counselor and forward all transcripts, to include SCC and all other College transcripts, to the new academic counselor to determine if any completed courses/grades will transfer to the new academic program.
5. The veteran will complete a VA 1995 “Change of Program/Place of Training” form in the VA Office (Financial Aid Office).
6. A program checklist printed from the SCC website will be given to the veteran and a copy will also be placed in the veteran’s file.
7. After the veteran enrolls, the VA Counselor will submit the appropriate distance, remedial, and curriculum credit hours to the regional VA office electronically via the VAONCE website.
8. After the VA regional office verifies and processes payments to the veteran, the VA regional office forwards a copy of the pay sheet to the SCC/VA Office.
9. After the semester ends, the VA Counselor records the grades on the program checklist of the veteran to ensure satisfactory academic progress to determine eligibility for future enrollment/payments.

10. Chapter 33, Post-GI Bill, veterans submit a “Certificate of Eligibility” to the VA Office. Once the veteran enrolls, the VA Counselor enters the total amount of tuition and fees on the veteran’s financial aid screen to allow charging of the tuition and fees. (CH 33 is the only VA Chapter that allows charging of tuition and fees.)
11. The registration form is coded CH33 and the student takes the registration form to the Business Office for processing.
12. After receiving the CH33 payment sheet(s) from the regional VA Office, the payment sheets are forwarded to the Business Office.
13. After the Business Office has verified that the payments have been deposited in the College’s bank account, the student’s account is paid via the FATR/FATP process as identified in VERIFICATION OF ATTENDANCE/PAYROLL PROCEDURES, Steps 12 and 13.
14. If the student is withdrawn from a class, the VA Counselor submits an amendment of the current enrollment electronically via the VAONCE website.

SAMPSON COMMUNITY COLLEGE
FINANCIAL AID CYCLE
FINANCE OFFICE

The Finance Office (Business Office) at Sampson Community College utilizes the following steps in processing financial aid:

1. Upon request, the Purchasing Agent/Auxiliary and Financial Services Coordinator runs a Colleague-generated report, Financial Aid Transmittal Report (FATR) for the term requested by the Financial Aid Office. The report is forwarded to the Financial Aid Office for review.
2. If the report is correct, the Financial Aid Director and the Dean of Student Services sign, date, and forward the report to the Business Office. If the report is not correct, the Financial Aid Director makes the necessary corrections and a new report is generated by the Purchasing Agent/Auxiliary and Financial Services Coordinator. Student Services personnel (Financial Aid Director and the Dean of Student Services) sign the report authorizing the Finance Office to begin their processes.
3. The Financial Aid Director forwards a signed copy of the FATR with disbursement sheets to the Purchasing Agent/Auxiliary and Financial Services Coordinator who adds the disbursement sheets to verify the sheets match the total on the FATR.
4. If the Financial Aid Director is requesting federal funds; namely, PELL, SEOG, and Academic Competitiveness Grant, that office prepares a Request for Federal Funds and attaches it along with the FATR and the disbursement sheets.
5. The Purchasing Agent/Auxiliary and Financial Services Coordinator verifies the disbursement sheets agree with the federal grant and scholarship/miscellaneous fund codes.
6. The Cashier/Business Office Assistant records each student's name, their disbursement amount, and the date for each scholarship/miscellaneous fund code in the appropriate notebooks verifying the availability of funds before checks are written.
7. The Purchasing Agent/Auxiliary and Financial Services Coordinator reaffirms that funds are available to cover the expenditures and then signs the disbursement sheets.
8. Once the FATR and availability of funds is verified, the FATR, the disbursement sheets, and the Request for Federal Funds are forwarded to the Director of Budgeting and Internal Controls.
9. The Director of Budgeting and Internal Controls repeats the steps listed above, signs the disbursement sheets, and authorizes the Purchasing Agent/Auxiliary and Financial Services Coordinator to run the Financial Aid Transmittal Posting (FATP).

10. The Director of Budgeting and Internal Controls checks the FATR and the FATP to verify that the student's amounts agree, that the scholarships/miscellaneous funds amounts agree, and that the totals match.
11. During each registration, the Cashier/Business Office Assistant makes copies of all student registration forms, drop/add forms and bookstore charge forms for each financial aid charge. The Business Office staff files these alphabetically by student name in notebooks.
12. The Business Office staff checks the FATP by student. A red check is placed beside each tuition, fee, and bookstore charge on the FATP as they are verified.
13. The FATP's are numbered by semester. The FATP is signed by the Purchasing Agent/Auxiliary and Financial Services Coordinator, the Director of Budgeting and Internal Controls, and the Vice President of Finance & Administration after it is checked.
14. Drop/adds and voided check FATP's are run separate from check awards. Increases and decreases on a FATP are processed separately.
15. If a balance due to or due from state and/or special funds is indicated at the end of the FATP, a copy of the page is made. A check is written from the due to and deposited back to the due from. Notes and examples are in the Director of Budgeting and Internal Controls A/R-C/R binder.
16. The Purchasing Agent/Auxiliary and Financial Services Coordinator runs a Colleague-generated FGLP report which is first run in REPORT ONLY mode, and then, if correct, run in UPDATE mode.
17. This FGLP is given to the Cashier/Business Office Assistant to make copies for the scholarship books. The Cashier/Business Office Assistant will record the reference number beside each student's disbursement amount that the Cashier/Business Office Assistant already recorded in the scholarship/miscellaneous current general notebooks when verifying the scholarship/miscellaneous current general amounts on the FATP.
18. The Purchasing Agent/Auxiliary and Financial Services Coordinator runs a COLLEAGUE process creating vouchers for accounts payable (RFVR). If the voucher volume is large, Computer Support alphabetizes the checks and then e-mails the spreadsheet to the Purchasing Agent/Auxiliary and Financial Services Coordinator. The spreadsheet is checked again to ensure that each student's excess financial aid amount on the FATP agrees with the voucher amount on the RFVR spreadsheet. The Purchasing Agent/Auxiliary and Financial Services Coordinator signs the RFVR indicating that it has been verified.

19. The Purchasing Agent/Auxiliary and Financial Services Coordinator then runs the RFVC report and forwards it to the Director of Budgeting and Internal Controls and Vice President of Finance & Administration to review and sign.
20. The Director of Budgeting and Internal Controls verifies the amount with the amount on the Request for Federal Funds form that was completed by Financial Aid. The Director of Budgeting and Internal Controls completes a form showing the total amount to be requested from the Department of Education and attaches the documentation with the payment request. The payment request is numbered and signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. This request affirms the availability of funds when the financial aid award checks are released.
21. The RFVR, the RFVC, and the original disbursement forms are given to the Bookkeeper of Accounts Payable along with the RFVR spreadsheet that students sign upon receiving their financial aid check.
22. The Bookkeeper of Accounts Payable attaches a copy of the disbursement sheets to the FATP.
23. Using special fund check stock, the Bookkeeper of Accounts Payable prints the financial aid checks. If the financial aid check volume is large, Computer Support sends the checks to the printer in small batches to keep the printer from overheating.
24. The Bookkeeper of Accounts Payable runs the checks and the copies and completes a "Verification of Check Run" form that is located in a notebook behind the Cashier/Business Office Assistant's desk. The Bookkeeper of Accounts Payable fills in the date, the check numbers, and the fund, then signs this sheet and places it on top of the checks, the check copies, disbursement sheets, and general ledger reports.
25. The Bookkeeper of Accounts Payable binds the packet together and forwards it to the Assistant Payroll Officer/General Bookkeeper.
26. The Assistant Payroll Officer/General Bookkeeper checks all backup documentation, signs the verification of check runs sheet, and enters the checks in the check log book that is kept in the vault.
27. The entire packet (including original checks) and check log are forwarded to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for review and signatures. Both individuals sign the verification of check runs sheet, initial the check log book, and sign the General Expense check register report.
28. Once verified, the check packet and the check log book are returned to the Assistant Payroll Officer/General Bookkeeper to file along with the original checks which are placed in the vault with the spreadsheets the students will sign.

29. Financial Aid notifies students of the date to pick up the checks from the Business Office window. Students are required to show their College student ID to verify student enrollment status.
30. With the exception of Accounts Payable, the Business Office staff release the checks to the students. The staff members verify the student's ID to the ID number on the checks and the spreadsheet. The staff member initials the spreadsheet beside the student's name and the student signs beside the Business Office staff's initials verifying they have received their financial aid check.
31. Once all of the financial aid checks are picked up, the spreadsheet is submitted to the Director of Budgeting and Internal Controls. If checks are not picked up within two weeks, the Cashier will inform the Director of Budgeting and Internal Controls for further action.)

RETURN TO TITLE IV

The Finance Office (Business Office) at Sampson Community College utilizes the following steps in processing Returns to Title IV.

1. The Financial Aid Director gives the Return to Title IV forms to the Purchasing Agent/Auxiliary and Financial Services Coordinator, and then the Purchasing Agent/Auxiliary and Financial Services Coordinator prints a screen shot for each student, showing the student's account analysis. The student's name, address, social security number, and withdrawal date on the Financial Aid institutional form are verified to the information on the Colleague-generated report.
2. The Purchasing Agent/Auxiliary and Financial Services Coordinator uses the percentage of Title IV Earned on the Colleague report to calculate the percentage of Title IV unearned. The unearned percentage represents the amount of tuition and fees that the College owes back to the US Department of Education for each student. The total of these is compared to the institutional form and the Colleague generated report supplied by the Financial Aid Office. Once verified, the institutional form is signed and dated.
3. The Purchasing Agent/Auxiliary and Financial Services Coordinator checks each student's account to ensure that they do not have a balance for the semester in which the Return to Title IV occurred. If the student has a balance, the Return to Title IV cannot be processed until the student's balance has been cleared. The Purchasing Agent/Auxiliary and Financial Services Coordinator then notifies the Financial Aid Office to verify whether the balance needs to be cleared with financial aid or if the balance is an overpayment. If the balance is a financial aid overpayment, the Dean of Student Services reports these overpayments to the Board of Trustees for approval to cover these amounts from the Bookstore account. Once the overpayment has been cleared, the Return to Title IV can be processed.

4. The student's screen shots, Return to Title IV institutional forms, and Colleague report are forwarded to the Director of Budgeting and Internal Controls and Vice President of Finance & Administration for verification and signatures. The Purchasing Agent/Auxiliary and Financial Services Coordinator then provides copies of this packet for the Cashier/Business Office Assistant, for the file kept in the Business Office for Return to Title IVs, and for the FATP packet that is kept in a Financial Aid notebook. A copy of the Return to Title IV institutional form with the Business Office signatures is forwarded to the Director of Financial Aid.
5. The Purchasing Agent/Auxiliary and Financial Services Coordinator runs a Colleague-generated FATR for the semester that the Return to Title IV occurred. The amounts on the FATR are compared to the amounts on the Title IV institutional form and then forwarded to the Financial Aid office. The Director of Financial Aid and the Dean of Student Services verify, sign, and date the report and then return it to the Business Office.
6. The Purchasing Agent/Auxiliary and Financial Services Coordinator runs the FATP which is compared to the FATR. If correct, the report is signed by the Purchasing Agent/Auxiliary and Financial Services Coordinator and is forwarded to the Director of Budgeting and Internal Controls and Vice President of Finance & Administration to review, sign, and date.
7. If there is a due to or due from at the end of the FATP, the Director of Budgeting and Internal Controls makes a copy of the page. Write a check out of the due to and deposit it back to the due from. Notes and examples are in the Director of Budgeting and Internal Controls A/R-C/R binder.
8. The Purchasing Agent/Auxiliary and Financial Services Coordinator then runs an FGLP in REPORT ONLY mode, and then if correct, is final report is run in UPDATE mode.
9. Students now have balances equaling the Return to Title IVs on their accounts. The Purchasing Agent/Auxiliary and Financial Services Coordinator completes a spreadsheet showing the student's name and the amount of tuition and fees owed. Two memos identifying the amounts to be paid from state and special funds to cover the Return to Title IV funds are forwarded along with the spreadsheet to the Bookkeeper of Accounts Payable who writes the checks.
10. The checks are forwarded to the Cashier/Business Office Assistant to receipt to each student's account to cover the amount owed for their Return to Title IV. A cash analysis report run in UPDATE mode at the end of the day provides an unallocated amount update. The Director of Budgeting and Internal Controls runs the Payment Reallocation Report to correct this amount.
11. Through Colleague, the Purchasing Agent/Auxiliary and Financial Services Coordinator places a restriction on students owing a balance to the College for the Return to Title IV

so they will be unable to register, receive their grades, or receive a transcript until the balance is paid.

12. The Business Office Assistant sends letters to the students informing them of the amounts they owe to the College.

13. The Director of Budgeting and Internal Controls does a drawdown adjustment on the Department of Education website for the total of the Return to Title IVs.

RECONCILIATION OF FINANCIAL AID WITH THE GENERAL LEDGER

The Business Office has many internal processes in place to account for the federal funds that are awarded to the College:

1. The Director of Budgeting and Internal Controls calls the bank to determine the actual date that the federal wire deposit was made. The Director of Budgeting and Internal Controls completes a general journal entry form for this deposit, signs it, and gives it to the Vice President of Finance & Administration to verify and sign. The Business Office Assistant enters the general journal entry in the Colleague system and places the journal entry number on the form, and signs the form. The Business Office Assistant only has access to enter the journal, not to post it to the general ledger. The Director of Budgeting and Internal Controls runs a PGLT report at the end of each day, or as needed, to check the accuracy of all transactions that have been entered. The journal entries are filed by the Business Office Assistant.
2. Each time a FATP is run, the Director of Budgeting and Internal Controls enters the information that is located at the end of the report in an excel spreadsheet. This report is verified and signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.
3. The Director of Budgeting and Internal Controls also uses this report to complete two other excel spreadsheets that summarize the FATP's. The first spreadsheet shows the FATP number, the FATP date, and the amounts of each grant or scholarship. The second spreadsheet shows the FATP number, the FATP date, and the total amounts for tuition and separate fees.
4. The Director of Budgeting and Internal Controls signs the two summary reports for accuracy to the FATP report. At this time, a Colleague Tuition Discount report is run to verify the amounts on these reports. The two spreadsheets and the Tuition Discount Report are then given to the Vice President of Finance & Administration for review and signature.
5. All federal grants are reconciled at the end of each month in Colleague and with the United States Department of Education website (G5). For each grant, the Vice President of Finance & Administration compiles a packet of the signed financial aid spreadsheets, the special funds report, and journal entries and generates a spreadsheet which verifies

the EDPMTS deposits for the month (which includes all money requested and received from the Department of Education) as well as a spreadsheet verifying the EDPMTS expenditures for the month (which is all money expensed for federal grants.) The Vice President of Finance & Administration completes two final spreadsheets showing a summary of the deposits and expenditures, and the balance in the general ledger for each EDPMTS grant. The Director of Budgeting and Internal Controls prints an External Award Activity History Report from G5. The Vice President of Finance & Administration and the Director of Budgeting and Internal Controls review the spreadsheets and the G5 report. If all the information agrees, they sign and date all of the spreadsheets and the G5 report.

6. For financial statement preparation, the Director of Budgeting and Internal Controls runs the ANNUAL FATP report and Tuition Discount Report, which are compared with the final two spreadsheets referred to mentioned above.
7. At the end of the year, a journal entry is prepared for the “Discounts and Allowances for Tuition and Bookstore Sales.” This is an adjustment based on GASB 34. It reduces the tuition and bookstore revenue and creates an expense in the same amount to offset any grants, scholarships, or loan revenue that have already been counted as revenue (to avoid being counted twice.) The Director of Budgeting and Internal Controls generates a report for the tuition net of discounts and allowances from Colleague which is verified with the Financial Aid reconciliation spreadsheets completed as each FATP is processed. Based on this report and the Financial Aid reconciliation, the Director of Budgeting and Internal Controls writes the year-end journal entry and signs it. This information is forwarded to the Vice President of Finance & Administration for approval. The printout detail is then attached to the journal entry.
8. At year-end, a note is completed showing a summary of eliminations and allowances by revenue classification. This is prepared using the above mentioned journal entries. This report is attached as backup to the journal entry, approved by the Vice President of Finance & Administration, and entered into the system by the Director of Budgeting and Internal Controls.

SAMPSON COMMUNITY COLLEGE PAYROLL CYCLE

1. Salaries for full-time permanent employees are established by the President and reported to the Board of Trustees before contracts are tendered to employees. Employment forms (E-100's) are completed by the President for full-time employees and part-time employees not employed on **adjunct** teaching contracts. This form identifies each employee's name, monthly pay rate, source of funds, dates of employment, and is signed by the President, the Vice President of Finance & Administration, and the Director of Budgeting and Internal Controls.
2. Once an employee is hired, the department hiring the employee will submit a staff information packet to the Personnel Officer. Using Colleague, the Personnel Officer sets up the new employee by entering the name, address, telephone number, social security number, date of birth, position code, and tax information, and also enters a 7-8 code if the employee is an instructor. For new hires, the Personnel Officer accesses the E-verify web site to enter all required information confirming that the individual is authorized to work in the United States.
3. The Personnel Officer then submits this staff information packet to the Payroll Officer/Accounts Receivable Coordinator. The salary and appropriate account code(s) for each employee are entered into the payroll module in accordance with the information assigned by the President, the Vice President of Finance & Administration, and the Director of Budgeting and Internal Controls on the E-100 and maintained within the position table by the Payroll Officer/Accounts Receivable Coordinator. The Payroll Officer/Accounts Receivable Coordinator keeps a full-time payroll spreadsheet updated monthly with new hires, salary and/or position and code changes.
4. When a salaried employee is to be paid for less than a full month, the Business Office is notified by memo from the divisional dean with the President's approval. Partial pay for a month and terminal pay are calculated following North Carolina Community College System Office guidelines.
5. In the event that a full-time employee terminates employment with the College, the Vice President of Finance & Administration, the Director of Budgeting and Internal Controls, and the Payroll Officer/Accounts Receivable Coordinator are sent an official notification via a letter from the College's President. The Payroll Officer/Accounts Receivable Coordinator calculates the final month's pay, including longevity payments and annual leave hours using office guidelines and terminates the employee through Colleague. This calculation is signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.
6. All **adjunct** pay is submitted by the various departments with an accompanying payroll certification form. This form lists total pay for the area and is signed by the appropriate director, dean, and appropriate vice-president. The following sections detail proper procedures for the remaining **adjunct** areas.

7. Continuing Education: The initiation of a Continuing Education instructor contract begins once a Director(s) or Coordinator(s) is contacted by an agency or individual requesting a class; or once a recurring class is advertised as upcoming by a Director(s) or Coordinator(s).

A preliminary Contract Worksheet is the framework for identifying the course title, the hours and duration class meets, the tuition schedule, the payroll month(s), applicable fees, the instructor's rate of pay and total pay for the contract period, and any special terms or instructions. The worksheet determines the budget assignment which is keyed into Colleague by the CE Coordinator, Director, or designated staff member. The contract worksheet is reviewed and approved by an appropriate Coordinator, Director of the Dean of Continuing Education.

The instructor's pay is based on education, years of experience, required certification (if applicable) and demand factor (if applicable). Upon initial hiring, the instructor's pay rate, along with the appropriate budget code, is submitted to Human Resources and keyed into Colleague. (Reference attached salary table for detailed explanation). Establishment of pay deviating from the scale must be approved by the Dean of Workforce Development & Continuing Education.

The Continuing Education division processes contracts for full-time and **adjunct** instructors and the contractual service providers who deliver educational content. The type of contract that is processed is determined by budget code assigned by the Director or Coordinator when preparing the preliminary Contract Worksheet.

The budget codes for Continuing Education contracts are as follows:

CEDOE – Occupational/FIT
CEDCS – Community Services
CEDDD – Defensive Driving
CECSS – Self-Supporting

The information from the Contract Worksheet is keyed into Colleague and a formal contract is then printed. The Contract Worksheet becomes part of the permanent record for that class to serve as a backup and reference to the processed formal contract.

The formal contract for a Continuing Education class is a printed agreement, signed by the Dean of Workforce Development & Continuing Education and the VP of Academic Affairs verifying approval of the course, the instructor's initial rate of pay, and the associated cost of delivering the class. The contract is given to the Business Office where the Assistant Payroll Officer/General Bookkeeper completes a spreadsheet verifying the budget availability, initials the contract, and gives to the Vice President of Finance & Administration to sign.

Once the signatures have been acquired, a copy of the contract is given to the Business Office. General contracts are printed on three-part paper. This allows for a white copy original to be retained in Continuing Education, a yellow copy for the instructor's records, and a pink cop for the Business Office.

Once the contract is signed, a class packet is assembled for the instructor which contains appropriate forms for the registration process. These forms include, but may not be limited to the Student Registration Form, Student Fee Form, and a Class Attendance Roster.

Any deviation in an instructor's pay during the course of a class is recorded on a Contract Adjustment Request form at the time of the occurrence. The form is signed and dated by the Director/Coordinator/assigned assistant, the Dean of Workforce Development & Continuing Education and the Vice President of Academic & Student Affairs then forwarded to the Assistant Payroll Officer/General Bookkeeper in the Business Office. All payroll deviations are also recorded on the preliminary Contract Worksheet and entered into Colleague by the assigned CE staff member. Upon verification of signatures, the Business Office retains the white copy. The yellow and pink copies are returned to Continuing Education and the pink copy is stapled to the instructor contract.

Once contracts are in force (meaning class has begun), each Director and Coordinator generates a monthly payroll report for their assigned area to include any changes that increase or decrease pay and this report is submitted to the CE payroll processor prior to the 10th of each month. Payroll is processed one month in arrears. Example: scheduled hours worked in April are paid in May. The payroll processor compiles a Monthly Payroll Report which breaks out the payroll budget codes by contract and instructor. A summation of the report is recorded on Certification of Payroll Report that is signed by the Dean of Workforce Development & Continuing Education. The Monthly Payroll Report and the Certification of Payroll Report are submitted to the Assistant Payroll Officer/General Bookkeeper who compares the report against instructor contracts and any attached Contract Adjustment Requests. The Assistant Payroll Officer/General Bookkeeper notifies Continuing Education of any discrepancies to be addressed and reconciled. The Assistant Payroll Officer/General Bookkeeper notifies Continuing Education by e-mail as soon as the discrepancy is corrected by supporting documentation.

Once an instructor contract is completed and all scheduled hours met, the final attendance sheet is turned in for processing grades. This sheet is compared to the actual contract to reconcile any changes that may have occurred, and to verify that all hours scheduled have been met.

Once all hours have been met, a final payroll for that contract is submitted to the Business Office for processing for the appropriate month.

8. Adjunct Faculty. The Evening Director generates computer contracts for every adjunct faculty member or for any full-time faculty member who teaches an overload class (over 21 teaching hours) which shows monthly pay rates and hours for these employees. The contract payment is based on the number of contact hours of the class multiplied by the Minimum Faculty Salaries by Education Level rate established by the General Assembly. The total amount of the contract is distributed over five months; hours taught in one month will be paid at the end of the following month.

The contracts are signed by the instructor, Evening Director, and the Vice President of Academic & Student Affairs and forwarded to the Business Office for entry by the Assistant

Payroll Officer/General Bookkeeper into a manual ledger where running balances are maintained for these part-time accounts. Contracts are stamped noting fund availability, initialed by the Assistant Payroll Officer/General Bookkeeper and signed by the Vice President of Finance & Administration.

If an adjustment to the contract is necessary, the Evening Director completes a Contract Adjustment Request to adjust the month's payment and makes the adjustment on his copy of the contract. The Vice President of Academic & Student Affairs initials the Contract Adjustment Request form before it is taken to the Business Office. When this form is received in the Business Office, the Assistant Payroll Officer/General Bookkeeper posts this change on the payroll contract, signs, and gives it to the Vice President of Finance & Administration for signing.

At the end of the month, the Evening Director collects the hours taught during the current month from his copies of the contracts to include them in the following month's payroll. The details and total are reported on the Adjunct Faculty Contracts Summary. The Adjunct Faculty Contracts Summary is printed and the total is distributed in the Certification of Payroll Request form.

The first day of the payroll month, the Evening Director completes the Certification of Payroll Request report with the amount to be paid for program areas such as **adjunct** Curriculum instructors, part-time Library and Computer Services, and Tech Prep. Both the Evening Director and the Vice President of Academic & Student Affairs sign the Certification for Payroll Request form. This form is delivered to the Business Office to the Assistant Payroll Director/General Bookkeeper who signs and dates the report and makes a copy for the Evening Director.

The Evening Director files copies of this report. The Assistant Payroll Officer/General Bookkeeper verifies contracted pay with the actual pay request.

9. Employment forms, signed by a supervisor with that authority, are submitted to the Business Office as notification of new part-time employees. The information on these forms includes pay rates, source of funds, and pay codes. Pay requests for these part-time employees are submitted to the Payroll Officer in the following manner:

a. Federal Work Study and Foundation Work Study: Monthly time sheets are turned in by the work study student recording the days and times that their work was performed. Time sheets are signed by the student and the supervisor. If the student has worked on days that the College is closed for semester breaks, then the supervisor will have to initial these days.

The Financial Aid Assistant checks the work study time sheets for accuracy. She checks the days worked, total hours worked, and makes sure that the supervisor has initialed any days that work was performed when the College was closed for semester breaks. The daily, weekly, and monthly totals are checked to determine if the time is accurately reported. The total monthly time is tallied at the bottom of the work study time sheet and initialed by the Financial Aid Assistant.

The Financial Aid Assistant completes a Payroll Summary Form for each month for both Federal and Foundation Work Study. The Payroll Summary Form is signed by both the Financial Aid Director and Dean of Student Services. The Payroll Summary Form is turned into the Payroll Office and a copy is made for the Financial Aid Office's records.

Once the Payroll Officer has determined that the Payroll Summary Form is correct, the Financial Aid Assistant is notified and a Request for Federal Funds Form is completed. The Request for Federal Funds Form is signed by both the Financial Aid Director and the Dean of Student Services. The Request for Federal Funds Form is turned in to the Director of Budgeting and Internal Controls, who signs that it has been received. The original Request for Federal Funds Form stays with the Director of Budgeting and Internal Controls and a copy is made for the Financial Aid Office's records.

Once the Payroll Officer has completed the monthly payroll, she gives the Financial Aid Assistant two reports: a Limit Against Earnings Report and an Earnings Update From Financial Aid Report. The Financial Aid Assistant reviews both reports to check for fund availability and to determine if any work students have exhausted or will exhaust their funds.

b. Student Support Services Tutors: The tutors fill out a contact sheet each time they meet with a student. The total time spent for each tutoring session that day is logged on the tutoring contact sheet. The student must initial each time. A separate contact sheet is maintained for each course tutored.

The tutor fills out the time sheet after each session with each student. If they meet with the same student for two or more different courses, the course is also listed for the time.

Once a week, the lab assistant matches the time sheet dates and times with the student-signed tutoring contact sheet to verify that the start and stop time match the total time for each entry. A dot is placed next to each time sheet entry that is confirmed to the contact sheet. If there is a discrepancy, the tutor is contacted and asked to explain the discrepancy and make the appropriate correction(s). Lab assistants confirm that the discrepancy is corrected and places a dot next to the data entry.

Tutors submit their time sheets to the lab assistant who then confirms that the time sheet is filled out appropriately and that the total time, rate, and pay are correct. The lab assistant then fills out the Budget request form and the itemized pay sheet.

Time sheets and both forms are submitted to the Director of Student Support Services who re-checks all forms, signs, and submits them to the Division Chair of College Transfer.

Pay requests are submitted to the Payroll Officer on a payroll summary form listing each employee's pay and a time card signed by the employee and the appropriate supervisor. The total pay for this area is approved for payment by the signature of the Director of Student Support Services, the Division Chair of College Transfer, and the Vice President of Academic & Student Affairs.

c. Part-time Clerical Employees and Aides: These employees are paid by E-100's authorized by the President. This payroll comes from various departments. Timesheets are submitted to the Payroll Officer by each department, signed by the employee and the appropriate supervisor. Each employee's pay is listed on the payroll certification form for their department, and the appropriate dean and vice-president sign the form approving payment.

d. Plant Operations Staff: Payroll request is submitted from a time sheet prepared by part-time employee working at the Roseboro site for a recurring number of hours each month. The time sheet is then signed by the site supervisor for the Roseboro Compensatory Education Program, Compensatory Education Coordinator, and forwarded to the Vice President for Administration for approval and submission to Payroll. The Vice President for Administration prepares and signs a certification for payroll request and forwards the form with attached time sheets to Payroll for processing. The certification is submitted monthly during the first week of each month, with payment provided with other part-time payroll at the end of each month. The pay request is consistent with the E-100 hours and pay rate as authorized by the President.

e. Part-Time Security: Off-duty security officers working on campus under the supervision of the full-time officer assigned to the College by the Clinton Police Department complete time sheets for hours worked. Time sheets are verified by the full-time officer and forwarded to the Vice President for Administration for approval and submission to Payroll. The Vice President of Administration prepares and signs a Certification for Payroll Request form and forwards the form with attached time sheets to Payroll for processing. The Certification is submitted monthly during the first week of each month, with payment provided with other part-time payroll at the end of each month. The pay request is consistent with the E-100 hours and pay rate as authorized by the President.

f. Part-Time Librarians: The Director of Library Services forwards the part-time Library time sheets to the Evening Director on the last day of each month. The Director of Library Services signs as the supervisor. The Vice President of Academic & Student Affairs initials the time sheets and the Evening Director codes the time sheet. The salary rate is established by an E-100 authorized by the President.

This pay is included in the summary report for the Part-Time Computer Services position.

g. Part-Time Computer Services Position: The time sheets for part-time Computer Services personnel are forwarded to the Evening Director at the end of each month. The Vice President of Academic & Student Affairs signs as the supervisor. The salary rate is established by an E-100 authorized by the President.

The Library and Computer Services E-100 summary report is printed and the totals are distributed in a Certification of Payroll Request report.

10. Additional pay is paid to employees who have **adjunct** overload contracts, payout for employees who are retiring, payout for employees who are terminating employment, or are on disability or worker's compensation. This additional pay is calculated and recorded manually by the Payroll Officer/Accounts Receivable Coordinator and submitted to the Director of Budgeting and Internal Controls and Vice President of Finance & Administration for approval.

All of this documentation is attached to a Batch Header Maintenance sheet to be signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

11. Adjustment to gross is adjusted for new hires and any employee whose salary will be decreased due to not working the entire month. Adjustments to gross are calculated manually by the Payroll Officer/Accounts Receivable Coordinator and submitted to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for approval.

All documentation is attached to a Batch Header Maintenance sheet to be signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

12. Pro-rated pay is **adjunct** contracts that an employee works but is included in their base salary. These usually come from Continuing Education or Butler Basic Skills with pro-rated noted beside them. All documentation is attached to a Batch Header Maintenance Sheet to be signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

13. Longevity is paid on a percentage basis to employees who have completed ten or more years of service with the College. This report is generated from the Colleague system based on the employee's longevity date, years of service, and annual salary. Employees who are retiring or terminating employment with the College and are eligible for longevity are paid on a pro-rated basis. This is calculated and recorded manually by the Payroll Officer/Accounts Receivable Coordinator and submitted to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for approval. Pro-rated longevity is added manually to the longevity printouts based on state, county, or special funds and is attached to a Batch Header Maintenance sheet to be signed by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

14. Sick and annual leave is entered into the system from a spreadsheet that is submitted to Payroll and has been signed by the Purchasing Agent/Coordinator of Auxiliary and Financial Services, the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. Once this has been entered in the Payroll system, a Leave Report is run to double check that the leave was entered correctly. The leave spreadsheet is attached to the Batch Header Maintenance sheet and forwarded to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for approval.

15. Payroll is entered in batches (i.e. full-time, adjustment to gross, additional pay, longevity, prorated pay, different **adjunct** teaching contracts, part-time work study, part-time tutors, etc.). Each batch has a batch header maintenance sheet attached showing the payroll amounts for State, County, and Special. Once all payroll has been entered into Colleague, two Payroll Detail Registers are printed (one for full-time and one for part-time). The Payroll Officer/Accounts Receivable Coordinator and the Assistant Payroll Officer/General Bookkeeper check and verify that all data has been entered correctly and that the total payroll for the month is correct. Every employee's pay and code for the month is checked individually. The Payroll Detail Registers,

all the Batch Header Maintenance sheets, documentation, full-time payroll for the month sheet, and part-time payroll for the month sheet are signed by the Payroll Officer/Accounts Receivable Coordinator and given to the Director of Budgeting and Internal Controls and Vice President of Finance & Administration. The Director of Budgeting and Internal Controls and Vice President of Finance & Administration verify the Payroll Detail Registers with the batches and sign each batch header maintenance sheet, the Payroll Detail Registers, the full-time payroll for the month sheet, and the part-time payroll for the month sheet.

16. Once this packet is approved and returned to the Payroll Officer/Accounts Receivable Coordinator, payroll checks and direct deposit advices can be generated.

17. Once payroll checks are printed, the Payroll Officer/Accounts Receivable Coordinator immediately gives them to the Assistant Payroll Officer/General Bookkeeper to be sealed. The Payroll Officer/Accounts Receivable Coordinator does not have possession of the checks from this point on. The verification of check runs sheet is completed showing the State fund, date written, and the check numbers used. This is signed off by the Payroll Officer/Accounts Receivable Coordinator and submitted to the Assistant Payroll Officer/General Bookkeeper to be logged in the check log book. This book is then forwarded to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for their signatures.

18. The remaining payroll steps, verifications and transmittals of positive pay, Department of Labor, federal deposits, state taxes, direct deposits, TIAFF-CREF and Orbit are transmitted according to due dates.

19. The Non-State Payroll Reimbursement for Special and County part-time and full-time payroll is pulled from the final XPSR report (Personal Service Voucher Register) and entered on the Special and County reimbursement sheet with amounts and general ledger codes. The Payroll Officer/Accounts Receivable Coordinator prepares the authorization to print payroll checks sheet and forwards it to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for their signatures. The Payroll Officer/Accounts Receivable Coordinator prepares a journal entry for the direct deposit amount and general ledger codes. This is presented to the Director of Budgeting and Internal Controls for approval and then to the Vice President of Finance & Administration for final approval of the journal. The Business Office Assistant keys the journal into Colleague.

20. The Payroll Officer/Accounts Receivable Coordinator prepares a manual invoice to the SCC Foundation for the Foundation's portion of the Foundation Assistant's salary and fringe benefits. The Payroll Officer/Accounts Receivable Coordinator signs this invoice and submits it to the Director of Budgeting and Internal Controls and Vice President of Finance & Administration for approval.

21. The Director of Budgeting and Internal Controls and the Assistant Payroll Officer/General Bookkeeper get payroll batches and call out each person to be paid. As each name is called, the check for that person is pulled out.

22. The checks are sorted into full-time employees, part-time employees, and student categories. Federal Work Study, Foundation Work Study, and Student Support Tutors checks are not mailed. The students must come to the business office on payday to show proper identification and to sign for their check. All other part-time checks are mailed. Full-time employees are paid by direct deposit and their direct deposit notice is placed in their mailbox. The Assistant Payroll Officer/General Bookkeeper is in charge of releasing all paychecks.

23. A surprise payroll audit is conducted once each calendar year to strengthen the internal controls for the Payroll system. Each part-time person receiving a check in the audit month will be required to personally sign and show identification before picking up their payroll check.

24. The payroll related notes to the financial statements are prepared by the Director of Budgeting and Internal Controls based on information provided by the Payroll Officer/Accounts Receivable Coordinator. The payroll related notes are reviewed and approved by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

SAMPSON COMMUNITY COLLEGE REVENUE CYCLE

1. Students who are accepted for school in Curriculum programs are registered for classes by the Student Services staff. The general ledger activity is closely monitored by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

2. The Director of Financial Aid makes awards to approved students using a process in the financial aid module. A Financial Aid Transmittal Report (FATR) posting process is run by the Purchasing Agent/Auxiliary and Financial Services Coordinator. This process shows the awards that will be posted to accounts receivable and the general ledger if the report is approved. This posting is done before the disbursement date of financial aid checks when the Financial Aid Office notifies the Business Office to post. The Purchasing Agent/Auxiliary and Financial Services Coordinator posts at the direction of the Director of Financial Aid and verifies that the general ledger balances are correct. The Director of Budgeting and Internal Controls confirms that the actual amount posted is correct and the posting is verified with the Financial Aid Office. If the Financial Aid Office agrees with the posting, the FATR is signed by the Director of Financial Aid and the Dean of Student Services. If the Financial Aid Office does not agree with the report, the report is run until they are satisfied that all entries are correct.

After the final FATR is run, the Director of Budgeting and Internal Controls and the Purchasing Agent/Auxiliary and Financial Services Coordinator check the report for accuracy with general ledger codes. The Purchasing Agent/Auxiliary and Financial Services Coordinator runs the Financial Aid Transmittal Posting (FATP) updating posting process and signs it for accuracy. This process posts the awards to accounts receivable and to the general ledger that Financial Aid approved on the FATR. This report is checked and signed off on by the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration.

3. Students paying their fees are receipted through the accounts receivable cash receipts process. Fees due and awards made are displayed on the computer screen.

a. A student can pay in full using cash, a check, or credit card. When the payment is recorded in the A/R module, it is posted to accounts receivable. A receipt is generated and given to the student. The Director of Budgeting and Internal Controls runs the daily accounts receivable posting reports. The Director of Budgeting and Internal Controls, using batch posting, updates the general ledger at the end of the day.

b. A student can use a financial aid award to pay his/her fees. Although the award is showing as pending on the student's screen, the classes the student actually registers for may not constitute a full load, requiring an award adjustment. Before the student completes registration, the Director of Financial Aid (or her designee) initials the registration form. The Cashier/Business Office Assistant compares the amount on the registration form to the Financial Aid pending amount on the screen and uses the amount on the registration form if they differ. Before the disbursement date of financial aid checks, the Director of Financial Aid and the Dean of Student Services signs off for the Purchasing Agent/Auxiliary and Financial Services Coordinator to run

the Financial Aid Transmittal Posting Process(FATP). This process posts the financial aid to the students' screen and allocates a portion to the students' charges. This report is signed off on by the Purchasing Agent/Auxiliary and Financial Services Coordinator, the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration. Checks are then written by the Bookkeeper of Accounts Payable for the remaining financial aid due to the students. Students must come to the Business Office and show identification and personally sign the list to receive their financial aid check. After the financial aid is posted, a check is written from special to state to cover the total tuition expenses from financial aid funds.

c. A student's fees may be paid by a third party. If a letter guaranteeing payment has been received in the Financial Aid Office, the Director of Financial Aid or her designee authorizes the student's charge. This is done by entering the source of financial aid on the bottom of the registration form and the amount that has been approved. Also, the Director of Financial Aid completes a student sponsorship form and submits this form along with the authorization to the Payroll Officer/Accounts Receivable Coordinator to be entered into the system. When the student presents this authorization to the Cashier/Business Office Assistant, the Cashier/Business Office Assistant checks the student's screen to make sure the student's charges are posted correctly to the sponsor. This affects only accounts receivable records; the general ledger is not changed. When payment is received from the third party and posted to that account, both accounts receivable and the general ledger are posted.

4. Amounts of financial aid awards and third party sponsorships for books and supplies are written on the registration form by the Financial Aid Office and signed off on by the Cashier/Business Office Assistant. The Bookstore/Auxiliary Services Manager receipts the books and supplies in the Booklog system, and the student signs a copy of the receipt. The Booklog system is linked to Colleague, so the bookstore charges are automatically posted to the student's screen. The Bookstore/Auxiliary Services Manager retains the copies of receipts with student signatures to send to the Business Office with that day's sales report. The Director of Budgeting and Internal Controls runs a Financial Aid Link Sales report in Booklog and a Bookstore Invoice Report on the accounts receivable side in Colleague to confirm that the correct charges were posted to accounts receivable for each student.

5. Agencies or industries sponsoring students in Continuing Education classes give written or verbal authority directly to the Continuing Education personnel. The appropriate personnel in each division write this charge information on the Continuing Education class roster. These Continuing Education third-party charges are posted to the accounts receivable third-party account by the Payroll Officer/Accounts Receivable Coordinator.

6. When Curriculum students drop classes during the drop-add period, a negative charge is automatically posted in accounts receivable. These students may complete a drop-add form requesting a refund. After Student Services personnel process these drop forms, they are computed by the Cashier/Business Office Assistant, approved by the Director of Budgeting and Internal Controls for actual refunds and forwarded to the Vice President of Finance & Administration for approval. Student refund checks are posted to each student's accounts receivable account. A drop form can be initiated by an instructor due to lack of attendance. If the student received student aid, the drop form is given to the Director of Financial Aid. The

Director of Financial Aid makes a copy of drop forms where the student credit hours go to “0”, since that is then considered a withdrawal for Federal Award purposes. For students who withdraw and drop to “0” credit hours, the Director of Financial Aid will determine the percent semester completion. If less than 60% complete, the Director of Financial Aid will use the “Return to Title IV Funds” mnemonic to determine the amount to be refunded and prints a paper copy to attach to the drop form. If a withdrawal occurs after 60% complete, there will be no refund to the student or of the Pell award. The Director of Financial Aid will send the drop form to the Business Office. The Cashier/Business Office Assistant re-computes the refunds, and these are verified by the Director of Budgeting and Internal Controls and approved by the Vice President of Finance & Administration. Student refund checks are written and dispersed.

7. After all eligible charges have been posted to the student’s screen; a printout of the award balances is prepared by the Purchasing Agent/Auxiliary and Financial Services Coordinator and forwarded to the Financial Aid office. The Director of Financial Aid checks the list, makes any necessary adjustments, signs the list, and returns it to the Business Office. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration approve the list for payment. Checks are written by the Bookkeeper of Accounts Payable. Award checks post to accounts receivable as well as the general ledger. The signatures on the checks are the President and the Vice President of Finance & Administration. The Director of Budgeting and Internal Controls and the Vice President of Finance & Administration initial the check logbook. The Director of Budgeting and Internal Controls runs a list of the checks written. Students must come to the Business Office and show identification, and personally sign to receive their financial aid check.

8. Accounts receivable is balanced by running and comparing four reports:

- a. (Report One) the aged accounts receivable balance report which generates a report of accounts receivable accounts by up to four different aging groups
- b. (Report Two) the accounts receivable trial balance report which generates a record of an accountholder's accounts receivable account.
- c. (Report Three) the general ledger trial balance report which summarizes the monthly balance for the general ledger receivable codes.
- d. (Report Four) the budget to actual report which lists each accounts receivable general ledger codes with their available balances.

The Director of Budgeting and Internal Controls performs a monthly reconciliation of accounts receivable to ensure all receipts were recorded accurately. The Director of Budgeting and Internal Controls reconciles the monthly cash analysis report to the 2-12 report of receipts and deposits.

9. These reports are run at the end of each month and verified by the Payroll Officer/Accounts Receivable Coordinator and the Director of Budgeting and Internal Controls. (These reports are

run on other occasions during the month and at heavy periods of computer activity or when problems are perceived.)

10. The Payroll Officer/Accounts Receivable Coordinator bills for all third-party accounts receivable at the earliest practicable time after registration using computer-generated statements when possible or special forms when required by sponsoring agencies. The Business Office staff divides up the statements and verifies the Curriculum or Continuing Education student's charges agree from the registration form or fee form with the third party statement. The Business Office staff put together packets with the statements, Curriculum student's registration forms or Continuing Education student fee forms, and the initial sponsorship forms and authorization. These third party packets are given back to the Accounts Receivable Coordinator to verify and sign the billing statements. Then the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration also verify and sign the billing statements before they are mailed to the third parties. The Payroll Officer/Accounts Receivable Coordinator also processes uncollectible accounts using the procedures set out in the North Carolina Department of Community College Accounting Procedures Manual, which reads as follows:

Writing-Off Uncollectible Accounts and College Loans

In addition to routine billings and normal past-due notices, it is recommended that each College adopt a standard procedure for pursuing delinquent accounts and, if necessary, writing these accounts off as uncollectible. The following should be considered a minimum effort and should not prevent a College from adopting more stringent measures.

- a. For amounts of less than twenty-five dollars (\$25), a personal letter which details the date, purpose, and amount of the debt should be mailed to the debtor. The debtor should be advised of state policy regarding grade transcripts and registration for future classes. If this measure fails, the account may be written off with the approval of the College's Board of Trustees. Copies of all correspondence are retained.
- b. For amounts of twenty-five dollars (\$25) and more, but less than fifty dollars (\$50), the same types of letter which is recommended in item a should be mailed. If this fails to produce results, the account should be turned over to the College's Attorney who will write a collection letter. (A College may, if a local attorney is not under a retainer, use the Collection Section of the North Carolina Attorney General's Office.) When corresponding with the College's Attorney, be certain to include the date, purpose, and amount of each charge, and the debtor's current address. If this effort is not successful, the account may be written off with the approval of the College's Board of Trustees. Copies of all correspondence should be retained. The College submits write-offs to the Board of Trustees on an annual basis.
- c. For amounts of fifty dollars (\$50) and more, follow the procedures recommended in items a and b above but when the account is returned from the Attorney, it should 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. Use

of this program is mandatory for all debts of fifty dollars (\$50) and over "...except in cases where said agencies are advised by the Attorney General not to submit a claim because the validity of the debt is legitimately in dispute, because an alternative means of collection is pending and believed to be adequate, or because such a collection attempt would result in a loss of federal funds."

If this final effort should prove unsuccessful, approval to write off the account should be requested from the NCCCS's Manager of State Aid Funds. When requesting approval, the history of the collection attempts should be included and all correspondence should be retained by the College.

If the amount is three hundred dollars (\$300) or more and there is reason to believe the debtor is in North Carolina at a known address, the College's Attorney will file suit for collection. This will replace the step of placing the account with the Collection Agency.

It should be noted that these procedures are applied to state funds and other funds under the control of the College and that any debts rising from a Federal program are subject to all rules and regulations of the U. S. Department of Education. Also, the College has the prerogative of placing accounts with the Collection Agency or filing legal suits for amounts less than those listed above. At the present time, the College does not charge interest and penalty fees to outstanding accounts receivable.

Returned Checks

According to NCCCS guidelines, if a student issues a check and it is returned as "insufficient funds", at no time can the College remove a student from their current class(es), but the College is required to adopt a policy to prevent the student from registering for future class(es), curriculum or non-curriculum, or receiving grades and/or transcripts until the debt is repaid.

If for any reason a check is returned to the College, the following procedures will be followed:

a. State Funds

1. For checks which are receipted by the College and deposited into the State Treasurer's Account and are subsequently returned insufficient, the College has a reserve account of institutional funds at the local bank. Each insufficient check is charged back to this account in lieu of charging it back to the State Treasurer's Account. A journal entry is prepared to charge a receivable (returned check) account in the current general fund group and to credit the reserve asset account for the amount of the returned check.

2. The original payer is notified in writing of the returned check. If the payer makes the check good, the second payment is deposited directly to the local bank to reimburse the reserve account. A journal entry is then made to debit the reserve asset account and to credit the receivable (returned check) account.

b. Institutional Funds

1. For checks which are receipted by the College and deposited into the special fund or county fund accounts and are subsequently returned insufficient, the bank automatically charges the checks back against the account they were deposited to. Upon notification that a check has been returned, the Business Office prepares a journal entry to charge a receivable account in the current general fund group and to credit the cash account for the amount of the returned check.
2. The original payer is notified in writing of the returned check. If the payer makes the check good, the second payment is receipted to the current general fund account. No subsequent journal entry is necessary.

Students with delinquent accounts are:

- a. Not allowed to register for classes, and
- b. Not able to receive grades and/or transcripts

An effort is made to collect directly from the bank on which the check was written. The College does not charge a fee for returned checks. The Business Office follows the collection procedures outlined for uncollectible accounts for all returned checks.

The Bookstore/Auxiliary Service Manager obtains authorization to return books, make returns, and receipts all returned items. The Purchasing Agent/Auxiliary and Financial Services Coordinator maintains the credit memo file for book returns. The Bookkeeper of Accounts Payable uses these credit memos in a timely manner against future purchases from the book companies. If the credit memo is of a substantial amount and the College does not anticipate purchasing from the company in the near future, the College makes a request for a refund of the credit memo.

College disbursements that are returned by the payee will be deposited into the line item from which the check was drawn. The College has controls in place to detect moneys deposited in error. Errors are corrected at the time of detection.

Procedures regarding wire transfers are covered in a later section.

13. At the end of the year, a journal entry is prepared for the “Discounts and Allowances for Tuition and Bookstore Sales”. This is an adjustment based on GASB 34. It reduces the tuition and bookstore revenue and creates an expense in the same amount to offset any grants, scholarships, or loan revenue that has already been counted as revenue (to avoid being counted twice). The Director of Budgeting and Internal Controls will generate a report for the tuition net of discounts and allowances from Colleague which is verified with the Financial Aid reconciliation spreadsheets completed as each FATP is processed. Based on this report and the Financial Aid reconciliation, the Director of Budgeting and Internal Controls writes the year-end journal entry and signs it. This information is forwarded to the Vice President of Finance & Administration for approval. The printout detail is then attached to the journal entry.

The second adjusting entry is for “Tuition for Waivers and Remissions” based on those persons who are exempt from paying tuition for either Curriculum or Non-Curriculum courses. This information is calculated by semester and is provided by the Director of Budgeting and Internal Controls as backup for this adjusting entry. The Director of Budgeting and Internal Controls will create and enter the tuition waiver and remission year-end journal entry using the backup information detail as basis and the Vice President of Finance & Administration approves it.

At year-end, a note is completed showing a summary of eliminations and allowances by revenue classification. This is prepared using the above mentioned journal entries. This report is attached as backup to the journal entry, approved by the Vice President of Finance & Administration, and entered into the system by the Director of Budgeting and Internal Controls.

Electronic Funds Transfer

The College currently administers five federal programs which are funded through the U. S. Department of Education. These programs include PELL, College Work Study, SEOG, ACG, and Student Support Services. The cash used to cover the expenditures of these programs is electronically transferred to the College’s special fund checking account at the local bank by the U. S. Department of Education.

Once expenditures from either of these federally-funded programs are anticipated, the program administrator (Director of Financial Aid or the Director of Student Support Services) prepares a Request for Federal Funds form for only those expenditures anticipated in the following three (3) days and submits the form to the Director of Budgeting and Internal Controls. The Director of Budgeting and Internal Controls then prepares an ACH/EFT Voucher Request Record form to be used in requesting funds from the U. S. Department of Education. The Vice President of Finance & Administration initials the voucher request by the amount as approval of the request for funds. The Director of Budgeting and Internal Controls then makes the request using the U. S. Department of Education’s e-payments process. The signature of the person requesting the funds, date of request, and time of request is noted on the bottom of the form. A confirmation code is given by the Department of Education and listed on the request record for tracing purposes if needed. A print screen copy of the e-payment confirmation is kept on file. The request record is then given to the Vice President of Finance & Administration to verify the confirmation number and signs as final approval.

The Director of Budgeting and Internal Controls makes note to call the local bank in two (2) business days to verify the deposit. Once the deposit has been verified, the Director of Budgeting and Internal Controls prepares and signs a journal entry for the Business Office Assistant to post the deposit on the College’s general ledger. The journal entry is approved and signed by the Vice President of Finance & Administration and then entered by the Business Office Assistant, and a copy of the bank statement showing the deposit is attached to the journal entry form.

Sampson Community College accepts Master Card, VISA, and Discover for payment of tuition, fees, books, and supplies. These credit card payments are processed by credit card machine which verifies the credit card and amount of the charge. A credit card receipt is generated and

signed by the student. All payments are automatically deposited into the College's special fund checking account with the College's bank.

All state agencies, which are utilizing the e-payments process through the Office of the State Controller, make payments to the College through electronic cash transfers. Once the College receives a faxed notification of the deposit of funds into the College's special fund checking account, the Director of Budgeting and Internal Controls calls the bank to verify the deposit and prepares and signs a journal entry to place the funds into the appropriate cash account. The journal entry is then approved by the Vice President of Finance & Administration and entered by the Business Office Assistant. If there are funds received which are owed to state funds, the Director of Budgeting and Internal Controls will submit a request along with appropriate documentation to the Bookkeeper of Accounts Payable to issue a check payable to the appropriate state funds account from the special funds account. The Cashier/Business Office Assistant then receipts the check.

At month-end, these expenditures and deposits are verified with the bank statement and the general ledger. A copy of the bank statement is attached to the Request Record for the Department of Education funds and to the journal entry form for the Office of the State Controller funds and forwarded to the Vice President of Finance & Administration to review and sign. Each Department of Education request is kept in a three (3) ring binder in the office of the Director of Budgeting and Internal Controls until the end of the fiscal year at which point the binder will be stored in the Business Office vault.

Director of Budgeting and Internal Controls Date

Vice President of Finance & Administration Date

President Date

State Controller Date



PURCHASING MANUAL

REVISED May 2012

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MISSION

The College's purchasing office provides a single point of contact between vendors and the College to provide structure, legal compliance, and economy in the purchase of supplies and equipment for all College operations. The office is responsible for developing and maintaining such forms (both paper and electronic) and procedures necessary to ensure responsiveness to the purchasing needs of faculty and staff. The purchasing office will provide for an ongoing employee informational program to improve an organizational understanding of purchasing regulations and to promote the targeted purchasing goals of HUB and Green initiatives. The purchasing office will work cooperatively with business officers to ensure budget compliance, the proper authorization and inspection of purchases before payment, and asset inventory control. The purchasing office will respond to all information and reporting requests from state agencies.

CODE OF CONDUCT

- Work cooperatively with all College employees to help ensure that College purchasing procedures reflect responsible practices in the stewardship of public funds.
- Create an atmosphere in which vendors feel they will be treated fairly and responsibly and be given an equal opportunity for competitive selection of their goods and services.
- To the extent practicable, provide for openness in all purchase information.
- Work cooperatively with all College employees to achieve purchasing goals.
- Protect the integrity of the purchasing office by abiding by all state ethics laws.
- Conduct ourselves in a manner that will promote and protect the image of the College and the North Carolina Community College System.

AVOIDING CONFLICT OF INTEREST

Employees shall disclose to their respective supervisor within the administrative area to which they are assigned, any potential conflict of interest of which they are aware related to the purchase of equipment, materials, goods, or services.

Except in very unusual circumstances, the College will not purchase equipment, materials, goods, or services from an employee, a member of an employee's immediate family, or a business in which an employee or a member of an employee's family has an ownership interest. If an emergency purchase is necessary, the dean/vice president must submit to the President a written request justifying the purchase along with a copy of the requisition. The President will provide guidance to the Vice President of Finance & Administration on how to proceed with the purchase.

ETHICS

All public, purchasing personnel shall be entirely cognizant of the necessity of ethical behavior. Personnel cannot accept anything of monetary value, including food and beverages.

Everyone involved in the purchasing process is held accountable to the following principles and standards of purchasing practice:

1. The purchasing power of the State shall not be used for private advantage or gain. Employees or other individuals will not process orders for articles of ownership.
2. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
3. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the institution.

PURCHASING POLICIES AND PROCEDURES

The College requires the issuance of an approved purchase order prior to placing orders for any supplies, materials, or services. Sampson Community College will not be responsible for the purchase of supplies, materials, or services that were purchased without prior approval. Employees who purchase materials without prior approval or an approved purchase order will be held responsible for the payment of such purchases.

The College orders supplies and materials and issues purchase orders through the North Carolina E-Procurement System. Vendors must be registered in the E-Procurement System before the College can issue purchase orders. Employees can search for registered vendors on the web at: http://eprourement.nc.gov/Registered_Vendor_Search.html. The North Carolina General Statutes and the North Carolina Administrative Code govern purchasing policies and procedures for community Colleges. These policies and procedures must be adhered to when the College purchases supplies, equipment, and materials, **regardless of the source of funds**.

The Division of Purchase and Contract's Purchasing Manual, located on the web at (<http://www.pandc.nc.gov/documents/wholeapm.pdf>) covers the State's purchasing procedures in greater depth and should be the primary source for purchasing information and used in conjunction with the North Carolina Community College Purchasing and Equipment Procedures Manual (http://www.nccommunityColleges.edu/Facility_Services/docs/Eq%20Proc%20Manual%20.pdf). Both manuals can be found on-line. Likewise, if the College is making a purchase of information technology equipment through the auspices of the Office of Information Technology Services (ITS), they should consult the North Carolina Information Technology Procurement website at (<http://www.its.state.nc.us/ITProcurement/Default.asp>).

These procedures deal primarily with the questions most frequently asked concerning various purchasing procedures and do not attempt to cover all of the problems that you may encounter. Specific problems regarding purchasing should be addressed to the Sampson Community College Purchasing Office. The SCC Purchasing Office will be the primary contact to P&C, ITS, or the

Assistant Manager for Administrative Services at the North Carolina Community College System Office.

GENERAL PURCHASING INFORMATION

A. Department of Corrections

North Carolina has a preference statute (G.S. 148-70) that controls the sale of prison industry products and prohibits their sale to the private sector. All agencies shall give preference to Department of Correction products in purchasing articles, products, and commodities which are needed and which are manufactured or produced within the State prison system and offered for sale to them by the Department of Correction. **This preference requirement also applies to all community Colleges (except printing).**

Products available from the private sector, including those on term contracts, shall be purchased only when it is determined that the Correction Enterprises product will not satisfy the requirement or will not be available when needed. Correction Enterprises is required to keep the price of products substantially in accord with that paid by governmental agencies for similar products of equivalent quality. The SCC Purchasing Office keeps a current catalog of the products available from the Department of Corrections and will be glad to assist you with any questions you may have.

B. Purchasing Benchmark (Delegation)

For purchases made through P&C, the **basic** purchasing benchmark (delegation) under which each community College has the authority to issue “open market” purchases for equipment and supplies costing up to and including \$10,000. Under G.S. 143-53(a)(2), the State Purchasing Officer at P&C has the authority to raise or lower the delegation upon written request from the College after consideration of the College’s overall capabilities, including staff resources, purchasing compliance reviews, and audit reports. Community Colleges that request an increase from the State Purchasing Officer at P&C, and meet the requirements, may have their delegation increased up to the present limit of \$25,000. Sampson Community College’s purchasing delegation is currently set at \$10,000.

For purchases of information technology equipment, the purchasing benchmark for community Colleges is \$25,000. Sampson Community College’s purchasing delegation is currently set at \$10,000.

C. Purchase of Items on State Contract

The State has established various contracts with vendors for many of the items required by the Colleges on a day-to-day basis. Where there is a state contract, the College must purchase from this contract unless they are exercising the Purchasing Flexibility Option outlined in paragraph D. Items on a state contract may be ordered directly from the vendor subject to any restrictions on the specific term contract. Although the purchasing delegation limits do **not** apply to purchases made from state contracts, certain state contracts do have a limit assigned to them. (Ex. Contract 204 A Computers, Delegation is \$75,000.)

D. Purchasing Flexibility Option

The 1998 Session of the General Assembly enacted legislation (G.S.115D-58.14) which allows the community Colleges to purchase items that are on a state term contract from other (non-certified) sources, if the purchase price, including the cost of delivery, is less than the cost under the State Term Contract. The College must comply with the following conditions:

1. The item must be exactly the same, the same manufacturer, model, style, etc. (For example, a 19-inch Sony TV is **not** the same as a 19-inch Panasonic TV)
2. The purchase price, including the cost of delivery, is lower than the state contract price. (**This does not mean, “equal to”**).
3. The cost of the purchase does not exceed the College’s authorized purchasing delegation as established under G.S. 143-53.1
4. The College must keep a detailed record of all purchases made from non-certified sources. The record will contain the following:
 - a. A descriptive name of the item purchased;
 - b. The purchase order number;
 - c. The state term contract number for the item purchased;
 - d. The cost of the item on the state term contract;
 - e. The actual cost paid (including the cost of delivery but not the cost of taxes) for the item purchased from the non-certified source;
 - f. Savings per unit;
 - g. Number of units purchased; and,
 - h. Total savings.

The College will submit a report of these purchases to the State Board of Community Colleges (State Board) as of June 30 and December 31. These reports must be received by August 1st and February 1st. The College must maintain a copy of this report and documentation pertaining to these purchases for a period of three years for compliance review by P&C.

Staff of the Administrative and Facility Services of the North Carolina Community College System will review these semiannual reports, make an annual report to the State Board, and furnish P&C with a copy of this report.

E. Purchase of Non-Contract Items (Up to our Delegation)

Good purchasing practices mandate that the College seek competition for all purchases. Each College should establish its own written procedures for making small purchases where the **total order** is for \$5,000 or less. For these small purchases, telephone or e-quotes may be used to establish competitive prices. A written record of the telephone quotes or e-quotes should be kept in the file. For purchases of more than \$5,000, but not over our delegation, users must seek written competition (RFQ), but are not required to advertise. It is recommended that a minimum of three written quotations be obtained. If three quotations cannot be obtained, it is recommended that users place a note in the file explaining the circumstances. P&C or ITS, for IT products, must handle all purchases of non-contract supplies and equipment that exceed the College's delegation. **Orders may not be split to avoid the competitive bid process.**

F. Purchase of Non-Contract Items (Over our Delegation)

Requisitions to purchase non-contract items over our College delegation must be sent to P&C for procurement action. All bids are posted on the Interactive Purchasing System (IPS). Users are encouraged to register for the IPS system to have the capability to enter the requisition into the IPS directly, rather than requiring the assistance of staff from P&C. All bids are posted for ten business days. After competitive bids have been received through P&C, the bid package will be forwarded to the College for our review and recommendation for award. Upon receipt of the College's recommendation, P&C will request approval from the Board of Awards at its next meeting. **Orders may not be split to avoid the competitive bid process for orders exceeding the College's delegation.**

G. Purchase of Non-Contract Items, IT Related (Over our Delegation)

Requisitions to purchase non-contract items, **IT related**, over our delegation must be sent to the State IT Procurement Office for procurement action. All bids are posted on the Interactive Purchasing System (IPS). All bids are posted for ten business days. After competitive bids have been received by the IT Procurement Office, the packages are forwarded to the College for our review and recommendation for award. Upon receipt of the College's recommendation, IT will request approval from the Board of Awards at its next meeting. **Orders may not be split to avoid the competitive bid process for orders exceeding the College's delegation.**

H. Contractual Services (Including Consultant Services)

Under G.S. 115D-58.5(a) community Colleges are governed by P&C in the purchasing of supplies, equipment, and materials. There is no reference in the General Statutes as to how community Colleges are to acquire services. Given this lack of statutory authority, it is strongly recommended that each College establish its own written procedures for acquiring services and pattern those procedures after the same procedures for purchasing supplies, equipment, and materials per P&C Purchasing Manual, page 11, Section V. Community Colleges **do not** have to seek the approval of P&C to enter into service contracts.

I. Commodity Codes, Term Contracts, and other relevant information

P&C and ITS provide term contracts, commodity codes, and other purchasing information on their web sites.

J. Waiver of Competition:

Under certain conditions, and otherwise if deemed to be in the public interest, competition may be waived. Conditions permitting waiver include, but are not limited to, the following:

1. Cases where performance or price competition are not available;
2. Where a needed product or service is available from only one source of supply;
3. Where emergency or pressing need is indicated;
4. Where competition has been solicited but no satisfactory offers received;
5. Where standardization or compatibility is the overriding consideration;
6. Where a donation predicates the source of supply;
7. Where personal or particular professional services are required;
8. Where a particular medical product or service, or prosthetic appliance is needed;
9. Where a product or service is needed for the blind or severely disabled and there are overriding considerations for its use;
10. Where additional products or services are needed to complete an ongoing job or task;
11. Where products are bought for "over the counter" resale;
12. Where a particular product or service is desired for educational, training, experimental, developmental or research work;
13. Where equipment is already installed, connected and in service, and it is determined advantageous to purchase it;
14. Where items are subject to rapid price fluctuation or immediate acceptance;
15. Where there is evidence of resale price maintenance or other control of prices, lawful or unlawful, or collusion on the part of companies which thwarts normal competitive procedures;
16. Where the amount of the purchase is too small to justify soliciting competition or where a purchase is being made and a satisfactory price is available from a previous contract;
17. Where the requirement is for an authorized cooperative project with another governmental unit(s) or a charitable non-profit organization(s);
18. Where a used item(s) is available on short notice and subject to prior sale.

Although competition may be waived for proper cause, its use is required wherever practicable. Where waiver is contemplated, agencies may negotiate with a potential vendor(s) in an effort to acquire the quality of commodity, service or printing needed at the best possible price, delivery, terms and conditions, when the expenditure is less than their respective benchmark or delegation.. A solicitation document requesting or inviting an offer(s) shall be issued, including standard language, terms and conditions issued by P&C. Under an emergency or pressing need situation, a solicitation document requesting or inviting an offer(s) shall be issued by the agency, including standard language, terms and conditions issued by P&C, unless circumstances prohibit their use. Negotiations may also be conducted with a potential vendor(s) for contracts exceeding an agency's

benchmark or delegation, but are subject to the approval of P&C, except where otherwise permitted by rule.

If the dollar value of an agency contract exceeds ten thousand dollars (\$10,000), but is less than the agency's delegation, and the agency contemplates waiver of competition, then prior review by the Division is required, except where it qualifies as an emergency and time does not permit prior review. If the dollar value of a contract exceeds ten thousand dollars (\$10,000), but is less than the College's delegation, and the College contemplates waiver of competition, then prior review by the Division may be requested by the College. The agency shall, or the College may, submit their request for this review via a requisition (or in some other acceptable format), which shall include a description of the requirement, the amount of the expenditure, the recommended vendor, and the justification for the waiver; and shall provide any additional documentation and justification deemed necessary by the SPO for conducting a thorough review.

K. Exemptions:

1. It is not mandatory for the items and services listed below to be purchased through P&C.
 - a. published material produced by others, such as newspapers, magazines, pamphlets, manuscripts, and books. Also maps, charts, globes, film, filmstrips and recordings (including tapes).
 - b. services provided by individuals by direct employment contracts with the state;
 - c. public utility services (gas, water and electricity);
 - d. services provided which are subject to published tariff rates as established by the State Utilities Commission;
 - e. services which are merely incidental to the purchase of supplies, materials or equipment such as installation services;
 - f. contracts for construction of and structural changes to public buildings;
 - g. personal services provided by a professional individual (person) on a temporary or occasional basis, including (by way of illustration, not limitation) those provided by a doctor, dentist, attorney, architect, professional engineer, scientist or performer of the fine arts and similar professions; the exemption applies only if the individual is using his/her professional skills to perform a professional task; a personal service may also be a consulting service;
 - h. services provided directly by an agency of the state, federal or local government, or their employees when performing the service as a part of their normal governmental function.
2. In addition to products and services exempted by Statute, the SPO may exempt other products and services from purchase through P&C provided that the SPO makes findings:
 - a. that competition will not enhance the price that the State would receive for the product or service; and,
 - b. that competition will not enhance the quality of the product or service that the State would receive.

L. Purchase of Vehicles

1. For Administrative Use

In accordance with the provisions of G.S. 115D-32, local (non-state) funds shall be used for the purchase of automobiles, buses, trucks, and other motor vehicles **for administrative use**. These vehicles will be titled to the College's Board of Trustees and should be issued silver and black permanent tags and must be carried on the fixed assets inventory list. **They will not be insured by the state's fleet liability plan.**

2. For Instructional Use

Vehicles to be used for instructional purposes, such as for Basic Law Enforcement Training (BLET), may be purchased from state equipment funds and must be carried on the fixed assets inventory list. Vehicles purchased with state funds are state owned and as such, **MUST BE TITLED TO THE "STATE BOARD OF COMMUNITY COLLEGES."** When titling vehicles purchased with state equipment funds, the College should list the purchaser as the "State Board of Community Colleges – 876" and use the System Office address, (5013 Mail Service Center, Raleigh, NC 27699-5013). **The College should show Sampson County on the application for title; not WAKE COUNTY.** It should be noted that if the vehicle is registered in Wake County, the vehicle will be subject to emission testing and local personal county taxes. The College should remind the local Division of Motor Vehicles (DMV) licensing agent that this is a state-owned vehicle, and must have the yellow and black permanent tags. Many of the local DMV offices do not have the yellow plates and will have to order them from the Raleigh or Charlotte offices.

FOR YOUR INFORMATION: Incidental use of state-owned vehicles for instructional faculty is permitted e.g. BLET instructors using the vehicle to attend a BLET conference.

Vehicles that are donated to the College, and are to be used for instructional purposes, **may** also be titled to the State Board, issued State tags, and carried under the State Liability plan.

When the North Carolina Community College System Office receives the title and registration card, the title will be held in the System Office files and the registration card will be forwarded to the College. If the College fails to title a vehicle correctly the first time, the College may have to pay the 3% highway use tax a second time when the title is corrected.

The College should list all state-owned vehicles in the annual insurance survey conducted by the Department of Insurance. These vehicles will then be insured under the State's fleet liability policy and the College will be invoiced. The State's basic fleet liability insurance policy is only for liability insurance. If the College decides to add collision and

Contract supply items can be found on the state contract website at <http://www.doa.state.nc.us/pandc>. Click quick reference links. Under statewide contracts you can look items up by alphabetical or numerical listings.

Non-contract supply items costing less than \$2,500 may be purchased without bids. The Purchasing Department reserves the right to check for lower prices if the cost seems unreasonable.

Non-contract supply items costing from \$2,500-\$4,999 may be purchased after receiving three telephone bids. The requester will submit a requisition for approval with the attached telephone bids.

Non-contract supply items costing from \$5,000-\$9,999 must be submitted to purchasing on an approved requisition requesting bids without a vendor name or dollar amount. The requester should attach a note to the requisition with an estimated cost. The item description must be as detailed as possible. Purchasing will submit an E-Quote. Once the quotes are received purchasing will notify the requester. The requester will then make their written recommendation and complete the vendor name and dollar amount on the requisition. All quotes will be attached to the requisition.

Non-contract supply items exceeding \$9,999 must be bid by the North Carolina Division of Purchase and Contract. The requester must submit an approved requisition to purchasing without a vendor name or dollar amount. The requester should attach a note to the requisition with an estimated cost. The item description must be as detailed as possible. Purchasing will submit the information to the North Carolina Division of Purchase and Contract for bidding. This process normally takes three to four weeks. Once the quotes are received purchasing will notify the requester. The requester will then make their written recommendation. Purchasing will submit the recommendation to the North Carolina Division of Purchase and Contract. Purchasing will notify the requester when approval is received. The requester will complete the vendor name and dollar amount on the requisition. Quotes will be attached to the requisition.

EQUIPMENT PURCHASES

Contract equipment items can be found on the state contract at <http://www.doa.state.nc.us/pandc> Click quick reference links. Under statewide contracts you can look them by Alphabetical or Numerical listing.

Non-contract equipment items costing less than \$2,500 may be purchased without bids. The Purchasing Department reserves the right to check for lower prices if the cost seems unreasonable.

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III. REQUISITION AND PURCHASE ORDER PROCEDURES

To begin the process of ordering supplies, equipment, printing or other services a College employee must first complete a requisition. The requisition must be filled out completely. A properly and thoroughly prepared requisition will move through the system much faster than one that is incomplete and has to be returned for corrections.

A. INSTRUCTIONS FOR COMPLETING A REQUISITION

1. **DATE OF REQUISITION:** The date you are initiating the requisition.
2. **PURCHASE ORDER NUMBER:** Leave blank. This will be entered by the purchasing agent when the purchase order number is assigned by the computer.
3. **VENDOR NUMBER:** Leave blank.
4. **DATE:** The date the requisition is prepared.
5. **TERMS:** Leave blank.
6. **CERTIFICATION, BID OR QUOTE NUMBER:** Enter the state contract number if applicable. Each state contract has a certification number. The number can be found near the top of the page on all state contracts. If it is a state contract number, the number should be filled in by the person preparing the requisition. When written quotes are obtained by the Purchasing Department, the bid or quote number will be filled in by the Purchasing Department.
7. **REQUISITION NUMBER:** Leave blank. This will be entered by the purchasing agent when the requisition number is assigned by the computer.
8. **VENDOR NAME, STREET, CITY, and ZIP:** This information should be complete including zip code. If this is for a BID or a QUOTE, please enter BID or QUOTE as vendor. If the items being requested are not on state contract and

you estimate the total cost of items on the requisition to be more than \$5,000, attach the name, address, and contract person of three firms you would like to receive quotes from. If you estimate the cost to be less than \$5,000, list the name and address of one vendor from whom the item(s) may be purchased. The Purchasing Agent will seek quotes from additional vendors when it is advantageous to do so.

9. ACCOUNT CODE (S): Enter the general ledger account code that the item(s) you are ordering will be charged to. If more than one code will be used indicate the line item number beside the code.

10. DEPARTMENT: Name of department for which items/services are being requested.

11. ITEM NUMBER: Number the line items consecutively beginning with "1".

12. QUANTITY: Enter the number of items you want to order.

13. UNIT: Indicate how an item is packaged such as: ea., cs., dz.

14. COMMODITY NUMBER: Commodity numbers can be found at www.doa.stae.nc.us/PandC/. Click on Quick Reference Link. If you have any questions contact the purchasing agent at ext. 2047.

15. DESCRIPTION: Please give a complete description here. The purpose of the description is to tell the Purchasing Department what you want to order. In addition to stating what the item is, give any other information that will further describe the item, such as model number, size, color, weight, class, stock number, catalog number, make and model of the equipment the item is to be used with, etc..

16. UNIT COST: Enter the unit cost of the item you are ordering.

17. TOTAL COST: Enter the total cost of the items you are ordering. (unit price x quantity)

18. ORDER SUBTOTAL: Enter the total of all the items in the total cost column. Add any shipping and handling costs.

19. SALES TAX: Calculate the sales tax by multiplying the order subtotal by 7%. Then add the sales tax and get a grand total for the requisition. Out of state vendors often do not charge NC sales tax; however, the College will have to pay the tax from your budget if it is not included with the invoice.

20. ORDER TOTAL: Add the order subtotal and the tax.

21. REQUESTED BY/DATE: The employee completing the requisition must sign and date it.

22. APPROVAL, DIVISION HEAD/DEAN/VP/PRESIDENT/DATE: The requisition must be submitted through the chain of command and signed and dated by the appropriate Department Chair, Dean, Vice President and/or President.

23. The requisition is then forward to the Business Office and placed in the Requisition Box on the counter.

24. The Purchasing Agent reviews requisitions for accuracy and initials them at the top, verifying that the requisition is ready to purchase or bid, following State and College purchasing procedures.

25. The Purchasing Agent forwards the requisitions to the Director of Budgeting and Internal Controls and the Vice President of Finance & Administration for final approval.

The Requisition Form

The employee that requested the item will keep the pink copy of the requisition for their records. When the purchase order has been created the purchasing agent will send the employee the yellow copy of the requisition with the purchase order number.

REQUISITION/PURCHASE ORDER PROCESS

- Faculty/Staff member fills out requisition. Keeps pink copy.
- Approval by Department Chair/Program Director with initials.
- Approval by Dean and/or VP with signature and date.
- Purchasing Agent checks budget code and proper purchasing procedures for each individual requisition.
- Approval by Director of Budgeting and Internal Controls and the VP of Finance with signature and date.
- The requisition is then returned to the Purchasing Office for entering into computer and printing out purchase orders. The orders are submitted electronically through the E-procurement System.
- Purchasing Department keeps Receiving, Accounting and Purchase and Contract copies of purchase order, and then sends Department copy to originator.
- When the purchase order has been created, the purchasing agent will send the employee who completed the requisition the yellow copy of the requisition with the purchase order number on it. The employee then knows that their order has been processed.
- When goods are received, they are checked against purchase order, and if correct, routed to the person placing the order. If major equipment, equipment bar code is attached by the Equipment Coordinator. The signed purchase order is routed to the purchasing agent who receives the items in Colleague. The purchase order is date stamped received and routed to Accounts Payable for payment upon receipt of invoice(s).



P.O. BOX 318
 CLINTON, NORTH CAROLINA 28329
 (910) 592-8081
 (910) 592-8048 FAX

PURCHASE ORDER
 NO. **P0010056**

J-1059698

Please Enter Our Order As Follows (For Immediate Shipment via cheapest way unless otherwise specified.)
 DO NOT SHIP COLLECT. Subject to terms on back.

AGENCY NO.	VENDOR NO.	TERMS	DATE	CERT., BID OR QUOTE NO.	FOB	REQUISITION NO.
68760000	0075383	Net 30 Day	03/14/11	C-645A	Destinatio	0010088

Mac Papers-Raleigh
 3405 Page Rd
 Morrisville NC 27560

IMPORTANT BILLING INSTRUCTIONS

The above purchase order number must appear on all invoices, correspondence, shipping documents and containers. ALL SHIPMENTS MUST BE PREPAID. North Carolina tax is required where applicable. See reverse side for additional instructions.

If this box is checked, the items are for resale and sales and use tax should not be charged. (Tax registration No. 702-9-082-05179.)

Delivery Date:

SHIP: SHIPPING AND RECEIVING
 Highway 24 West
 Clinton, NC 28328

CHARGE TO: BUSINESS OFFICE
 Sampson Community College
 P.O. Box 318
 Clinton, NC 28329

Attn: _____

ITEM NO.	QUANTITY	UNIT	COMMODITY NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	15	CT	64521	Paper, Dual Purpose, Copy, 30% PC content, Husky Xerographic, 8 1/2 x 11, 20 lb, Recycled, 10 Rms/ctn 11_321_97_523000_53502	29.4100	441.15
2	15	CT	64521	Paper, Dual Purpose, Copy, 30% PC content, Husky Xerographic, 8 1/2 x 11, 20 lb, Recycled, 10 Rms/ctn 11_220_97_523000_52203	29.4100	441.15

SHIP VIA: Best Way

ORIGINAL PREPAID TRANSPORTATION RECEIPT MUST BE ATTACHED TO INVOICES BEFORE THEY WILL BE APPROVED FOR PAYMENT.
 REVERSE SIDE FOR ADDITIONAL INSTRUCTIONS.

INVENTORY INFORMATION

Bldg. Dept. Category

ORDER SUB TOTAL	882.30
SALES TAX	70.58
ORDER TOTAL	952.88

NUMERICAL COPY

"An Equal Opportunity / Affirmative Action Employer"

 AUTHORIZED SIGNATURE

 AUTHORIZED SIGNATURE

EMERGENCY AND PRESSING NEEDS:

An agency may make purchases of commodities, printing or services in the open market in cases of emergency or pressing need. For this purpose, a pressing need is one arising from unforeseen causes, including but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work; while emergencies are defined as situations which endanger lives, property or the continuation of a vital program and which can be rectified only by immediate on-the-spot purchases or rental of commodities, printing or services.

Agencies may negotiate with a potential vendor(s) in an effort to acquire the quality of commodity, service or printing needed at the best possible price, delivery, terms and conditions. A solicitation document requesting or inviting an offer(s) shall be issued, including standard language, terms and conditions issued by P&C, unless circumstances prohibit their use.

When emergency or pressing need action is necessary, and the expenditure is over the agency's benchmark or delegation, prior approval shall be obtained from P&C if time permits.

If the expenditure is over \$10,000 for agencies (regardless of their delegation), or over the College's benchmark, an explanation of the emergency or pressing need purchase shall be reported in writing to P&C. P&C shall report such purchases of commodities and printing to the Board of Award as a matter of record.

UNAUTHORIZED PURCHASING:

College employees may be held personally responsible for unauthorized purchases. In all cases, applicable legal requirements, good purchasing practices and all procedures as specified in the SCC Purchasing Manual are to be followed.

THINGS TO REMEMBER WHEN SUBMITTING REQUISITIONS

- Fill in complete and correct Budget Code. If correct budget code is unknown, please contact the Director of Budgeting and Internal Controls or Vice President of Finance & Administration for assistance.
- Add NC sales tax to all items except:
 - (1) Subscriptions
 - (2) Memberships
 - (3) Labor
- All memberships must spell out on the application form or invoices: **Institutional Membership**. No individual memberships are allowed to be

paid from College funds.

- Keep all copies of requisitions and purchase orders for future reference. When inquiring about an order status, give the P.O. number as indicated in the upper right hand corner. The department copy of PO's should be used to determine the value of your supply inventory at the end of the fiscal year.
- Write legible or have requisition typed.
- Check quantity and unit price and totals.
- Orders are not to be submitted verbally without a purchase order or an emergency purchase order number. If an item is an emergency, clear the purchase with your Dean/VP and call the Purchasing Department for an emergency P.O. number. Complete your requisition as normal, marking it as confirmed and showing the emergency P.O. number.
- If an item or items are received directly by you through the mail, notify the Purchasing and Receiving Department at once with the purchase order number and date of receipt. These items cannot be paid unless Purchasing and Receiving is notified.
- The appropriate supervisors including the appropriate department chair, division chair, dean and vice president sign the requisition before forwarding the requisition to the Business Office. The Director of Budgeting and Internal Controls signs the requisitions and checks for coding, and the Vice President of Finance & Administration is the final approval for all requisitions for supplies and equipment.

PURCHASE OF FURNITURE

Furniture (desks, chairs, bookcases, lounge, computer and library) is included on state term contracts. Go to www.pandc.nc.gov/ to view these contracts.

PURCHASE OF CARPETING

State Term Contract 360A includes the carpet, installation, cove molding, removal and disposal of carpet and other additives that may be needed for carpet. All carpet should be in compliance with North Carolina Specifications. A Quality Assurance Inspection by the Division of Purchase and Contract must be completed when the cost exceeds \$2,500.00 as specified in the term contract.

MOTOR VEHICLE ACQUISITION

Motor Vehicles are found on State Term Contract C-070G.

QUALIFIED PRODUCTS LIST

There is a Qualified Products List (<http://www.pandc.nc.gov/qplist.asp>) available to use as a guide when the item you are wanting to purchase is not listed on a state term contract.

TRADE-IN ALLOWANCES

Under some conditions for some types of items it may be more advantageous to the State to seek to trade in used property against the purchase of a replacement. Before an agency makes any final decision to trade in an item, the State Surplus Property Office shall be contacted for guidance.

Where an agency solicits competition for the purchase of a new item and it appears that a trade-in may be advantageous, the solicitation shall contain a provision requesting that a trade-in allowance be offered and prior approval by the State Surplus Property Office is required.

In the disposition of State surplus property, the State Surplus Property Office gives first priority to transfer to other agencies of the State. Second priority is given to transfer to political subdivisions and qualified non-profit organizations within the State. Property thus transferred must be for the use of the recipient agency, political subdivision or qualified non-profit organization with title being in such agency, unit or organization. In making transfers, the price shall be one mutually agreeable to the owning agency and the recipient and approved by the State Surplus Property Office as being a fair market price based where possible on previous sales of similar products in the open market. State surplus property transferred to any political subdivision or non-profit organization must be retained by the unit or organization not less than 12 months before disposal, unless the property becomes unusable for the purpose intended.

PURCHASES FROM THE COLLEGE BOOKSTORE

Employees should complete a requisition and get approval before they pick up any item in the Campus Store. The same rules and delegations would be followed if they were purchasing from any vendor.

Remember, if you make a purchase without a purchase order or emergency purchase order number, you may be held personally liable for this purchase.

PURCHASE OF USED ITEMS:

If it appears that the acquisition of used equipment, materials or supplies is

in the public interest, competitive procedures shall be followed wherever feasible.

The solicitation document may or may not include a request for prices on like new products, but in either case acquisition may be made on the basis of that which is considered most advantageous for the intended purpose.

BLANKET PURCHASE ORDERS

Employees should complete a requisition for blanket orders. All blanket orders must have a start date at the beginning of the fiscal year 7/01/XX and an expiration date of 6/30/XX, end of the fiscal year.

The requisitioner should determine the dollar amount needed for the year. If the total is over \$5,000, the Purchasing Department will get formal, written bids.

All blankets should list names of employees eligible to make purchases from the blanket order.

PURCHASE OF EQUIPMENT

Equipment items with a net cost (price-discount+tax+freight) of \$500 or less per unit should be purchased with supply funds unless the item is considered to be subject to “walking away”, i.e. TV, VCR. Equipment monies may also be used for furniture, equipment or high risk items costing between \$500-\$999.99 (including tax and freight) only if the monies are charged to minor equipment. (The final decision on this will rest with Administration.) Equipment items with a net cost (price-discount+tax+freight) exceeding \$1000 per unit must be purchased with equipment funds only.

Note: Before any equipment is moved (to another location, bid sale, storage), the Equipment Transfer Form must be completed which can be obtained from the Printing Technician/Equipment Coordinator.

PURCHASE-LEASE OF COPIERS

Copiers – Purchase, Rental and Maintenance can be found on State Term Contract C-600B, at www.doa.state.nc.us/PandC/.

PURCHASE OF COMPUTER SOFTWARE

Most computer software must be purchased from supply monies. The only exception is operational software necessary to run the computer may be purchased with equipment monies. Contact the Purchasing Department if you are unsure which fund to use.

PURCHASE OF AUDIO VISUAL SUPPLIES AND MATERIALS

Audio Visual items such as records, tapes, files, charts, maps, and exhibits may be purchased with supply funds or library book budget funds. Sets of anything are considered one item. Items in excess of \$10,000 must be approved by the Purchase and Contract Division.

ITEMS ORDERED FOR “PREVIEW” PURPOSES

A requisition must be filled out and approved for items to be ordered for preview. This requisition must show the terms for that company for previewing their materials. This can be done by notation on the requisition or a copy of the company’s preview policy stapled to the back of the requisition. On a preview requisition, the cost should show a zero “0”. If the decision is made to purchase the item(s) previewed, a second requisition must be completed showing the cost of the items(s). This must be done within the time frame of the preview policy of that particular company.

INSPECTION AND TESTING

In general, it is the responsibility of the agency to inspect all materials, supplies and equipment upon delivery to ensure compliance with the contract requirements and specifications. However, when the contract requires an inspection by P&C, it shall be conducted by a designee of P&C. When samples (ie. carpet) are required in response to a solicitation document issued by P&C, then P&C will review those samples and tests as appropriate. Samples shall not be sent directly to laboratories outside P&C or the agency unless authorized in writing by P&C.

For items requiring inspection by a P&C Quality Acceptance Representative, visit <http://www.doa.state.nc.us/PandC/qcinsp1.htm>. This list identifies only those items that routinely need an acceptance inspection by the Quality Acceptance Representative PRIOR to release of final payment. Inspection by a Quality Acceptance Representative shall be mandatory when the item costs \$10,000.00 or more.

COMPLAINT TO VENDOR

“Complaint to Vendor” form is used by state agencies and schools to inform vendors and the State of North Carolina Purchase and Contract Division of problems encountered with quality, service, or delivery of items ordered.

When a vendor repeatedly gives poor service and/or delivers merchandise that does not meet specifications to the extent that work is hampered,

forward your complaint to the Purchasing Department. The complaint must be in a written memo or letter form. Please make the complaint specific. The Purchasing Department will complete the complaint form from your memo or letter and forward it to the Purchase and Contract Division, or will take the appropriate action directly with the vendor. Departments are urged to make written complaints when justified to the Purchasing Department.

If a vendor receives an excessive number of complaints, Purchase and Contract may not consider this vendor as a supplier when new contracts are negotiated. The Purchasing Department may not consider purchasing from this vendor if there are other suppliers listed by P & C. This information is also retained and analyzed when sending future bid specifications.

CHANGES TO PURCHASE ORDERS

A purchase order written to a vendor by the Purchasing Department in response to an offer by the vendor and based on acceptable terms and conditions is a binding contract and cannot be broken by either party so long as both parties live up to the terms and conditions of the agreement. To break or cancel the contract requires the consent of both parties.

When a purchase order is not in accordance with the terms and conditions which are previously offered by the vendor, it does not become a binding contract until the purchase order is acknowledged and accepted by the vendor in writing. Changes to purchase orders already accepted by vendors must be requested by the Purchasing Department. Most vendors are willing to make reasonable changes to an order without penalty to the purchaser. Generally, only when a vendor may have expended funds for fabricating special equipment will a charge be assessed for changing or canceling an order.

Any department needing to make changes to an order should advise the Purchasing Department either in writing or by telephone. Changes such as terms and conditions, price cancellations, quantities, or substitutions must be done with the knowledge and approval of the Purchasing Department. The Purchasing Department may ask the department for written authorization before changes are to be made.

EXPEDITING, FOLLOW-UP, AND TRANSACTION INQUIRIES

When a purchase order is placed with a vendor, the Purchasing Department places a copy of the purchase order in an open order binder. If the vendor does not ship according to the estimated schedule, an inquiry is forwarded to the vendor by the Purchasing Department. When materials are not received according to the promised shipping schedule, requesting departments may ask the Purchasing Department to inquire about the status of the order.

POLICY ON RETURN OF MERCHANDISE TO VENDOR

The Purchasing Department must be contacted in all situations when it is necessary to return a purchase to a vendor. Merchandise should not be returned to a vendor for any cause until first contacting the Purchasing Department to determine that the vendor's permission and shipping instructions have been received. It is not the intent of this policy to discourage technical communication between the user and the vendor.

A memorandum to the Purchasing Department stating essential information is required. That essential information is:

1. Purchase Order Number
2. Vendor Name
3. Item Number on Purchase Order
4. Name of item to be returned
5. Quantity to be returned
6. Reason for return
7. Whether a replacement or a refund is to be requested

Since the return of merchandise can be for a number of reasons, such as in-warranty or out-of-warranty repairs, incorrect or defective materials, or over-shipment, the financial responsibility will depend on the reason for the return. Generally, when materials are returned as a result of an error by the vendor or because materials are defective, freight charges or other direct costs involved is the responsibility of the vendor. Otherwise, the department for which the return is being made must bear the cost involved. Most vendors will charge at least a 20% restocking charge when merchandise is returned as a result of an over-purchase or in the case of institution error.

CORRESPONDENCE WITH VENDORS

Following the transmittal of a purchase order to a vendor, all correspondence in connection with the fulfillment of the order or contract

must be handled by or with the knowledge and approval of the Purchasing Department. During correspondence between department and vendor, no terms and conditions of the order, including destination of shipment, may be changed; additional items may not be added to the order nor may any part of the order be cancelled. Any changes in an issued purchase order must be made by the Purchasing Department.

SOLICITATION BY SALESPEOPLE

State policy requires that supplies and materials be obtained from state contracts or by competitive bidding (except for certain small orders). Therefore, solicitation of business by salespeople is limited to the demonstration and discussion of products, prices, and services. Replies to vendor solicitation should question whether item is on state P & C and whether vendor is registered with state P & C. When conversation with salespeople leads to a purchase requisition, information obtained from the salesperson (i.e. prices, delivery, etc.) should be noted on your requisition, including the salesperson's name and the date information was obtained. It must be made clear to the salesperson(s) that no shipment is to be made until a formal purchase order is received by them or their company.

It is not permissible for a department to receive materials on consignment pending issuance of a confirming purchase order. Receipt of equipment for demonstration purposes is permissible provided there is no commitment or obligation to purchase the equipment. Liability for demonstration equipment must be borne by the vendor. Shipping charges, both to and from the College, are the vendor's responsibility.

It is recommended that all solicitation by telephone or in person be referred to the Purchasing Department.

PRODUCT AND SERVICE DEMONSTRATION BY VENDORS

Demonstration Requested by Vendor

From time to time vendors request that they be allowed to demonstrate a new product line or a new service. SCC does not prohibit this type of demonstration. However, since space in a building or in a parking lot must be provided, clearance must be obtained from the department chair of the department receiving the demonstration and the dean/vice president of that division.

Vendors are to direct any requests for demonstration to the Purchasing Department. If approved, the Purchasing Department will make arrangements for the demonstration (including setting a time, advising those departments

which might have an interest in the demonstration, and confirming with the vendor the arrangements that have been made.) The vendor will be responsible for all expenses incurred in the demonstration. The College will not accept any responsibility for the safety of the vendor's equipment beyond normal care and safety.

Demonstration Requested by Department

A more common type of demonstration is one that is requested by a department for a vendor to demonstrate a particular piece of equipment. In these instances, the arrangements are worked out between the requesting department and the vendor, with the knowledge of the Purchasing Department. All expenses incurred from these demonstrations are the responsibility of the vendor and the College will not accept any responsibility for the safety of the equipment beyond normal care and safety.

EVALUATION OF EQUIPMENT

The SCC Purchasing Department must be notified prior to any installation of supplier's equipment for the purpose of evaluation. This is required for the financial protection of the department and the institution.

If a supplier offers equipment to be installed for evaluation, the following criteria applies:

1. SCC is in no way obligated to purchase or lease the equipment after evaluation.
2. The department receiving the equipment for evaluation is not authorized, either expressed or implied, to commit SCC to purchase or lease the equipment after evaluation.
3. Equipment must be adequately identified as belonging to the supplier during the evaluation period.
4. Any evaluation contract, permission/release sheet, or receipt of goods slip must be reviewed, and if deemed appropriate, signed by the SCC Purchasing Department.
5. The supplier is responsible for all costs incurred prior to, during, and after the evaluation. Equipment insurance is the responsibility of the supplier. SCC assumes no liability for the equipment.
6. At the end of the evaluation period, the evaluating department is responsible for crating and shipping the equipment back to the supplier. The supplier is responsible for furnishing all crating/packing material and return freight charges.
7. Suppliers cannot use the name of SCC or the evaluation department of SCC in any advertisements or endorsements.

RECEIVING

All supplies, materials, and equipment being delivered to Sampson Community College will be received by Shipping & Receiving. Packages will be opened to verify contents and the condition of contents. Packages will then be delivered to the individual who made the request. Personal packages should not be delivered to the College. Questions concerning deliveries should be directed to Shipping and Receiving in the Bookstore.

REPAIR OF IN-WARRANTY EQUIPMENT

New equipment is normally warranted by the manufacturer for a period of time against faulty parts or workmanship. Such equipment is generally supplied with a warranty card which should be completed and returned to the manufacturer as soon as the equipment is received. (A copy should be kept with the file on the equipment.) Unless this warranty card is returned promptly, some manufacturers will not accept liability for the repair or replacement of the equipment. The manufacturer is legally responsible for replacement or repair only if the defective equipment is returned to an authorized repair center, freight prepaid. Sometimes only the defective part is replaced at no charge, and replacement labor costs may be charged to the customer.

A request for in-warranty service for all types of equipment should be referred to the vendor by the Purchasing Department. With your service request, furnish the number and date of the purchase order and the nature of the defect. The Purchasing Department will communicate with the vendor for instructions on handling the warranty repair. After shipping instructions have been obtained from the vendor, the Purchasing Department will be responsible for returning the equipment to the vendor. The vendor repairing/replacing the equipment will return it directly to the Purchasing Department.

REPAIR OF OUT-OF-WARRANTY EQUIPMENT

It is sometimes necessary to have highly technical equipment repaired by the vendor or other service agency. Excessive downtime for this type of equipment can be costly. If funds are available, consideration of carrying a service maintenance contract may be beneficial. Request for out-of-warranty service on equipment covered by a service contract are made directly to the service facility by the requesting departments.

Out-of-warranty repairs or service may be obtained in the following ways:

1. **Emergency Repairs**

When emergency repairs are necessary, upon verbal approval of the

dean/vice president of that division, and authorization of the Director of Budgeting and Internal Controls or the Vice President of Finance & Administration, the Purchasing Department may assign an emergency purchase order number for the repair request and authorize the requesting department to contact the service facility prior to submitting a requisition.

2. Non-Emergency Repairs

If repairs are not urgent, a requisition should be submitted showing an estimated cost of repair and, upon approval, a purchase order will be issued.

Requests for out-of-warranty repair that must be returned to the manufacturer or supplier must be submitted on a requisition form, describing the nature of the repair/problem and indicating the name of the supplier. The equipment to be returned for repairs should be sent to the company by Shipping & Receiving in accordance with their shipping instructions. The Purchasing Department will obtain shipping instructions and an estimate of the cost. A second requisition showing the repair estimate must be submitted for approval.

PURCHASE OF FUEL

When a fleet vehicle is signed out for use, a gas card (with a pin number) will be given. It will also ask for the odometer reading on the vehicle. The receipt should be turned in to the Maintenance Office when the keys and gas card are returned.

SALES TAX

Sales Tax made payable to the North Carolina Department of Revenue shall be added to the cost of the item.

MAINTENANCE SERVICE CONTRACTS

Service or maintenance contracts are sometimes the most economical method for maintaining equipment. Specialized equipment is normally best maintained by the original manufacturer or their service agency. It is advisable to consider having this covered by a maintenance contract. Parts and supplies are not usually covered by the maintenance contract, but the savings on service calls and labor charges may make the lump sum payment for this type contract reasonable.

Service or maintenance contract is initiated by submitting a requisition through normal channels like you would a regular requisition for supplies and materials. Parts or supplies not covered by the maintenance contract

require a separate confirming requisition. When equipment is covered by a maintenance contract, service may be requested by the using department directly to the service agency.

Sampson Community College

P. O. Box 318

Clinton, NC 28329

910-592-8081 (Phone)

910-592-8048 (Fax)

Re: NORTH CAROLINA E-PROCUREMENT SYSTEM

The College is an active participant in the North Carolina E-Procurement System and we are encouraging our vendors to register with the State to ensure receipt of future purchase orders. Our goal is to use the system at 100% capacity.

Please log on to the NC at Your Service web site for instructions on how to register your company. The website is:

<http://vendor.ncgov.com>

or you may reach a representative at 888-211-7440 who will assist you with your registration.

In the future, we will not be able to create a purchase order to your company if you are not registered. We look forward to conducting business with you. If we can be of any assistance in your registration process please do not hesitate to contact Karen Sadvary at SCC at 910-592-8081 (Extension 2047), ksadvary@sampsoncc.edu

PERSONNEL POLICIES AND PROCEDURES

SAMPSON COMMUNITY COLLEGE



**PERSONNEL POLICIES
AND
PROCEDURES MANUAL**

August 2012

The following policies and procedures were developed to guide the College in the recruitment and selection of staff and faculty. If any of the policies and procedures within this manual are in conflict with state or federal law, these policies are inapplicable.

PERSONNEL POLICIES AND PROCEDURES MANUAL
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PERSONNEL POLICIES AND PROCEDURES MANUAL

I. Policies and Responsibilities

A. Institutional Statement on Diversity, Veteran's Preference Policy, and Any Applicable Federal and State Laws

Diversity. Sampson Community College and its Board of Trustees are committed to creating and maintaining a quality educational environment that promotes and supports a student body, faculty, staff, and administration that is multicultural, diverse and reflective of our student body and community population.

Veteran's Preference Policy. Consistent with the policy of the State of North Carolina and the requirements of NCGS 128-15, and in recognition of the sacrifices made by veterans and their families on behalf of the nation, the College will extend preference for employment to veterans and veteran's spouses when the veteran or veteran's spouse is determined, by and through the application, interview, and other hiring processes to be equally or better qualified than all other candidates who applied for the position. This preference applies to selection for initial employment with the College and extends to other employment events including hiring, promotion, reassignment, and horizontal transfer to other positions within the College.

For purposes of this policy, the following shall apply:

- (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.

B. Responsibility for Personnel

Trustees Authority. Pursuant to NCGS 115D-20(2), the Trustees of Sampson Community College are authorized to employ all personnel of the College upon nomination by the President subject to standards established by the State Board of Community Colleges except for the President who must be approved by the State Board. The Board of Trustees authorizes the President to make conditional

offers of employment and to establish terms of employment for all employees subject to the Board of Trustees' review and ratification at their next meeting. All offers of employment, with the exception of those outlined below, shall be considered conditional until ratified by the Board of Trustees.

Powers of the President. Pursuant to NCGS 115D-20(2), The Trustees of Sampson Community College delegate to the President the authority to employ all personnel appointed to temporary or **adjunct**/part-time positions and full-time plant operations personnel.

C. Office of Personnel

The responsibility for the maintenance and processing of employment application material is given to the Personnel Office. The Personnel Office coordinates the personnel function between the division heads and the President. The Personnel Office is not directly involved in the selection or ranking of applicants for employment. Inquiries for employment should be directed to the Personnel Office.

D. Standards of Employment

The President is delegated the authority to set and maintain proper standards for educational or experiential preparation for positions within the College. These standards shall meet or exceed those established by the North Carolina State Board of Community Colleges, the Southern Association of Colleges and Schools Commission on Colleges, or other appropriate regulatory or accrediting agencies. These requirements, when applicable, are set forth in the Sampson Community College Staff Handbook. Positions which are not covered by the accreditation standards are regulated by standards established by the President and appropriate dean(s)/ or vice president(s).

E. Personnel Committee

The College's Personnel Committee is responsible for the periodic review of the recruitment, selection, and employment procedures for staff and faculty. The committee will be chaired by the Vice President of Administration. The committee meets as called by the Chair, but meets at least annually for the conduct of business. The committee will review the College's existing employment practices pertaining to the advertising, recruitment, and selection of all staff, and make recommendations to the administration for changes in personnel procedures.

II. Applications for Employment

Procedures for Unsolicited Applications

The College receives a daily influx of applications for employment for which no present employment vacancy is available. Applicants are advised of job postings on the College's website (www.sampsoncc.edu), the North Carolina Community College System's website (www.nccommunityColleges.edu) and advertising in various newspapers. Applicants interested in **adjunct** employment are directed to the Evening Director.

Procedures for Solicited Full-time Applications

The Personnel Office requests applications for employment upon notification by the President that a vacancy for employment exists. After receiving the notification, the appropriate dean or vice president will forward a brief statement to the Personnel Office detailing (1) position title,

(2) minimum qualifications, (4) the date of appointment, and (5) a brief job description.

The Personnel Office will then initiate a request for applications procedure consisting of advertising in accordance with procedures set forth in IV below.

III. Application Packet for Full-time Employment

A. Full-time Employment

The Personnel Office requires the following forms and information of applicants:

1. A completed College application (SCC-PFA1).
 - *2. A professional resume or curriculum vitae.
 - *3. Transcript(s) of the applicant's degree work and/or transcript(s) of work and/or transcript(s) of work attempted toward a degree.
- * 2 and 3 are not necessary for plant operations positions.

No application will be considered for employment unless

- (1) the application package is complete, or
- (2) the applicant provides acceptable reasons to the Personnel Office for the temporary waiver of transcripts and other required documentation. It is the responsibility of the applicant to ensure that all materials are forwarded and completed by the deadline.

B. Part-time Employment

The College employs part-time staff and faculty to fill positions or to meet special needs. The time available for the review, screening, and interviewing of applicants for these positions has historically been limited. For this reason, the College attempts to maintain complete application packages for those individuals whose services may be needed within a reasonable period of time. The responsibility for the selection of all part-time staff and **adjunct** faculty in their respective areas rests with the division head of these areas or their designee.

IV. Advertising

Sampson Community College strives to provide statewide notice of employment opportunities for full-time professional positions via the North Carolina Community College System's web site (www.nccommunitycolleges.edu) as well as the College's web site (www.sampsoncc.edu). This coverage will achieve a balanced applicant pool representative of the labor market within North Carolina. The following procedures outline the College's advertising commitment to positions as noted in each category. All full-time vacancies will be placed on the College's website at www.sampsoncc.edu.

A. Media for advertising

1. Professional Full-time Positions

- a. Newspapers
 - (1) The News and Observer, Raleigh, North Carolina; 1 day (Sunday).
 - (2) The Fayetteville Observer, Fayetteville, North Carolina; 1 day (Sunday)
 - (3) Greater Diversity, Wilmington, North Carolina; in their weekly publication.
 - (4) The Sampson Independent, Clinton, North Carolina; 1 day (Sunday).

- b. North Carolina Community College System's Office of Personnel Services website (www.nccommunityColleges.edu).
- c. College's website (www.sampsoncc.edu)
- d. Employment Security Commission of North Carolina.
- e. Additional targeted advertisement will be conducted as deemed appropriate.

2. Office Personnel, Full-time Positions

- a. The Sampson Independent, Clinton, North Carolina; 1 day (Sunday).
- b. The Employment Security Commission.
- c. Additional advertisement will be conducted as deemed appropriate.
- d. College's website (www.sampsoncc.edu).

3. Part-time Positions

These positions will be advertised on an as needed basis. Part-time vacancies will be placed on the College's website if requested by a senior administrator.

- a. The Sampson Independent, Clinton, North Carolina; 1 day (Sunday).
- b. The Fayetteville Observer, Fayetteville, North Carolina; 1 day (Sunday).

B. Exigency Needs and Temporary Appointment

The replacement of staff and faculty members when adequate notice is not received presents exigency needs for the Personnel Office. Such instances may arise due to the disability of an employee or other prevailing circumstances. If, in the opinion of the President, such an exigency need has arisen, the College will proceed to fill the position with temporary appointments as soon as practical. Advertising requirements may be suspended or abbreviated due to institutional needs.

Temporary appointments are, on occasion, necessary to reduce staff work overload or address special assignments or tasks. In such instances, the President may extend a temporary offer of employment to an individual(s) without initiating any advertising or invoking any other policies or procedures within this manual. Such employment contracts may be extended for a period of one semester or until the special conditions necessitating the temporary hire have ended.

C. Length of Opening

The procedures listed in A and B outline the minimum advertisement for position vacancies. Senior administrators who desire further efforts should notify the Personnel Office as soon as possible. All professional positions will remain open until filled. On occasion it may be necessary to re-advertise the position due to a lack of an adequate application pool. Office personnel positions will remain open for two weeks unless waived by the President. Administrators who wish to extend this period should notify the Personnel Office of their intentions.

D. Use of an Applicant Pool for Multiple Positions

In the event two or more nonprofessional positions with similar employment classifications are vacant simultaneously or consecutively within a six (6) month period, the College reserves the right to consider only those active applications filed within the past six (6) months. In the event the applicant pool fails to contain acceptable applicants, the position will be advertised. All

selections from the applicant pool will be made in accordance with the remaining procedures set forth in the manual. Nothing in this policy will be construed to restrict the College to the existing applicant pool if a further search is deemed necessary.

E. Other Staffing Procedures

The Board of Trustees delegates authority to the President for maintaining the administrative and instructional organization, developing the operations of the College, and formulating duties and responsibilities of all personnel of the College, as referenced in the Operating Manual of the Board of Trustees of Sampson Community College.

In some instances, due to retirement, resignation, dismissal, or other personnel related actions or needs, the President may consider reorganization as a means of filling vacant positions. This procedure may be used when it is considered by the President to be in the best interest of the College.

The Personnel Office, upon the request of the President, may seek to fill a vacant position through in-house advertisement to faculty/staff to determine if there is any interest in the position. The length of advertisement for this procedure will be three days, except when extenuating circumstances exist which will not allow time for in-house advertisement.

The College may opt to change the employment status of part-time non-professional employees to full-time without advertising, when in the professional opinion of the President, after consultation with the appropriate supervisor(s); the part-time employee has done an exemplary job and has been trained for that particular position. This in no way precludes the College from seeking qualified applicants externally, if needed.

The goal of the College continues to be the promotion of qualified employees whenever vacancies occur, and to help ensure that qualified employees are given fair opportunities for upward mobility.

V. Screening of Applicants

A. EEO/Affirmative Action Information

Applications that are completed in accordance with the above procedures by the published deadline will be compiled by the Personnel Office and presented to the Screening Committee. These applications will be void of EEO tear off which will be tabulated and filed in the Personnel Office before applications are reviewed. Applications should not leave the President's Division unless the Personnel Officer deems it to be necessary.

B. Screening Committee

The screening of an applicant for employment will be performed through committees consisting of a senior administrator or their designee, and three or more faculty/staff members appointed by the President to include a minority and a female representative. The Chair will be appointed by the President. For first-line administrative positions, a committee will consist of personnel as appointed by the President and chaired by designated faculty/staff members. Committee members should not serve as references for applicants under consideration.

Employees are ineligible to serve on screening committees if they are related to an applicant

within a given applicant pool or have other conflicts of interest.

If a member of a screening committee is unable to attend all interviews, the committee member should abstain from ranking the applicants.

C. Screening of Applicants

Screening Committee members are required to screen the completed applications before initiating interviews. Screening Committee members will review applications and select applicants to be interviewed. The committee may choose to interview all applicants who meet the stated qualifications or they may choose to interview only those applicants placed in the top ranking of the applicant pool.

D. Interviews

The interview process is considered a critical part of the pre-employment process. The interview process should be a structured, orderly process through which the screening committee gains essential information concerning the applicant's ability to perform the job responsibilities. It is important that each applicant interviewed be administered questions which are identical in their nature, scope, and format. For this reason, the Screening Committee Chair will prepare a series of written questions for response by each applicant to be interviewed. Care should be taken to ensure that these questions are phrased in a manner which is non-discriminatory. The Personnel Office will be consulted before the questions are administered to ensure that their wording is acceptable. A copy of all interview questions is to be forwarded to the Personnel Office prior to interviews. Each member of the screening committee will be given a copy of the questions before each applicant is interviewed. (Special Note: Clerical applicants interviewed who have not successfully completed appropriate course work in office applications beyond high school may be required to complete appropriate clerical tests. Applicants for professional positions will be required to conduct a teaching demonstration and complete a writing sample.)

E. Evaluation Forms

Evaluation Forms (SCC-PFA4) should be used by the screening committee and should be completed before proceeding with the next interview. These forms should be signed by members of the screening committee and returned to the Personnel Office upon completion of the hiring process.

F. Ranking of Applicants

Each member should rank the applicants in accordance with the responses to specific questions asked by the screening committee, evaluation forms, education, work experience and references. It is a prerogative of the screening committee or division head to refuse to recommend any of the applicants for employment, when, in their opinion, the applicant pool fails to provide an acceptable candidate.

When such circumstances arise, the Committee Chair should immediately notify the Personnel Office that the applicant pool is insufficient. Upon such notification, the Personnel Office will then reopen the position for further applications.

G. References by the Screening Committee Chair

Any individual applicant considered for final recommendation to the President shall have a minimum of two (2) reference calls or contacts with previous employers or co-workers, solicited by the College with information from these contacts documented using SCC-PFA5. These forms and/or letters of reference should be forwarded to the Personnel Office with the other information as detailed in Section H below. All references should be shared with the screening committee members.

H. Recommendation for Employment

If in the opinion of the Screening Committee an applicant is the most qualified for the position, the Chair will then forward a recommendation for the selection to the appropriate divisional administrator (dean, vice president) for approval before forwarding the selection to the President utilizing SCC-PFA2. Two (2) letters of reference, SCC Form PFA3, or PFA5 should be on file before employment may be offered. In the selection of first-line staff, the committee will submit the names of unranked applicants for selection by the President.

VI. Offer of Employment

A. Interview with the President

All applicants recommended for employment will be interviewed by the President unless waived by him. The President may, at his discretion, interview other applicants and make a final selection subject to subparagraph B below.

B. Offer of Employment

If the President concurs, he/she may proceed in making a formal offer of employment. Offers of employment will be extended in written form or by e-mail to the applicant. A response to the offer is required within ten (10) working days of the offer unless circumstances require shorter notice. Offers are considered void if not accepted within the time period.

C. Letter of Acceptance

All individuals seeking appointment must notify the President of their acceptance of the employment conditions by signing and returning the offer of employment.

VII. Unsuccessful Applicants

Upon notification from the President's Office that employment has been accepted by an individual, the Personnel Office will notify each unsuccessful applicant that the position has been offered and accepted by another individual. Individuals who apply for another position during a one-year period will have their file reactivated but may complete a new Application for Employment (SCC PFA-1).

VIII. Records Management

A. Privacy and Confidentiality of Records

Applicant data within the Personnel Office consigned to the divisional head is governed by state law as stated in the General Statutes of the State of North Carolina, Chapter 126, Article 7, The Privacy of State Employee Personnel Records. The Personnel Office and all those interacting with it are required to operate within the guidelines established by this legislation. At no time will there be a public disclosure of any information in the personnel files which is protected from public

disclosure by the General Statutes.

B. Right to Inquiry: Remedies for Objectionable Material

All applicants for employment have the right to inspect their application file in its entirety with the exception of (1) letters of reference submitted prior to employment or (2) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient. These files are open for inspection during normal working hours subject to the convenience of the Personnel Office.

Any applicant who objects to material in their file may place in their file a statement relating to the material they consider to be inaccurate or misleading. An applicant may seek the removal of the objectionable material through a written appeal to the President of the College.

C. Retention of Records by the Personnel Office

1. Application Package

Complete application packages for employment will remain active for one (1) year and retained for **two (2) additional years from their submission date**. These applications will be activated only when the Personnel Office is notified that the applicant desires to be considered for a particular position. All applicants requesting to reactivate an application package will be requested to complete a new standard College application. Applications will be destroyed after three (3) years.

The statistical tear off accompanying the standard employment application will be removed from all application packages prior to being forwarded to the Screening Committee for screening and selection. The Personnel Officer will place these tear offs in an envelope by position. A full compilation of this data will be placed on the front of the envelope, sealed and the Personnel Officer's signature affixed. These envelopes will be retained by the Personnel Office for three (3) years.

2. Screening Committee Materials

Questions, evaluation forms, and other materials used during the screening process are to be returned to the Personnel Office. Furthermore, each committee member is requested to rate applicants using SCC-PFA4. Both the questions and the evaluation forms should be returned to the Personnel Office. All materials will be retained for three (3) years

PERSONNEL FORMS

SCC-PFA1 [Application for Employment](#)

SCC-PFA2 [Recommendation for Employment](#)

SCC-PFA3 [References Form](#)

SCC-PFA4 [Evaluation Form for Job Applicant](#)

SCC-PFA5 [Phone Reference Form](#)

SAMPSON COMMUNITY COLLEGE

APPLICATION FOR EMPLOYMENT

Personnel Office
 P.O. Box 318
 Clinton, NC 28329-0318
 (910) 592-8081
 Personnel@sampson.cc.nc.us



Completed applications are to be forwarded to: Personnel Office, Sampson Community College, P.O. Box 318, Clinton, NC 28329-0318.
 This office can also help if you want to know more about employment opportunities at Sampson Community College.
 Please notify the Personnel Office if you need assistance in completing this application form.

PLEASE READ THESE INSTRUCTIONS BEFORE YOU BEGIN

SPECIAL ATTENTION: Applicants must furnish:

- (1) transcripts of coursework with official registrar's seal from applicant's graduate or undergraduate work.
- (2) completed professional resume.
- (3) completion of this application.

If you have questions concerning the nature of a particular position, this information may be obtained from the Personnel Office.

EDUCATION: The question Did You Graduate ("Grad?") must be answered "Yes" or "No."

Below "S/Q Hrs," list the hours of credit received and if they were semester (S) or quarter (Q) hours. For vocational school, give the number of classroom hours you attended.

WORK HISTORY: Begin with your most recent job. Include all paid employment as well as all military or volunteer work which you feel might help you in the job(s) for which you are applying. If you had different jobs for the same employer, describe each job separately. Describe in DETAIL what you did at each job, starting with your main duties. Give the percent of time you spent on each duty. A resume cannot be substituted for the work history, but may be attached as additional information. If you were a supervisor, describe the type of employees you supervised.

SIGNATURE OF APPLICANT: You must sign and date this application. *Unsigned Applications Will Not Be Processed.*

NOTICE: Sampson Community College hires only U. S. Citizens and Lawfully Authorized Alien Workers.

EQUAL OPPORTUNITY INFORMATION

Sampson Community College policy prohibits discrimination based on race, color, national origin, religion, sex, age, political belief, or handicap. (Absence of handicap is a bona fide qualification in a small number of jobs.) The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

SEX

1. Male
2. Female

ETHNIC GROUP

1. White (non-Hispanic)
2. Black (non-Hispanic)
3. Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
4. Asian (including Pacific Islander)
5. American Indian (including Alaskan Native)
6. Multi-racial

PLEASE DO NOT REMOVE

SAMPSON COMMUNITY COLLEGE

APPLICATION FOR EMPLOYMENT



Please Print or Type

Date of Application:

Last Name

First Name

Middle Name

Address (Street number and name)

City

County

State

Zip Code

Phone (Home or where you can be reached)

Business Phone

AVAILABILITY

Do you now work for the State of N.C.?

YES NO

Are you related by blood or marriage to any person now working for the State? YES NO

(If yes, give name, relationship to you and the agency where employed)

CHECK the types of work you will accept:

1. Permanent full-time
 2. Permanent part-time
 3. Temporary full-time
 4. Temporary part-time
 5. Any of the preceding
 6. Work Involving Travel

If you are not available for work now, enter the earliest date you could begin work (mo/day/yr): _____

Designate hours during the day in which you are unavailable for work: _____

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GBD College: 1 2 3 4 Graduate School: 1 2 3 4

Schools	Name and Location	Dates Attended	Grad?	S/O Hrs.	Maj./Min. Course Work	Type Degree
High School			Yes No			
College or University			Yes No			
Graduate or Professional			Yes No			
Other educational vocational school, internships, etc.			Yes No			

JOB APPLIED FOR

Enter the specific title for which you are applying:

Use this space to explain any answer.

References: Please list three (3) references. Include address and telephone number.

- (1) _____
- (2) _____
- (3) _____

List fields of work for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance:

If the job applied for calls for specific courses, indicate those courses taken and credits received:

SKILLS

CHECK the following skills, experiences, etc. which you have:

- | | | |
|--|---|--|
| <input type="checkbox"/> Driver's license | <input type="checkbox"/> Foreign language (specify) _____ | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Chauffeur's license | <input type="checkbox"/> Adding machine/calculator | <input type="checkbox"/> Legal transcription |
| <input type="checkbox"/> Car for use at work | <input type="checkbox"/> Typing (specify WPM) _____ | <input type="checkbox"/> Medical transcription |
| <input type="checkbox"/> Sign language | <input type="checkbox"/> Shorthand/speedwriting (specify WPM) _____ | <input type="checkbox"/> Braille skills |
| | | <input type="checkbox"/> Other _____ |

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) YES NO (if yes, explain fully on an additional sheet.)

WORK HISTORY (include volunteer experience) Use Additional Sheets if Necessary

Current or Last Employer _____ Address _____

Job Title _____ Supervisor's Name _____ No. Supervised by You _____

Date Employed (mo./yr.) _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____ Reason for Leaving _____ May We Contact Employer? YES NO

Date Separated (mo./yr.) _____ Duties _____

Full-time:
Years _____ Months _____

Part-time: _____ If part-time, number of hours worked per week:
Years _____ Months _____

Employer _____ Address _____

Job Title _____ Supervisor's Name _____ No. Supervised by You _____

Date Employed (mo./yr.) _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____ Reason for Leaving _____ May We Contact Employer? YES NO

Date Separated (mo./yr.) _____ Duties _____

Full-time:
Years _____ Months _____

Part-time: _____ If part-time, number of hours worked per week:
Years _____ Months _____

Employer _____ Address _____

Job Title _____ Supervisor's Name _____ No. Supervised by You _____

Date Employed (mo./yr.) _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____ Reason for Leaving _____ May We Contact Employer? YES NO

Date Separated (mo./yr.) _____ Duties _____

Full-time:
Years _____ Months _____

Part-time: _____ If part-time, number of hours worked per week:
Years _____ Months _____

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications. (Authority: G.S. 126-30, G.S. 14-122. 1).

Signature of Applicant (unsigned applications will not be processed)

Date

RECOMMENDATION FOR EMPLOYMENT

TO: President

Date: _____, 2_____

FROM: _____, Chair

A selection committee consisting of the following members:

has reviewed the applicant pool for the position of _____
After consideration of the committee's assessments, the committee
recommends _____ in the _____
division effective _____, 2_____.

TYPE OF EMPLOYMENT: _____ Provisional
_____ Probationary
_____ Temporary
_____ Annual

EDUCATION:

Secretarial/Clerical
____ Less than 1 year of preparation
____ 1 year of preparation
____ 2 years of preparation

Faculty or Faculty Assistant
____ Less than Baccalaureate
____ Baccalaureate
____ Masters
____ Masters plus 30
____ Masters plus 60
____ Doctorate

Period of Recommended Contractual Employment: _____, 2_____ to _____, 2_____

Recommended demand level _____

Estimated years of experience _____

Estimated salary: \$ _____ (Not to be quoted to prospective employee)

Special Conditions: _____

Submitted herewith are: _____ Application
_____ Transcript
_____ Two recommendations obtained by Dean
_____ Committee's Rating Forms
_____ Other

Explanation of Other

Vice President

SAMPSON COMMUNITY COLLEGE
P.O. Box 318 ~ Clinton, NC 28329
910-592-8081

Dear _____,

_____ has applied for the position of _____ at Sampson Community College. The College requires two professional references before an individual may be offered employment. The applicant has requested that you complete this form and return it within the enclosed envelope. We appreciate your taking the time to complete this form. The applicant has signed their waiver of rights to examine these references. All references will be kept confidential.

Sincerely,

Personnel Office

Enclosure

“An Equal Opportunity/Affirmative Active Employer”

PROFESSIONAL REFERENCE FOR EMPLOYMENT
SAMPSON COMMUNITY COLLEGE
CLINTON, NC 28328

I waive all rights to examine any references submitted to or furnished by Sampson Community College for the purpose of my employment or relating to me.

Applicant's Signature

NAME OF PERSON: _____

1. How long have you known this person? _____ years _____ months
2. Have you ever employed or supervised the work of this person? _____ yes _____ no
If the answer is yes, please answer the following:
 - a. Capacity employed or supervised _____
 - b. Were services satisfactory? _____ yes _____ no
 - c. Reason for termination? _____
 - d. Would you re-employ? _____ NA _____ yes _____ no
 - e. Work evaluation: _____ superior _____ above average
_____ average _____ below average _____ poor
3. Would you recommend this person for employment? _____ yes _____ no

PERSONAL CHARACTERISTICS:

1. Does this person accept responsibility and get along well with other people?
_____ yes _____ no

Please elaborate: _____

2. How would you evaluate this person's character? _____ outstanding _____ strong
_____ satisfactory _____ weak

3. Please give any other comments you feel are helpful in evaluating this person's application for employment. (Use reverse side if necessary.) _____

Signature of Respondent

**SAMPSON COMMUNITY COLLEGE
RATING FORM FOR JOB APPLICANT**

Applicant's Name: _____

Date: _____

Position: _____

	Well Above Average	Above Average	Average	Below Average	Well Below Average
--	-----------------------	------------------	---------	------------------	-----------------------

EDUCATION

1. Credit education in specific area of concentration					
2. Credit education in general field of concentration					
3. Job knowledge & skills					
4. Continued education in area of concentration					

EXPERIENCE

1. Directly related to position					
2. General					
3. Appropriateness to position					

COMMUNICATIONS

1. Verbal in interview					
2. Verbal in relation to position					
3. Written					

ADDITIONAL FACTORS TO CONSIDER

	Above Average	Average	Below Average
1. Poise			
2. Manner & attitude			
3. Confidence			
4. Motivation & ambition			
5. Creativity			
6. Assertiveness			

Applicant's Strengths for this Position: _____

Applicant's Weaknesses in Relation to this Position: _____

Overall Rating:	Outstanding	_____
	Very Good	_____
	Average	_____
	Fair	_____
	Unsatisfactory	_____

Is this applicant the best qualified for this position? YES _____ NO _____

COMMENTS: _____

Signature

**SAMPSON COMMUNITY COLLEGE TRAVEL, TRANSPORTATION,
AND ALLOWANCES**

The travel regulations listed in this section are required by the North Carolina Community College System and are a part of the Accounting Procedures Manual located on the NCCCS website at www.nccommunityColleges.edu. **These rates reference State funds; however, the College abides by these regulations for all funds administered by the College.**

Purpose of Regulations: Travel allowances for Sampson Community College employees (including members of the Board of Trustees and students)

College employees and members of boards of trustees who have their travel expenses reimbursed by the state are subject to the limitations contained in these regulations. Under no circumstances may duplicate reimbursement be made for any portion of an employee's non-state source.

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 unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official College business are prohibited.

Colleges may authorize credit cards and/or P-Cards for employees during travel on College business. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Employee misuse of College-issued credit cards and/or P-Cards is grounds for termination. **PLEASE NOTE THAT THE COLLEGE DOES NOT USE P-CARDS OR CREDIT CARDS AT THE PRESENT TIME.**

All travel is contingent upon the availability of funds in the proper budget line item.

General Information

Definition of Travel – All activities involving expenses for transportation, subsistence, or registration, which are authorized to be paid from state, federal, county, or institutional/special funds or which involve College vehicles for transportation.

Processing Travel Reimbursements and Advances

Travel forms for employees reporting directly to the President are reviewed and approved by the President. All other employees must submit their travel forms through the chain-of-command through the divisional dean/vice president/president.

All reimbursement forms are to be processed on a divisional basis on a summary form with the appropriate dean/vice president/president's signature certifying the completeness of the division's travel for the month, that proper account coding has been performed, and that vouchers are complete. These forms should be received by the 10th day of the month following the travel. Travel reimbursement documentation which is not attached or is improperly filed may not be reimbursed. All employees will be notified by the Business Office when travel checks are ready to be released.

Requests for travel advancements should be processed with the regular travel reimbursement requests when possible.

Forms

The forms that are to be completed for the SCC Overnight Request Form, the SCC Request for Travel Advancement, and the Travel Reimbursement Form are found by clicking on Shared Documents (I:drive): Administrative Folder; Templates Folder. Then click on the appropriate form as referenced in this paragraph. All forms should be signed by the appropriate chain of command.

Blanket Authorization

Blanket authorizations for travel by College employees who must routinely travel in the course of carrying out their official duties require the approval of the College President or his/her designee prior to departure.

Blanket Authorization for College Presidents Only:

G.S. 115-D-20(1) requires College Presidents to report to the College's Board of Trustees. Therefore, the College's Board of Trustees 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 College guidelines. In addition,

in the interest of fiscal responsibility, it is the Board's responsibility to examine the President's travel at their discretion. The President submits this request to the Board annually.

Blanket Authorization for Routine Travel for all Others, Excluding College Presidents:

A travel approval form necessary to conduct College business on a routine basis and to claim mileage reimbursement only must contain the following:

1. Name of the person traveling;
2. Destination(s) and purpose for travel as defined by the College – such as various site visits to monitor classes, nursing instructors commuting to local hospital(s) to conduct student clinical training, commuting to local banks to deposit daily College deposits, commuting between sites, etc.;
3. Dates of travel for example July 1, 201X – June 30, 201X;
4. Source of funding, and
5. Any other information necessary to justify traveling on a routine basis.

A blanket authorization form may be completed and approval secured annually. The blanket travel authorization must be approved prior to departure for all routine travel for which reimbursement is issued.

Travel Authorization – In-State Travel (Not Routine): All in-state travel by College or non-College employees on College business (including members of boards of trustees and students) must be approved in writing by the College President or his/her designee prior to departure. A College's President's travel must be secured and approved by the College's Board of Trustees prior to departure. The travel form is necessary to conduct College business that is not on a routine basis and claim mileage and/or per diem reimbursements. A travel authorization form must be completed and approved for all travel not covered under a Blanket Authorization (i.e. overnight trips, out-of-state travel, request for excess, etc.) and must contain the following:

1. Name of the person traveling;
2. Destination(s) and purpose for which the trip will be made;
3. Dates of travel;
4. Source of funding (including the department/unit);
5. Mileage and/or air fare, hotel, and/or registration fee costs, and any other information necessary to justify the trip must be attached/included with the authorization form.
6. Excess lodging request (if needed) with justification.

Remember that the travel authorization form must be approved for all trips prior to departure, regardless if traveling in a College owned or private owned vehicle by the College President or his/her designee.

In addition, written authorization must be secured in advance from the College President or his/her designee for the following:

- F. Excess Lodging
- G. Registration Fees

Authorization – Out-of-State Travel – All travel out-of-state but within the continental United States (specifically excluding Alaska and Hawaii) by College employees or non-College employees on College business (including members of the Board of Trustees and students) must be approved in writing by the College President and his/her designee prior to departure.

Authorization – Out of Country Travel - All travel out-of-country (including Alaska and Hawaii) by College employees or non-College employees on College business (including members of the Board of Trustees and students) must be approved in writing by the College President or his/her designee prior to departure. A College's President's travel must be secured and approved by the College's Board of Trustees prior to departure

Reimbursement Allowances: Expense for travel on official business by employees, students, and members of the Board of Trustees which operate from funds deposited with the State Treasurer shall be reimbursed, not to exceed the following rates as set forth by legislation:

Transportation - For transportation by privately-owned vehicles, the reimbursement rate shall not exceed the maximum rate established by the Internal Revenue Service (IRS) as the business standard mileage rate. A community College may establish a rate lower than the maximum as a result of the limited budget availability for travel. Reimbursement rates must be approved and adopted by the College's Board of Trustees. NOTE: The Sampson Community College Board of Trustees has adopted the IRS rate for reimbursement of transportation mileage. Currently, the IRS established rate is 55.5 cents per mile.

For College-owned automobiles on official state business, reimbursement shall not exceed the rate established by the Board of Trustees for transportation by privately-owned automobiles less the current depreciation rate of fifteen cents (\$.15) per mile. Currently the College charges 29.5 cents per mile.

The actual cost of road, bridge, and ferry tolls paid may be reimbursed

with a receipt.

Subsistence – For subsistence, \$100.25 for a 24-hour period when traveling in-state or a total of \$114.35 for a 24-hour period traveling out-of-state. Please see breakdown for meal and lodging rates later in this section.

i. POLICIES GOVERNING TRAVEL AND EXPENSE ALLOWANCE

Travel allowances for Sampson Community College employees (including Board of Trustees and students) are as follows:

Subsistence

24-Hour period, Lodging, and Meal Allowance – **one hundred dollars and twenty-five cents (\$100.25)** for a 24-hour period when traveling in-state and **one hundred fourteen and thirty-five cents (\$114.35)** for a 24-hour period when traveling out-of-state.

Less than a 24-Hour Period, Meal Allowances – **thirty-six dollars and thirty-five cents (\$36.35)** when traveling in-state and **thirty-eight dollars and seventy-five cents (\$38.75)** when traveling out-of-state.

NOTE:

Lodging – Reimbursement of actual costs of overnight lodging whether in-state or out-of-state, must be documented, by an itemized receipt of actual lodging expenses from a commercial establishment. Lodging costs shall not exceed **\$63.90** plus tax in-state **or \$75.60** plus tax out-of-state unless excess subsistence for lodging is approved by the College President or his/her designee prior to departure. This documentation shall be attached to the reimbursement request.

Meals – Reimbursement for meals shall not exceed **\$36.35** for three meals when traveling in-state and not to exceed **\$38.75** for three meals when traveling out-of-state.

Following is a table of rates for meal and lodging reimbursement:

	<u>IN-STATE</u>	<u>OUT-OF-STATE</u>
BREAKFAST	\$ 8.00	\$ 8.00
LUNCH	10.45	10.45
DINNER	17.90	20.30
LODGING	<u>63.90</u>	<u>75.60</u>
TOTAL	\$ 100.25	\$114.35

Daily Travel (Overnight)

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 travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less. To be eligible, the employee must:

- 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)

Allowances shall not be paid from state funds to employees for lunches if travel does not involve an overnight stay; except as stated in next section.

To be eligible for allowances (regardless of the source of funds) for the breakfast and evening meals, the employee must:

- Breakfast - depart duty station prior to 6:00 a.m.
- Dinner (evening) - return to duty station after 8:00 p.m.

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

This travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

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:

Criteria: A College employee may be reimbursed for meals, including lunches, when the employee's job requires his/her attendance at the meeting of a **board, commission, committee, or council** in his/her official capacity and the lunch is preplanned as part of the meeting for the entire board, commission, committee, or council. (This provision does not apply to conferences, seminars, or workshops unless the lunch is a preplanned part of the formal agenda, and/or is included as part of the registration fee.)

Reimbursement: Employees claiming reimbursement under this provision from state funds shall be allowed the statutory rate for lunch as well as the statutory rates for breakfast and dinner if travel does not involve an

overnight stay. Employees involved in an overnight stay under this provision shall be limited to the statutory rates for breakfast, lunch, and dinner from appropriate funds.

Criteria: 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/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.

Reimbursement: Employees claiming reimbursement under this provision from state funds shall be allowed the **statutory rate**, which includes gratuities. Before a travel reimbursement can be issued, authorization to travel must have been secured prior to travel and attached to the travel request for reimbursement form.

Cost of meals furnished with other related activities (registration fees, conference costs, etc.) may not be duplicated on the reimbursement request. Employees are allowed to claim reimbursement for meals even though they are shown and offered as a part of one flight schedule on a commercial airline.

Informal Meetings:

Guests of College Presidents – The President of a community College or technical College may be reimbursed from state funds for meals for themselves and non-College employees who are their official guests, when accompanying them in the course of conducting official College business. Non-College employees include but are not limited to College's Board of Trustees 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 regulations; (the limitations pertaining to minimum distance from duty station do not apply.) Costs 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.

REQUEST FOR EXCESS SUBSISTENCE

Excess Subsistence - Meals

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/her

designee may grant excess subsistence for meals while traveling out-of-country. NOTE: To claim excess subsistence prior approval must be secured prior to departure.

Excess Subsistence – Lodging

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/her designee. Reimbursement to employees sharing a room with a member of his or her family will be limited to the single occupancy rate. NOTE: Excess lodging authorization is not allowed for reason of convenience or personal preference for the employee. If excess is requested, it must be included on the travel authorization and approved prior to departure.

Tips

Tips for handling baggage at common carrier terminals and/or when arriving at or departing from the place of lodging are allowed and must be itemized under “other expenses”. Tips for transporting, i.e. taxi, limousine, etc. are not reimbursable. Baggage tips are not counted toward the authorized subsistence maximums, but may be claimed as miscellaneous and excessive tips must be documented with a receipt. Tips for room service, valet (including valet parking), and other hotel services are not reimbursable. The costs of laundry, entertainment, alcoholic beverages, “set-up”, between-meal snacks or refreshments, and other personal expenses are not reimbursable.

Telephone Calls:

Reimbursement – (Voice Transmission) – Official business phone calls (exclude personal) are NOT reimbursable from state funds. Official business calls may be reimbursed from non-state funds up to five dollars (\$5.00) without the point of origin and destination being identified. Calls over five dollars (\$5.00) must be identified as to point of origin and destination.

Long – Distance – (Voice Transmission) - While traveling, employees are NOT allowed to charge long distance phone calls to state funds. All long distance calls must be paid from non-state funds pursuant to the employee conducting official state business while traveling.

Allowable Personal Calls – (Voice Transmission) – An employee who is in travel status for two or more consecutive days in a week is allowed one personal long distance telephone call for each two days for which

reimbursement to the employee may not exceed three dollars (\$3.00) for each in-state call or five dollars (\$5.00) for each out-of-state call. Reimbursement must be made from non-state funds.

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

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

If an employee uses his/her personal mobile telephone in conducting official College business, the employee may be eligible for reimbursement. In order for the College to reimburse the employee, the employee must indicate on his/her telephone bill the reimbursable call(s), and submit the telephone bill to their supervisor for approval. If the supervisor approves the call(s) as official College business, the College will reimburse the actual billed cost of the call(s) from non-state funds.

Use of Telephone with Computer Hook-ups – (Data Transmission) – Employees traveling on official College business needing to transmit data via their computer should use the most efficient manner available. Prior to reimbursement, the employee's supervisor must approve the use. Documentation and justification must be attached to the request for reimbursement. Reimbursements may be made from state funds for data transmissions.

Registration Fees

State law allows reimbursement of the actual amount of convention registration fees as shown by a valid receipt or invoice (G.S. 138-6(a)(4)). All registration fees must be approved in advance by the College President or his/her designee on the travel authorization request prior to departure. Registration fees may be paid by the College or the employee. Employees may not claim reimbursement for meals included in the registration fees. When a registration fee includes the cost of one or more meals, it is the responsibility of the College to ensure that reimbursements for such meals are not made to the employee.

To reimburse an employee for a paid registration fee, the employee must provide documentation of the expense by a receipt. NOTE: It is the employee's responsibility to obtain the receipt, not the College's. If a receipt is lost, and reimbursement 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 the registration fee is paid by the College directly to the vendor through the accounts payable process, the proper registration fee documentation (i.e. brochures, invoices, etc.) must be received for payment to be processed and filed with the expense voucher as other accounts payable invoices.

Registration fees shall be distinguished from tuition fees. Tuition expenses which generate CPUs must be coded to expenditure object 53980X – Employee Education Expense.

To further explain, requests for convention or conference registration fees must be approved by the College President or his/her designee. Approval must be received prior to the convention or conference dates and must be included on the travel authorization. Prior to approval of registration fees, Presidents or their designee must reduce the cost by unrelated items that are not a direct part of the official convention or conference, such as tours, or social activities. It is the responsibility of the College to ensure that any meals included in the registration fee are not claimed in the daily meal allowance. Approval will not be authorized unless full justification is given on the travel authorization form. Travel authorization requests should be accompanied by a copy of brochures, fee schedules, or other material listing the specific costs included in the registration fees.

Stipends

Employees of the College who are on payroll cannot receive additional compensation/stipend for attending conferences and/or workshops.

Employees of the College who are off payroll, but are to return to work and be put back on payroll (such as 9-month instructors who are off pay status during the summer months) may receive compensation/stipend for attending conferences and/or workshops during the time when they are off payroll. Colleges approving stipends must withhold appropriate taxes according to published IRS tax law (IRS Tax Publications 15, 15-A (Circular E)).

A stipend may not be paid to conference/workshop attendees except as stated above.

Transportation

General Policy.

If available, the employee must use College-owned vehicles.

Authorization of the mode of travel is to be made by the College President or his/her designee, subject to these regulations.

Private Cars:

Use of Private Car for Convenience of the College. College employees may use their private vehicle at a reimbursement rate approved and adopted by the College's Board of Trustees not to exceed the maximum rate established by the IRS as the business standard mileage rate under the following circumstances:

1. When the employee has a physical handicap which requires specialized equipment for operation of a motor vehicle that is not available on cars purchased on state contract.
2. When such use is to the College's advantage, due to particular requirements of the employee's duties. Reimbursement is limited to direct mileage between stops on the employee's itinerary.

Use of Private Cars for Convenience of the Employee – College employees on official College business may use their private cars for personal convenience according to the rate established and adopted by the College's Local Board of Trustees or air-coach rate, whichever is less. If the College chooses to establish a uniform "convenience" mileage reimbursement rate less than the IRS prevailing standard mileage rate, a policy must be approved and adopted by the College's Board of Trustees. **The College does not currently use a "convenience mileage rate."** 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:

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

Reimbursement of costs incurred through use of a private car must be for direct mileage between points on the employee's itinerary. Mileage must be from the employee's assigned duty station or home, whichever is less. Tolls and parking are reimbursable to employees when using personal vehicles. Actual cost of tolls and parking are reimbursed with a receipt.

Reimbursement may not be made for commuting between an employee's home and his duty station, except for temporary or **adjunct** instructors, not coordinators.

Reimbursement may be made to the College's Board of Trustees 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 under the following circumstances. For travel by:

1. Airport limousine/shuttle – One round trip limousine fare. Actual cost when supported by a receipt.
2. Taxi – Actual cost when supported by a receipt.
3. Private Car – Mileage reimbursement will be paid at a rate not to exceed the rate established and adopted by the College's Board of Trustees, which cannot exceed the IRS business standard mileage rate. A maximum of two round trips with no parking charge may be reimbursed or one round trip with parking may be reimbursed. Receipts are required for all parking claims.

Reimbursement for travel to and from the airline terminal at the employee's destination may be made under the following circumstances:

1. Airport Shuttle Service – one round trip fare. Actual cost when supported by a receipt.
2. Bus – one round trip bus fare. In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts five dollars (\$5.00) for each one-way trip either from the airport to hotel/meeting or from the hotel/meeting to the airport.
3. Taxi, when shuttle service is available – one round trip shuttle fare. Actual cost supported by a receipt.
4. Taxi, when shuttle service is not available – one actual fare to and from the airport terminal. Actual cost when supported by a receipt.

Commercial Airlines - Tickets for commercial air travel may be purchased by the College or by the traveler and claimed on his/her expense account. Travel by "air coach" must be utilized. Exceptional 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 Pullman fare when overnight trips are required.

Taxis and Limousines – The actual cost of taxi and limousine fares are reimbursable when required for travel on College business. Taxi fares are not reimbursable for inter-city transportation except in emergencies when no less expensive mode of transportation is available within a reasonable period.

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 –Adjunct Instructors

Temporary or adjunct 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's President or his/her designee.

Note: This policy is not intended to reimburse normal commuting expenses. Adjunct instructors cannot claim mileage from home to any class location or from any class location to home.

Subsistence and lodging for temporary or adjunct 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.

Travel required for Part-time employees – If a College requires a part-time employee to travel to a conference, seminar, etc. beyond the times stated in their instructing contract, salary can be paid for the part-time employee to attend the conference, seminar, etc. A new contract must be generated and the new contract shall include written justification stating that the College requires the part-time employee to travel. The new contract costs must include driving time to and from the conference, seminar, etc., as well as the time spent attending the conference, seminar, etc. The new contract salary costs shall not include time spent each day before the conference, seminar, etc. convenes nor time spent each day after the conference has adjourned (i.e. time spent each evening in their hotel room or participating in events that state funds normally would not support). Salary will only be calculated according to a formal, printed, pre-planned agenda according to the days and times listed on the agenda that relate directly to conference, seminar, etc. activities. Salary will be expended from a part-time salary object. All other travel related costs will be expended from the appropriate travel expenditure object(s).

Travel Advances for Occasional Travel

At the discretion of the College President or his/her designee, an advance

of funds which does not exceed the estimated travel expenses indicated on the approved travel authorization form may be issued (posted to the general ledger) to an employee no more than five working days prior to the date of departure. All advances must be deducted from the employee's next travel reimbursement (not to exceed 30 days after the travel period has ended as reflected on the approved travel authorization), except those advances to employees whose expenses average at least two hundred dollars (\$200.00) per reimbursement period need not be deducted from the next reimbursement. All advances must be repaid as stated above but no later than June 30. Note the following:

1. Travel advances may be issued from grants/special projects from an accounts receivable code in the project's special fund (see Section IV, Policy & Procedures of the Accounting Procedures Manual, Item VII), but the advance cannot be requested from the NCCCS office on the project's request for reimbursement (Form NCCCS 2-33). Only actual expenses will be reimbursed by the NCCCS. All other travel advances must be issued as outlined in Section IV, Policy & Procedures of the Accounting Procedures Manual, Item VII.
2. If a College chooses to pay registration fees, airline fare, etc., in advance, the payment should be charged to the appropriate expenditure code and source of funds, not an accounts receivable code.
3. College employees using P-Cards and/or credit cards for travel purposes should not be issued travel advances, unless there is a substantiated justification. **The College does not currently use P-Cards.**
4. The College must maintain a log of advances and post issuance and repayments, for purposes of control. See Section IV, Policy & Procedures; Item VII, for additional information regarding issuing travel advances.
5. Travel advances will not be approved for amounts less than \$100 (an exception is provided for students). Remember, travel advances should be requested for an amount equal to or less than the anticipated travel expenses.

Travel Expenses for 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 his/her designee. These expenses are limited to transportation and subsistence for three days at the in-state rate. Amounts in excess of one thousand dollars (\$1,000.00) must be approved by the State President and the Office of State Budget and

Management.

Travel Expenses for Students

Students at the Colleges who travel on official College business and whose expenses are paid or reimbursed by the State of North Carolina 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 contests and activities of student organizations must be paid from funds supporting the particular organization or activity, not State funds, and are subject to these regulations, including statutory subsistence allowances, to the same extent as College employees. In addition, State funds shall not be used to charter transportation for student field trips unless the field trip is a mandatory course requirement, not optional, and must be 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.

Timely Filing

Each employee is responsible for his/her own request for reimbursement. All reimbursement requests shall be filed for approval and payment within thirty (30) days after the travel period has ended as reflected on the appropriate travel authorization or June 30, whichever comes first. Travel period is defined as the calendar month during which the travel occurred. In the case of Continuing Education instructors who are paid at the end of a semester, their travel period may be considered to be the end of the contract. Specific dates of travel and lodging must be listed on the reimbursement request. Lodging reimbursement shall be substantiated by a receipt from a commercial lodging establishment. For reimbursement to be made, the following shall be included separately on each request: destination (include time of departure and arrival on the reimbursement request); each meal reimbursement rate; mileage; mode of transportation; luggage handling; parking; registration fee; airport shuttle service fee; etc.

When performing official duties for the College, written authorization for travel Trustees.

COMMUNICABLE DISEASE AND EXPOSURE CONTROL PLAN

Communicable Disease

The College is committed to assure, to the extent possible, that each employee and student enjoys safe and healthful work and study conditions. The College, in its effort to control communicable diseases on the campus, has adopted this policy and provisions. Persons infected or reasonably believed to be infected with communicable diseases will not be excluded from enrollment or employment, or restricted in their access to College services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the institution, or others associated with the institution through clinical, cooperative, intern, or other such experiences involving the general public.

Persons who know, or have a reasonable basis for believing, that they have been infected or have a communicable disease which may pose a threat to others are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves so as to protect themselves and others.

Employees, employees of contractors or contracted services, or students infected with a communicable disease have the responsibility of reporting this fact to the Personnel Officer or the Dean of Student Services, as appropriate.

The institution will continue a program of educating and informing employees and students about communicable diseases, warning signs, and protective measures. The education program will include, but not be limited to, written publications, seminars and workshops, and curriculum content.

Exposure Control Plan

I. PURPOSE

The purpose of the Exposure Control Plan is to significantly reduce the risk of infection for employees with potential to be exposed to blood or body fluids. The targeted diseases include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

This plan and noted procedures are in compliance with the standard U.S. Department of Labor in 29 CFR 1910.1030 Occupational Safety and Health Administration (OSHA), pertaining to employees who may be subject to occupational exposure to bloodborne pathogens.

This plan identifies the job classifications that have been determined to have potential exposure to blood and other potentially-infectious materials at the College. This plan also describes the methods of compliance with applicable requirements of the Standard

and a procedure for evaluating exposure incidents. All full-time and part-time employees of the College whose job classifications make them at risk for exposure to bloodborne pathogens are required to comply with this plan and with requirements of the Standard. Any failure to comply may be cause for disciplinary action.

College employees involved in the instruction of students at off-campus clinical sites will comply with the plan established by that facility as well as the Exposure Control Plan of the College.

Departments/Programs utilizing on-campus sites for instruction in which there is a high risk of exposure to bloodborne pathogens will establish specific exposure control policies and procedures as applicable to the situation in conjunction with the Program Coordinator.

1. RESPONSIBILITY

The Program Coordinator identified in Attachment 1, Section A is responsible for implementing the Exposure Control Plan and ensuring compliance with it and the Standard.

The Exposure Control Plan will be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure, and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

- Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
- Document annual consideration and implementation of commercially available and safer medical devices designed to eliminate or minimize occupational exposure. Non-managerial employees affected by and/or using needles, or involved in the selection of needles and syringes, must be involved in the decision and provide input in choosing safer devices.

B. ACCESSIBILITY OF THE EXPOSURE CONTROL PLAN

The Exposure Control Plan may be examined by employees during the employee's regular working hours or at such other time as is reasonable. Copies of this Plan are available in areas designated under Attachment 1, Section B.

C. DEFINITIONS

Bloodborne Pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: the presence, or reasonably-anticipated presence, of blood or other potentially-infectious materials on an item or surface.

Contaminated Sharps: any contaminated object(s) that can penetrate the skin.

Engineering Controls: controls (e.g., sharps disposal containers) that isolate or remove the bloodborne pathogen hazard from the workplace.

Needleless Systems: a device that does not use needles for:

1. the collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
2. the administration of medication or fluids; or
3. any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

Occupational Exposure: any reasonably-anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially-infectious materials that may result from the performance of an employee's duties.

Sharps with Engineered Sharps Injury Protections: a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

Other Potentially Infectious Materials:

1. The following fluids: semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
2. An unfixed organ or tissue (other than intact skin) from a human.
3. HIV-containing cells or tissue cultures, organ cultures, and HIV- or HIV-containing culture medium or other solutions, blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Personal Protective Equipment (PPE): specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, blouses) are not considered to be personal protective equipment.

Regulated Waste: contaminated items that would release blood or other potentially-infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially-infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially-infectious materials.

Universal Precautions: an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens.

Work Practice Controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

II. EXPOSURE DETERMINATION

The Program Coordinator and Safety Committee are responsible for classifying tasks performed in their areas of responsibility that have a potential of exposure to blood or other infectious body fluids. Whenever possible, additional procedures are established to eliminate or reduce task-associated risks.

The Program Coordinator shall ensure that all position descriptions, including administrative and support personnel, whether paid or volunteer, have been evaluated by the appropriate department managers and that a Risk of Exposure has been identified. For jobs with a potential exposure, a list of tasks or procedures which present a potential occupational exposure to those employees will be prepared. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed by department managers on an annual basis.

All department managers and supervisors are responsible for monitoring employees' job performance and for updating job descriptions/class activities if new tasks are being performed by individuals in a job/class which present a change in exposure status while on any of the College's campuses or their clinical sites.

Managers and supervisory personnel are also responsible for monitoring employees' training status and their compliance with Universal Precautions and other risk-reducing policies; being particularly attentive to recognize, act on, and prevent unsafe actions by anyone in their presence.

The Program Coordinator shall ensure that whenever a new position description is prepared, it is reviewed for exposure risks prior to being approved.

All employees share responsibility with and for their co-workers to ensure compliance with the letter, spirit, and intent of this institution's policies for the prevention of transmission of disease among employees, students, and visitors of the College. Therefore, each employee must know how to recognize occupational exposure and must communicate changes in the exposure classification to their supervisor if asked to perform tasks or procedures which involve an increased risk of exposure.

EXPOSURE CLASSIFICATIONS – Are listed in Attachment 1, Section F for jobs and tasks presenting a potential risk of exposure. Section G provides jobs that normally would not have an exposure risk unless certain unplanned tasks have to be performed, such as administering first aid as part of the College system or having to clean blood.

III. RECORDKEEPING

The College will maintain a record for each employee who is determined to be at risk for occupational exposure to bloodborne pathogens.

Each employee's record should contain the following:

- a. Employee's name and Social Security Number,
- b. A copy of the employee's Hepatitis B vaccination status, including the dates of all Hepatitis B vaccinations or a signed declination form, and
- c. If an exposure occurs, the Program Coordinator will maintain copies of the incident report, the post-exposure follow-up procedures performed, documentation of the route(s) of exposure, the results of the source individual's blood testing, if available, and a copy of the healthcare professional's written opinion.

A log of injuries from contaminated sharps will be maintained to help in evaluating effectiveness of preventing needlestick injuries. The Program Coordinator is responsible for maintaining this log.

RECORD MAINTENANCE

- a. An employee's records will be kept confidential and not be disclosed or reported without the individual employee's written consent, except as required by federal, state, or local laws.
- b. An employee's records will be maintained by the College for not less than thirty (30) years after the employee's termination.

TRAINING RECORDS

1. Employee training records will include the following information related to specific education about bloodborne pathogens:
 - a. The dates of the training sessions,
 - b. The contents or a summary of the training session,
 - c. The name(s) and qualifications of the person(s) conducting the employee training,
 - d. The names and titles of all persons attending the training sessions, and
 - e. The training records must be kept for three (3) years.
2. Training records will be maintained at the location designated on Attachment 1, Section C and will be kept current by the Program Coordinator.
3. The College will ensure that all records required to be maintained by the OSHA Standard shall be made available upon request to federal and state officials for examination and copying.
4. Employee training records required by the OSHA Standard will be provided upon request for examination and copying to employees, to employee representatives, and to federal, state, and local officials in accordance with 29 CFR 1910.20.

5. The College shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.20 (h).
6. If the College ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the College shall notify the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, at least three (3) months prior to their disposal. The College shall also transmit these records to the Director, if the Director requires them to do so, within that three (3) month period.

IV. METHODS OF COMPLIANCE

The College will practice and enforce Universal Precautions to prevent contact with blood or other potentially-infectious materials (i.e., semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and in situations where it is difficult or impossible to differentiate between body fluids).

1. Blood and body fluid precautions will be used consistently in a setting where the risk of blood exposure is present.
2. All identified employees will use barrier precautions to prevent exposure to the skin and mucous membranes (eyes, nose, mouth) when contact with blood or other potentially-infectious materials is anticipated.
3. Disposable gloves (single use) will always be replaced as soon as practical when visibly contaminated, torn, punctured, or when their ability to function as a barrier is compromised. Disposable gloves will not be washed or decontaminated for reuse.
4. Masks and protective eyewear combination (goggles or glasses with solid side shields), or face-shields which protect all mucous membranes will be worn when performing procedures that are likely to generate splashes, spray, splatter, or droplets of blood or other potentially-infectious materials.
5. Gowns, aprons, or other protective body clothing will be worn when performing procedures likely to generate splashes or splatters of blood or body fluids and in all occupational exposure situations.
6. The Hepatitis B vaccine will be offered and provided free of charge at a convenient time and place to all employees in the jobs determined to have a potential exposure to blood or other infectious body fluids.
7. Surgical caps or hoods and/or shoe covers will be worn in instances when gross contamination can reasonably be anticipated.
8. Hands or other skin surfaces will be washed immediately using a five-minute scrub if contaminated with blood or other body fluids. Hands will also be washed after removing protective gloves.
9. Safety precautions will be followed to prevent injuries caused by needles, scalpel blades, and other sharp instruments.
10. All sharps (e.g., needles, scalpels,) will be placed in properly labeled containers with the international biological hazard symbol and the wording "Biohazard."

11. Identified employees with exudative lesions or weeping dermatitis will refrain from all direct patient contact during student activities and from handling patient-care equipment until the condition resolves.
12. Pregnant identified employees will be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

A. WORK PRACTICES

1. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
2. Food or beverages will be consumed only in a safe designated area. Food and drinks will not be kept on the countertops or benchtops where blood or other potentially-infectious materials are present.
3. Employees will wash hands immediately, or as soon as feasible, after removal of gloves or other personal protective equipment. Antiseptic hand cleansers or towelettes, in conjunction with paper towels, will be used if hand-washing facilities are not available.
4. Employees will wash their hands or any other skin for at least five (5) minutes; or flush the mucous membranes with water immediately, (if contamination is in the eyes, flush for 10-15 minutes) or as soon as possible, following contact with blood or other potentially-infectious materials.
5. Smoking is permitted in restricted areas on the campus consistent with the College policy on smoking.
6. The mucous membranes (eyes, nose, mouth) will be protected when there is a likelihood of splatter or splashes from blood or body fluids. All procedures involving blood or other potentially-infectious materials will be performed in a manner which minimizes splashing, spraying, splattering, and the generation of droplets of these substances.
7. Mouth pipetting or suctioning of blood or other potentially-infectious materials is prohibited.
8. Contaminated needles or other contaminated sharps will not be bent, recapped, sheared, broken, or removed (a mechanical device or a one-handed technique may be used to recap or remove needles). Immediately, or as soon as possible after use, contaminated sharps will be placed in containers which are puncture-resistant, leak-resistant, and properly labeled or color-coded. All glass and hard plastics (intact or broken), which are to be discarded, will be treated as sharps.
9. Specimens of blood or other potentially-infectious materials will be placed in a designated regulated waste container.

10. Any blood or body fluid related accident (i.e. needle stick, blood or body fluid splatter or splash to the mucous membranes) will be reported immediately to the supervisor.
11. Equipment which has been contaminated with blood or other potentially-infectious materials will be decontaminated before being serviced or shipped unless it can be shown that decontamination of the equipment is not feasible. Equipment, or portions thereof, which is not decontaminated require that a warning label be affixed.

B. PERSONAL PROTECTIVE EQUIPMENT

All employees should have access to, become familiar with, and follow personal protective equipment policies established by each of the College's departments on all of the College's campuses and of those off-campus clinical sites in which they are participating in clinical experiences for students. Personal protective equipment will be provided, at no cost to the employee, when there is potential for an occupational exposure. A list of protective equipment is included in Attachment 1, Section I; however, for example, Personal protective equipment may include the following: Gloves, gowns, laboratory coats, face masks, face-shields or safety glasses, mouthpieces, resuscitation bags, pocket masks, or other ventilation equipment.

Personal protective equipment will be used for all occupational exposure situations; however, the employee may temporarily or briefly decline the use of equipment in the following scenario:

"Under rare and extraordinary circumstances, the employee uses his/her professional judgement that, in a specific instance, its use would have prevented delivery of healthcare or public safety services or would have posed an increased hazard to the safety of the employee."

Situations in which personal protective equipment was temporarily or briefly declined will be investigated and documented to determine if changes can be instituted to prevent future occurrences.

1. Appropriate personal protective equipment in appropriate sizes will be readily accessible in each work area. In most instances, personal protective equipment will be provided at off-campus clinical sites by the participating facility for College employees involved in patient care activities which may involve exposure. Types of equipment and its location will be determined by the College's Exposure Control Plan.
2. Gloves will be worn when it can be reasonably anticipated that the employee may have contact with blood, other potentially-infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

3. Hypoallergenic gloves, glove liners, powderless gloves, and other similar alternatives will be readily accessible to employees who are allergic to gloves normally provided.
4. Cleaning, laundering, repair, replacement, or disposal of personal protective equipment will be provided at no cost to the employee. The Program Coordinator should be contacted.
5. Personal protective equipment will be utilized when working with patients and potentially-infectious materials; disposable protective gloves will be used during direct patient care and handling of contaminated disposable waste items.
6. If a garment(s) is penetrated by blood or other potentially-infectious material, the garment must be removed immediately or as soon as feasible.
7. Personal protective equipment will be removed prior to leaving the work area where there is reasonable likelihood of occupational exposure.
8. Utility gloves will be decontaminated for reuse, if the integrity of the glove is not compromised. They must be cleaned in a 1:10 solution of bleach, and examined carefully before reusing. They must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration.
9. Personal protective equipment for on-campus sites will be located in specific places as designated by individual departmental policies/procedures.

C. SHARPS

1. Only disposable needles will be used at the College and whenever applicable, safety needle devices will be purchased.
2. Contaminated sharps will be discarded immediately or as soon as possible in containers which are closable, puncture-resistant, leak-proof on the sides and bottom, and (1) labeled with the international biological hazard symbol and the wording "Biohazard" or (2) red containers.
3. The sharps containers will be easily accessible to personnel and located as close as possible to the areas where sharps are used.
4. The sharps containers will be maintained upright throughout use, replaced routinely and not be allowed to overfill.
5. During replacement or removal from the work area, the sharps containers will be closed to prevent the spillage or protrusion of contents during handling, storage, transport, or shipping. The sharps containers will be placed in a secondary container if leakage is possible.

6. Reusable containers will not be opened, emptied, or cleaned manually or in any other manner which will expose employees to the risk of a percutaneous injury.
7. Immediately, or as soon as possible, after use, contaminated reusable sharps must be placed in containers until properly decontaminated. These containers will be puncture resistant, leak-proof on the sides and bottom, and will either be red or affixed with a fluorescent orange or orange-red label with letters in contrasting colors and a biohazard symbol.
8. All reusable sharps will be properly sterilized or decontaminated after use as recommended by the Center for Disease Prevention and Control.
9. Contaminated reusable sharps will not be stored in a manner which requires employees to reach into the containers.

D. SPECIMENS

1. Specimens of blood, tissue, or other potentially-infectious materials collected or transported by the College will be placed in containers which prevent leakage during collection, handling, processing, storage, transport, or shipping.
2. The container will be red or affixed with a fluorescent orange or orange-red label with letters in contrasting colors and a biohazard symbol. The container must be closed prior to storage, transport, or shipping.
NOTE: If Universal Precautions are utilized in the handling of all specimens, the labeling/color coding system is not necessary, provided the containers are recognizable as containing specimens.
3. If outside contamination of the primary container occurs, the primary container is to be placed within a second container, which prevents leakage during handling, processing, storage, transport, or shipping and which is labeled or color-coded appropriately.
 - a. If the specimen could puncture the primary container, the primary container will be placed within a secondary container which is puncture-resistant in addition to having the above characteristics.
 - b. Spills of infectious material will be handled using an appropriate spill kit.

E. LAUNDRY

1. Employees handling contaminated linen will wear protective gloves and other appropriate PPE to prevent exposure to blood or other potentially-infectious materials during the handling and sorting of soiled linen and other fabric items.
2. Laundry that is contaminated with blood or other potentially-infectious materials or that may contain contaminated needles or sharps will be treated as if it were HBV/HIV infectious and handled as little as possible with a minimum amount of agitation.

3. Contaminated laundry will be bagged at the location where it was used .
4. Contaminated laundry will be placed and transported in bags that are labeled with the international biological hazard symbol and the wording "Biohazard."
5. The "Biohazard" labels used will be fluorescent orange or orange-red with the lettering in contrasting colors. The labels will be affixed to the containers by string, wire, adhesive, or any method that prevents their loss or unintentional removal.
6. Red bags or red containers may be substituted for labels.
7. Contaminated laundry that is wet and presents a reasonable likelihood of soak-through or leakage from the bag will be transported in bags or containers which prevent the fluids from the exterior.
8. All contaminated laundry shipped off-site to another facility which does not utilize Universal Precautions must be labeled or color-coded as follows:
 - a. Contaminated laundry will be placed and transported in bags that are labeled with the international biological hazard symbol and the wording "Biohazard."
 - b. The "Biohazard" labels used will be fluorescent orange or orange-red with the lettering in contrasting colors. The labels will be affixed to the containers by string, wire, adhesive, or any method that prevents their loss or unintentional removal.
 - c. Red bags or red containers may be substituted for labels.
 - d. The laundry service will be contacted by the Program Coordinator before shipping.

F. HOUSEKEEPING

The College department/area will be maintained in a clean and sanitary condition. A written schedule for cleaning and a method of decontamination, based on the location, type of surface, type of soil present, and procedures being performed in each area, has been developed with Housekeeping Services.

1. All equipment and environmental work surfaces will be cleaned and decontaminated after contact with blood or other potentially-infectious materials.
2. The process of decontamination will be conducted after completion of procedures; when surfaces are overtly contaminated; after the spill of blood or other potentially-infectious material; and at the end of the work shift, if the surface may have become contaminated since the last cleaning.
3. Only approved disinfectants will be used, such as a 10% solution of sodium hypochloride (household bleach) mixed fresh each day; or as listed in Attachment 1, Section H.

4. Protective coverings such as plastic wrap, aluminum foil, or imperviously-backed absorbent will be removed at the end of the work shift or whenever they become overtly contaminated during the shift.
5. Any bins, pails, cans or other similar receptacles intended for reuse will be decontaminated on a regular basis or whenever there is visible contamination.
6. Broken glassware must be handled with the aid of a mechanical device (i.e., brush and dustpan, tongs, or forceps).

G. REGULATED WASTE

Regulated waste includes:

1. Liquid or semi-liquid blood;
2. Other potentially-infectious materials that would release blood or other potentially-infectious materials in a liquid or semi-liquid state if compressed;
3. Items that are caked with dried blood or other potentially-infectious materials and are capable of releasing these materials during handling;
4. Pathological and microbiological wastes containing blood or other potentially-infectious materials; and
5. Any item, such as bandages, gauze, linens, or used personal and protective equipment that becomes covered with or contains liquid blood or other potentially-infectious materials.

The following guidelines will be followed to meet the federal, state, and county guidelines; however, if the North Carolina and local medical biohazardous waste regulations are more stringent, then these regulations will also be incorporated into the plan.

1. Specimens of blood or other potentially-infectious materials will be placed in containers which prevent leakage during the collection, handling, processing, storage, transport, or shipping.
2. For disposal of regulated waste, the College shall provide containers that are:
 - a. Closable.
 - b. Constructed to contain all contents and prevent leakage of fluids.
 - c. Colored red or orange-red label with letters in contrasting colors and a biohazard symbol.
3. The containers shall be closed prior to removal to prevent spillage or protruding of contents during handling, storage, transport, or shipping.

4. If outside contamination of the regulated waste container occurs, it will be placed in a second container with the same characteristics as the first container.
5. The College shall place the containers for regulated waste in every appropriate laboratory and classroom.
6. Immediately, or as soon as feasible after use, disposable sharps shall be disposed of in closable, puncture resistant, disposable containers that are leak-proof on the sides and bottom and that are labeled with a "biohazard" symbol or color-coded in red. A commercial sharps container is acceptable.
7. Any regulated waste is picked-up and transported by an outside contractor.

H. HAZARD COMMUNICATION

The College must affix florescent orange or orange-red labels with letters in a contrasting color to containers of regulated waste, refrigerators and freezers containing blood or other potentially-infectious material, and other containers that will be used to store, transport, or ship blood or other potentially-infectious materials. All such labels must have the universal biohazard symbol.

I. BLOOD SPILLS

At this College (except in special medical programs) employees and students are not to clean up another person's blood. This task is assigned to the cleaning service.

V. HEPATITIS AND HEPATITIS B VACCINE

A. INFORMATION ON HEPATITIS

1. Hepatitis means inflammation of the liver. Hepatitis B, which is a viral infection, is one of multiple causes of hepatitis. Many people with Hepatitis B recover completely, but approximately 10% become chronic carriers; one to two percent (1-2%) die from fulminant hepatitis. In the group of chronic carriers, many have no symptoms and appear well, yet can transmit the virus to others. Others may develop a variety of symptoms and liver problems varying from mild to severe (chronic persistent hepatitis, chronic active hepatitis, cirrhosis, and liver failure). There is also an association between the Hepatitis B virus and hepatoma (a form of liver cancer).
2. Hepatitis B virus can be transmitted by contact with body fluids including blood (along with contaminated needles), semen, breast milk, and vaginal secretions. Health workers are at high risk of acquiring Hepatitis B due to frequent contact with blood or potentially contaminated body fluids and, therefore, the vaccine is recommended to prevent the illness.

B. INFORMATION ON HEPATITIS B VACCINE

1. Three (3) doses of Hepatitis B vaccine are needed to confer protection. Clinical studies have shown that after three (3) doses, ninety-six percent (96%) of healthy

adults have been seroprotected. Doses are administered at zero (0), one (1), and six (6) months.

2. Employees who have occupational exposure will be provided, at no cost, the Hepatitis B vaccine and vaccination series, as well as post-exposure evaluation and follow-up procedures, including laboratory tests at an accredited laboratory.
3. Protocol for the above procedures will be performed under the supervision of a licensed physician or by another licensed healthcare professional and provided in accordance with the recommendations of the U.S. Public Health Service.
4. The healthcare professional responsible for the employee's Hepatitis B vaccination will be provided with a copy of 29 CFR 1920.1030 Bloodborne Pathogens if they do not have one.
5. The Hepatitis B vaccination will be available to employees within ten (10) working days of initial assignment involving potential exposure and after they have received training on the required subjects.
6. The Hepatitis B vaccine and any future booster(s) recommended by OSHA will be available to employees who have an occupational exposure, unless they have previously received the complete Hepatitis B vaccination series and antibody testing has revealed the employee is immune or the vaccine is contraindicated for medical reasons.
7. A Hepatitis B pre-screening program will not be a prerequisite for receiving the vaccination.
8. An employee who initially declines the Hepatitis B vaccination will be allowed to receive the vaccination at a later date.
9. Employees who decline to accept the Hepatitis B vaccination will be required to sign the declination statement, Attachment 2.
10. All part-time employees who may have occupational exposure to Hepatitis B will be offered the Hepatitis B vaccine free of charge, as long as they are employed by the College. If the employee's assignment ends at the College before the completion of the vaccination series, that individual will be responsible for completing the series at his or her own expense.
11. Employees who have already had the vaccine at another location must send or deliver a copy of their vaccination record to the Program Coordinator to be placed in the employee's file.

VI. POST-EXPOSURE

IMMEDIATELY TAKE THE FOLLOWING STEPS:

1. Immediately take appropriate precautionary measures. For eye, mouth, and other mucous membrane exposures, flush/rinse the exposed area thoroughly with running water for at least ten to fifteen (10-15) minutes. For needle sticks, other puncture wounds, or contamination of any body part with blood, scrub for a minimum of five (5) minutes.

2. Report the incident to the appropriate persons (e.g., supervisor, program director, or department head) IMMEDIATELY.
3. If the source individual is known and present, inform the individual of the incident and the need for him/her to be tested. Testing of the source individual must be done at no cost to him/her. If the source individual is known but unavailable, contact him/her as soon as feasible to inform him/her of the incident and the need to be tested.
4. If the source individual refuses to be tested or does not report for testing within a reasonable time, the source individual's physician should be contacted; or if the physician is not known, contact the County Health Department Director. The Health Department Director will then take appropriate action.
5. Be sure to complete an Exposure Incident Report (Attachment 3). Additional information should be obtained if the source individual is known. It will be necessary to report the incident to the insurance representative within forty-eight (48) hours so that a worker's compensation form can be completed.
6. Arrangements for a confidential medical consultation and follow-up are made at no cost to the employee, and at a convenient time and location. A letter and incident report form are sent to the physician by the Program Coordinator, Attachment 3. The College's medical provider information is listed in Attachment 1, Section, J.
7. The College will provide documentation detailing the route(s) of exposure, the circumstances under which the exposure incident occurred, and the identity of the source individual, unless such identification is not feasible or is prohibited by state or local law. (recorded on Incident Report form, Attachment 3)
8. If known, the source individual's blood will be tested by a physician for HBV and HIV as soon as feasible, within forty-eight (48) hours; however,
9. If the source individual is already known to be infected with HBV or HIV, testing need not be repeated.
10. Whether the source individual's blood tests are done as a result of the exposure incident or previous testing has revealed the source individual to be infected with HBV or HIV, the results of the source individual's blood tests will be given to the exposed employee.
11. The employee will be informed of applicable laws and regulations concerning disclosure of the identity and the infectious status of the source individual at the time the source individual's testing results are given to the employee.

12. If the source individual cannot be identified, the exposed employee's blood will be tested for HBV and HIV infectivity as soon as feasible within forty-eight (48) hours and with consent.
13. If the exposed employee consents to baseline collection of blood, but refuses HIV testing, the laboratory is instructed to preserve the sample for ninety (90) days. (If, the employee elects to have the sample tested during this time period, this shall be done.)
14. If all tests on the source person and the exposed employee are negative, and the exposed employee has an adequate Hepatitis B immunity response, there will not be a need for further testing. Each case will be evaluated individually and test results reviewed. If the source person is positive for Hepatitis B or HIV at six (6) weeks, twelve (12) weeks, and six (6) months after exposure, the employee must give consent for re-testing on each occasion.
15. Follow-up of the exposed employee will include counseling, medical evaluation of any acute febrile illness that occurs within twelve (12) weeks post-exposure, and use of safe and effective post-exposure measures according to recommendations for standard medical practices.
16. Following an exposure incident, the College will provide the healthcare professional with the following information if the employee chooses to be treated by their personal physician:
 - a. A copy of The Standard: 29 CFR 1910.1030 if they do not have one.
 - b. A description of the exposed employee's duties as they relate to the exposure incident.
 - c. Documentation of the route(s) of exposure and the circumstances under which the exposure occurred.
 - d. Results of the source individual's HIV and HBV testing if available.
 - e. All records relevant to the appropriate treatment of the employee, including his/her vaccination status.
17. An evaluation of the employee's work practices and protective equipment or clothing used at the time of the incident must be made by the Program Coordinator and changes made as indicated.
18. The College will provide the exposed employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of completion of the medical evaluation.

VII. TRAINING

A. TRAINING REQUIREMENTS

1. Training will be provided for employees who are at risk for occupational exposure to blood or other potentially-infectious materials and hazardous chemicals.
2. All affected employees are required to participate in annual training sessions offered during normal work hours at no cost to the employee.
3. Training sessions for employees will be scheduled:
 - a. At the time of initial assignment to tasks involving occupational exposure.
 - b. Whenever tasks or procedures change which affect an employee's occupational exposure.
 - c. When required due to unusual circumstances.
4. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the Standard, only training with respect to the provisions of the Standard which were not included need be provided.
5. Annual training for all employees shall be provided within one (1) year of their previous training.
 - a. The College shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the exposure(s) created.
 - b. Materials appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

B. CONTENT OF TRAINING SESSIONS

1. The training program shall contain, at a minimum, the following elements:
 - a. An accessible copy of the regulatory text of this Standard and an explanation of its contents.
 - b. A general explanation of the epidemiology and symptoms of bloodborne diseases.
 - c. An explanation of the modes of transmission of bloodborne pathogens.
 - d. An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan.
 - e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially-infectious materials.
 - f. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
 - g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of protective equipment.
 - h. An explanation of the basis for selection of personal protective equipment and how to gain access to it.
 - i. Information on the Hepatitis B vaccine, including information on its efficacy, safety, methods of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially-infectious materials.
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- l. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- m. An explanation of the signs, labels, and/or color-coding required by the Standard.
- n. An opportunity for interactive questions and answers with the person conducting the training session.

Sampson Community College

Exposure Control Plan Attachment 1

A.
The Program Coordinator is:

Dr. William J. Starling
Vice President of Administration
North Building
910-592-8081 ext. 2004

B.
A Copy of the Exposure Control Plan is located in the following areas:

<input checked="" type="checkbox"/> Office of the Vice President	<input checked="" type="checkbox"/> Employee Health and Safety Collection, Library
<input checked="" type="checkbox"/> Division Chair, Health Programs	<input checked="" type="checkbox"/> Personnel Office
<input checked="" type="checkbox"/> Web site: www.sampsoncc.edu/safety	<input checked="" type="checkbox"/> Staff and Faculty Handbook

Employees are informed of the location of this & other safety plans:

During orientation
 During training sessions

A. Training Records are maintained by :

The Coordinator and are located in the Business Office.

D. Exposure Records are maintained by the Coordinator and located in the Business Office.

E. Exposure Determinations are made by the Program Coordinator and the Safety Committee.

F. Positions throughout the College have been categorized into three risk categories (I, II, III) consistent with the following designations.

Category I: Tasks that USUALLY INVOLVE EXPOSURE to blood, body fluids, or tissues. *All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, are Category I tasks. Use of appropriate protective measures are required for every employee engaged in Category I tasks.*

Category II: Tasks that USUALLY INVOLVE NO EXPOSURE to blood, body fluids, or tissues, because of the nature of the tasks, blood and body fluids may be encountered. *The normal work routine usually involves NO exposure to blood, body fluids, or tissues, but exposure or potential exposure may result as a condition of employment. Appropriate protective equipment is readily available as specified in each procedure. Personnel performing Category II tasks need not wear all protective equipment at all times, but they should be prepared to put on appropriate equipment as required.*

Category III: Tasks that INVOLVE NO EXPOSURE TO blood, body fluid, or tissues. *Category III work usually involve no exposure to blood, body fluids, or tissues (although situations can arise under which anyone might encounter potential exposure to body fluids.) Persons who perform these duties will not be called upon to perform, assist in, emergency medical care or first aid, or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and casual personal contact such as handshaking are Category III tasks.*

Full-Time Positions	Risk Category
Administrative Systems Administrator	III
Assistant Payroll Officer/General Bookkeeper	III
Assistant Printing Technician/Assistant Equipment Coordinator	III
Assistant to the Director of Financial Aid	III
Assistant to the Registrar	III
Basic Skills/HRD Data Specialist	III
Bookkeeper of Accounts Payable	III
Bookstore /Auxiliary Services Assistant	III
Bookstore/Auxiliary Services Manager	III
Business Office Assistant	III
Career Readiness Certification Specialist	III
Cashier/Business Office Assistant	III
Compensatory Education – Aide/Driver	II
Computer Lab Coordinator	III
Computer Systems Technician	III
Continuing Education Receptionist/Administrative Support	III
Continuing Education Specialist	III
Coordinator of Law Enforcement/Juvenile Justice, Occupational Extension and Self-Supporting Programs, Defensive Driving Programs	III
Coordinator of Basic Skills/ESL	III
Coordinator of Human Resource Development and Medical Programs	III
Coordinator/Instructor – Unlicensed Health Programs	I
Coordinator/Recruiter – Compensatory Education	III

Counselor	III
Counselor/Disability Services	III
Dean of Workforce Development & Continuing Education	III
Dean of Occupational Programs/Division Chair/Agriculture and Industrial Programs/Department of Applied Animal Science Technology	III
Dean of Student Services	III
Department Chair – Accounting and Business Administration	III
Department Chair – Building Construction Technology	III
Department Chair – Community Spanish Interpreter	III
Department Chair – Cosmetology	II
Department Chair – Horticulture Technology	III
Department Chair – Industrial Systems Technology	III
Department Chair – Welding Technology	III
Department Chair – Office Administration/Medical Office Administration	III
Director of Admissions	III
Director of Basic Skills	III
Director of Budgeting and Internal Controls	III
Director of Computer Services	III
Director of Customized Training and Workforce Development Programs	III
Director of Developmental Studies/Instructor	III
Director of Distance Learning	III
Director of Financial Aid	III
Director of Fire, Rescue, Safety and Medical Programs	II
Director of Library Services	III
Director of Student Support Services	III
Distance Learning Assistant	III
Division Chair – Arts and Sciences/Department Chair of College Transfer	III
Division Chair – Education	III
Division Chair – Business and Public Services Programs	III
Division Chair of Health Programs	II
Division Secretaries	III
Evening Director/Early College High School Liaison	III
Financial Aid Assistant	III
Foundation Assistant	III
Foundation Director	III
GED Examiner	III
Housekeeping and Maintenance	II
Housekeeping Supervisor	II
Instructors (all others)	III
Instructors – ADN, PNE and Unlicensed Health	I
Instructors – Basic Skills	III
Instructors – Compensatory Education	II
Instructors – Cosmetology	II
Instructors – Occupational	II

Library Services Coordinator	III
Library Technical Assistant	III
Literacy Support Specialist	III
Maintenance Supervisor	II
Payroll Officer/Accounts Receivable Coordinator	III
Personnel Office/Administrative Assistant to the President	III
Planning and Research Coordinator	III
President	III
Printing Technician/Equipment Coordinator	III
Professional Development Coordinator	III
Purchasing Agent/Auxiliary and Financial Services Coordinator	III
Receptionist	III
Registrar	III
Secretaries (all other)	III
SGA Advisor/Office Assistant	III
Small Business Center Director	III
Student Services Admissions Assistant	III
Student Services Receptionist	III
Student Support Services/Academic Counselor/Learning Strategist	III
Student Support Services Counselor/Retention Specialist	III
Student Support Services Lead Tutor/Lab Assistant	III
TV Production Coordinator/PIO	III
Vice President of Academic & Student Affairs	III
Vice President of Administration	III
Vice President of Finance & Administration	III
Part-Time Positions	
Part-time Basic Skills Faculty	III
Part-time Compensatory Education Aide/Driver	II
Part-time Compensatory Education Instructors	II
Part-time Cosmetology Instructors	II
Part-time Curriculum Instructors	III
Part-time EMS, Nursing and Health Instructors	II
Part-time Occupational Extension Instructors	III
Part-time Security – All Positions	II
Part-time Staff	III

Attachment 2

Hepatitis B: Special Precautions:

I have read information on Hepatitis B and have had an opportunity to ask questions. I understand the benefits and risks of Hepatitis B vaccine, and voluntarily agree to be immunized. I understand that I must have 3 doses of the vaccine to confer immunity. As with all medical treatments, there is no guarantee that I will become immune. I am in general good health. I am not immunosuppressed, on hemodialysis, pregnant, or breast-feeding.

Name	SSN	Date of Birth	Age
Address	City	State Zip	Home Phone
Signature	Date	Department	

	Date:	Type:	Mfg & Lot #: (If known)	Exp. Date: (If known)	Given By: (If known)
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Hepatitis B Vaccine Declination Form

(complete either section 1 or 2)

1. If you have never received Hepatitis B vaccine:

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination at no charge to myself.

Signature of employee: _____

Date: _____

2. If you have previously received Hepatitis B vaccine through another organization or employer:

I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. I decline Hepatitis B vaccination at this time due to the fact that I have previously received all 3 Hepatitis B vaccines through another organization; or I know that I already have immunity due to Hepatitis B antibody count.

Signature of employee: _____

Year of Hepatitis B vaccine: _____

Through what organization: _____

Sampson Community College

**Letter To Physician Evaluating Employee Injured
From Possible Blood Exposure
Attachment 3**

Dear Dr. _____:

An employee at Sampson Community College encountered a blood exposure injury on _____. Please refer to the attached supervisor's injury report for the route of entry and circumstances regarding this incident. This employee has come to you for a medical evaluation, and you may treat as medically indicated. If you do not have one, we can supply a copy of the U.S. Public Health Service recommendations regarding these testing and treatment options.

The status of the source which may have infected the employee is indicated below:

_____ The source cannot be determined.

_____ The source has given their consent for HBV/HIV antibody testing to be done.

_____ The source is known to be HBV or HIV positive.

A brief description of the employee's duties is as follows:

_____.

A copy of the medical evaluation must be delivered to the employee within 15 working days of the injury. In your report, please limit your findings to indicate that the employee has been informed of the results of the evaluation and has been informed of any medical condition possible resulting from the exposure during the incident and any further treatment which may be needed. The results of the investigation of this injury will be treated confidentially by all parties. Thank you for your assistance.

Sincerely,

Sampson Community College

Exposure Incident Form

Name of Employee: _____ SSN: _____

Date of Incident: _____ Time of Incident: _____

Location: _____

Type of Exposure (puncture, splash, cut, etc.): _____

Type of Infectious Material (blood, body tissue, body fluid, vomit...) and Amount if Known:

Parts of Body Exposed: _____

Severity of Exposure: (depth of puncture, etc.): _____

Circumstances (work being performed etc.):

1. how and why the exposure incident occurred:
2. the job duty being performed at the time.
3. whether the duty being performed is a normal, routine part of the employee's job.

Methods of Control in Place: _____

Personal Protective Equipment Being Used: _____

If Personal Protective Equipment Was Not Being Used, Explain Why: _____

Action Taken (decontamination, clean-up, reporting, etc.): _____

Recommendations for Avoiding Future Incidents: _____

**The Department Chair/Supervisor must complete this form in addition to the Injury Report Form.
Contact the Program Coordinator for questions.**

SAMPSON COMMUNITY COLLEGE

CHEMICAL HYGIENE PLAN

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SECTION 1

STANDARD OPERATING PROCEDURES

INTRODUCTION

Persons who work in Sampson Community College chemical laboratories shall be safety minded. It is the policy of Sampson Community College that safety awareness become part of each employee's daily work habits. In order to achieve the highest level of safety, Sampson Community College employees shall review the Chemical Hygiene Program quarterly. The Chemical Hygiene Officer shall encourage and support this effort.

Each individual shall accept responsibility for conducting their individual work practices in accordance with the Chemical Hygiene Plan as well as any other good safety practices. All personnel shall familiarize themselves with the safety and emergency equipment available, its location, and appropriate use. Personnel shall also

- practice good housekeeping,
- wear personal protective equipment (PPE) (safety goggles, aprons, gloves, etc.), and
- refrain from smoking, eating, drinking or applying cosmetics where chemicals are present.

Advance planning is one of the best ways to avoid serious incidents. Before beginning any procedures or experiments, laboratory workers shall consider the worst case scenario and be prepared to handle any

potentially hazardous situation. Familiarity with specific chemicals or procedures can result in underestimating or overlooking the hazards involved. Casual attitudes can lead to a false sense of security, which may result in carelessness. Each and every laboratory worker has a basic responsibility to themselves and their colleagues to plan and execute laboratory operations in a safe manner.

SELECTION OF CHEMICALS

Laboratory experiments and/or procedures shall be reviewed periodically to determine if alternate experiments or procedures could accomplish the same principle using less toxic or less physically hazardous chemicals. Special attention shall be given to eliminate the use of highly acute toxins, carcinogens, and reproductive toxins. The quantity of chemicals stored shall be minimized by ordering only what is needed for a specific period of time. It is important that employees ordering chemicals confirm that a disposal route is available for the material before ordering.

LABELING AND TRANSPORTING CHEMICALS

Chemicals obtained from outside suppliers shall be properly labeled, and care shall be taken not to deface the label and render it illegible. The product name or the chemical name on the label shall correspond with the name on the Material Safety Data Sheet (MSDS). Labels shall also convey the hazards associated with that chemical (such as toxicity, flammability, or reactivity). If a chemical is transferred into a new container, then that container of mixtures and/or newly created compounds shall also be labeled in accordance with the OSHA Hazard Communication standard (29 CFR 1910.1200).

Foodstuffs intended for use in the laboratory will be identified with a label like:

NOT FOR CONSUMPTION.

FOR LABORATORY USE ONLY.

Transporting chemicals shall be accomplished in such a manner that the risk of exposure or a spill is minimized. If transportation involves moving chemicals through the corridors or other public areas, the move shall employ a solvent bottle carrier or other means of secondary containment. The number of chemicals moved and the quantities shall be kept to a minimum.

STORAGE OF CHEMICALS

The primary concerns with the storage of chemicals at Sampson Community College are contact between incompatible chemicals, and the elimination of dangerous storage conditions (i.e. heat, electrical shorts, light, etc.). The following protocols shall be followed:

- Flammable/combustible chemicals (those with flashpoints below 200° F) shall be stored in specifically designed flammable storage cabinets or refrigerators. Flammable materials shall never be stored in refrigerators not designed or modified for flammable material storage.
- Photosensitive chemicals shall be stored away from light.

- Incompatibles, such as acids and sodium cyanide, acids and bases, or ethyl ether and oxidizers, shall be segregated. Acids and bases shall not be stored in the same cabinet or adjacent on the same shelf; oxidizers and flammables shall not be stored together in the same cabinet or adjacent on the same shelf.
- Stored chemicals shall be periodically inspected (at a minimum, once each year) by the Chemical Hygiene Officer and appropriate action taken to correct any storage issues that are not in compliance with this plan or other recognized laboratory safety standards.

PERSONAL HYGIENE

The employee shall be responsible for implementing the following personal hygiene practices whenever working in the laboratory.

- When beginning laboratory work, put on safety glasses or goggles.
- Avoid skin contact as a cardinal rule whenever handling chemicals.
- PPE shall be worn at any time an employee is manipulating chemicals.
- Personnel shall consult Material Safety Data Sheets (MSDSs) to determine specific PPE requirements.
- Loose clothing shall be confined when working in the laboratory.
- Long hair shall be tied back and/or confined when working in the laboratory.
- Mouth suction, when pipetting liquid chemicals or starting a siphon, shall not be used. A pipet safety bulb or aspirator shall be used.
- Breathing gases, vapors or mists that may be toxic shall be avoided. OSHA 29 CFR 1910.1000 Subpart Z, Appendix C shall be used to determine Permissible Exposure Limits (PEL). Fume hood(s) or confinement apparatus shall be used when required.
- Unsafe conditions or actions shall be called to the attention of the Chemical Hygiene Officer so that immediate or timely corrections can be made.
- Equipment shall be used only for its intended purpose.
- Distracting or startling others in the laboratory shall be avoided.
- Horseplay or practical jokes in the laboratory or storage areas will not be tolerated.
- Exposed skin areas shall be thoroughly washed before leaving the laboratory.
- Employees shall not smoke or apply cosmetics in areas where chemicals are used or stored.

FOOD HANDLING

Food and beverage intended for consumption is prohibited in areas where chemicals are being used or stored. Areas where food or drinks intended for consumption are permitted shall be clearly marked with a sign. Hazardous chemicals SHALL NOT be allowed within that area.

Glassware used for laboratory operations shall not be used for food or beverage consumption. Containers that were used for food or beverage shall not be used to store laboratory chemicals. Laboratory refrigerators or ice chests shall not be used to store food, even if the food containers are sealed. Refrigerators and microwaves intended for chemical use should be labeled with the following verbiage or equivalent:

NOT FOR FOOD OR DRINK

GLASSWARE

Careful storage and handling procedures shall be used to avoid damaging glassware. Damaged glassware shall be discarded. Hand protection shall be worn when inserting glass tubing into rubber or cork stoppers, or when placing rubber/plastic tubing on glass tubing or connections. All glass tubing shall be fire polished or rounded, and lubricated when making connections. Vacuum-jacketed glass apparatus, such as Dewar flasks, shall be wrapped with plastic webbing or tape and handled with extreme caution to prevent implosions. Tongs, broom and dustpan, or cotton swabs shall be used to pick up broken glass. Employees SHALL NEVER pick up broken glass using their hands.

LABORATORY EQUIPMENT

Equipment shall be inspected and maintained on a regular basis following the manufacturers' recommendations. Prior to repair, faulty equipment shall be secured (locked, tagged and/or removed from the laboratory) so that accidental use is not possible. Equipment with exposed moving parts shall be equipped with guards or safety shields. Safety shields shall be used during experiments or operations where danger of explosion or release of high pressure exists. If electrical devices are used in proximity to high moisture conditions, a Ground Fault Interrupter Device (GFID) shall be installed. Pressurized apparatus (i.e. high-pressure cylinders) shall be equipped with an appropriate relief device and be secured (chained) in an upright position to a stationary object at all times.

FLAMMABLE SUBSTANCES

An open flame shall never be used to heat a flammable liquid or distill materials under reduced pressure. Prior to lighting any flame, flammable substances shall be removed from the area or shall be sealed in containers away from the heat. Open flame shall be used only when necessary and extinguished as soon as no longer needed. When volatile flammable chemicals are present, only intrinsically safe or non-sparking electrical equipment shall be used. All combustible substances (flashpoint below 200 ° F) that are stable at room temperature shall be stored in an approved flammables cabinet.

WASTE DISPOSAL

Chemical wastes should be collected in suitable containers that are clearly labeled. Incompatible wastes shall not be mixed. Waste containers should be kept closed unless waste is being added or removed.

Evaporation of chemicals is not an acceptable means of disposal. Measures shall be taken to avoid the accidental ignition of flammable and combustible wastes. Waste disposal should be scheduled periodically with a licensed chemical waste vendor; chemical wastes should not be stored indefinitely. Hazardous waste regulations may require specific labeling and limit accumulation times depending on the generator status of the College.

All disposals shall be in accordance with Federal, State and local regulations. No hazardous waste, as defined by the EPA in 40 CFR 261, shall be disposed except at an EPA permitted facility. Other materials that may be hazardous but do not meet the definition of hazardous waste shall be disposed of in an environmentally responsible manner. Before any chemicals are disposed by way of sanitary sewer ("down the drain"), prior approval by the local wastewater treatment plant shall be granted. Students and other unnecessary persons shall not be present in the laboratory or disposal area during disposal of any chemicals. This includes either disposal by a licensed chemical waste vendor or sanitary sewer disposal by Sampson Community College personnel.

SECTION 2

RESPONSIBLE PARTIES

CHEMICAL HYGIENE OFFICER

The Chemical Hygiene Officer is listed in Appendix F.

The Chemical Hygiene Officer shall,

- work with administrators and employees to implement the Chemical Hygiene Plan, monitor chemical purchase, use, and disposal, and maintain appropriate audits,
- help personnel develop precautions and adequate facilities,
- know current legal requirements concerning regulated substances, and
- continue improving the Chemical Hygiene Program.

ENVIRONMENTAL SAFETY COORDINATOR

The Environmental Safety Coordinator is listed in Appendix F.

The Environmental Safety Coordinator shall meet with the Chemical Hygiene Officer on a quarterly basis to discuss any changes that may occur in laboratory procedures. They shall also meet when task assignments or personnel duties change. The Environmental Safety Coordinator shall work with the Chemical Hygiene Officer in order to implement both the Chemical Hygiene Plan and Appendix A, "Prudent Practices in a Chemical Laboratory", of 29 CFR 1910.1450.

CHEMICAL HYGIENE COMMITTEE

Sampson Community College's Chemical Hygiene Committee is listed in Appendix F.

Subjects addressed during meetings of the Chemical Hygiene Committee include, but are not limited to,

- minimization of stored chemicals,
- hazardous chemical disposal,
- laboratory health and safety issues, and
- regulatory compliance.

SECTION 3

PRIOR APPROVAL POLICY

Due to significant or inherent hazards, certain chemical experiments or procedures may require prior approval. Prior approval for the purchase of a chemical or the exercise of a procedure or experiment shall be the responsibility of the Chemical Hygiene Officer and/or the Environmental Safety Coordinator. At such time as chemical experiments, which may contain significant and/or inherent hazards, are implemented, the Chemical Hygiene Officer and the Environmental Safety Coordinator shall identify those employees approved to perform the experiment and write an appropriate protocol as follows:

The Chemical Hygiene Officer will:

- develop a list of ALL hazardous procedures performed in the lab,
- develop specific procedures for each operation, and
- evaluate and approve all employees who may be required to perform the task.

The Prior-Approval Form will be completed and maintained for each procedure (see Prior Approval Form, Page 13). No hazardous procedure will be performed without prior approval. The responsible personnel shall consider the following factors when determining whether prior approval shall be required:

Elements of Assessment (worst case scenario)

- If the operation were performed in the most inappropriate manner, what is the worst possible consequence?
- What is the experience level of the employee carrying out the procedure? (i.e. Are the employees involved in the operation significantly less familiar with the hazards, their causes, or the logistical operation of the lab than the senior person)?

- What are the best preventive measures possible and what are the key elements in carrying out the procedure safely?

Key Elements for Experiments

Key elements for carrying out any experiment shall include, but not be limited to the following:

- PPE - all persons participating in experiments shall dress in appropriate Personal Protective Equipment (PPE) during lab activities. This may include, but not be limited to, safety goggles, face shields, latex or nitrile gloves, and aprons or lab coats,
- SAFETY EQUIPMENT - safety equipment shall be inspected to determine its location and condition (fire extinguisher, fume hood, eyewash and shower, and first aid kit),
- EQUIPMENT - the appropriate equipment shall be assembled. This may include, but not be limited to glassware specifically designed for use in a chemical laboratory,
- VISUAL INSPECTION - each chemical container shall be visually inspected to determine the condition of the chemical (i.e. out of date, damaged container, etc.),
- THE LABEL - the label on the chemical container shall be reviewed to determine any health hazards or physical hazards attributed to the chemical. If the label is illegible, the contents shall be confirmed and a new label attached prior to use,
- MATERIAL SAFETY DATA SHEET - The MSDS shall be reviewed to confirm any health or physical hazard, and to determine emergency or spill control measures,
- SPILL CONTROL - recommended absorbents and clean-up materials shall be assembled and placed in an accessible location,
- INCOMPATIBLES - any incompatible chemicals present shall be removed from the experiment area prior to beginning the procedure,
- STAFF EXPERIENCE - the experiment shall be conducted by persons approved in the conduct of the experiment,
- DECONTAMINATION - at the conclusion of the experiment, chemicals shall be returned to their appropriate storage locations, all laboratory equipment shall be thoroughly washed, and the area decontaminated,
- PERSONAL HYGIENE - disposable PPE shall be disposed and all persons shall follow personal decontamination procedures (washing of exposed skin areas).

SAMPSON COMMUNITY COLLEGE PRIOR APPROVAL FORM

Revised: __

Circumstances requiring pre-approval: _____

Description of procedure or operation: _____

To be carried out ONLY by the following employees: _____

Protocol for this operation (employee initial each item as reviewed with supervisor):

1. _____

2. _____

3. _____

4. _____

5. _____

I have reviewed the above protocol: _____

(Employee)

Approved for this operation: _____

(Supervisor)

SECTION 4

CONTROL MEASURES AND PROTECTIVE EQUIPMENT REQUIREMENTS

DETERMINING CONTROL MEASURES

The decision to implement control measures such as fume hoods or protective clothing shall be determined by the specific operation or experiment. Control measures shall be determined for groups of chemicals such as acids, oxidizers, or acute toxins, which are highly reactive or can result in acute or chronic exposure.

Chemicals with a PEL of 50 ppm or less, shall be manipulated only with the use of a fume hood so that fumes are not released into the general laboratory. Corrosive chemicals, toxic chemicals, or any chemical that may cause damage to or be absorbed through the skin, require the use of gloves and safety goggles. In potential splash situations, an apron or lab coat and face-shield shall be used.

CONTROL MEASURES

AT THE SOURCE (Controls At The Chemical)

A less hazardous chemical that will accomplish the same purpose shall be substituted. The operation or experiment shall be enclosed to prevent release into the general work area. Changes in the process shall be implemented where possible to prevent the creation of unnecessary hazards. Stored chemicals shall be kept at a minimum.

IN THE PATH (Controls in The Environmental Pathway Between The Chemical And The Employee)

Laboratory hoods are the primary control in the environmental pathway. Where required by the OSHA PEL, the fume hood shall be used. General ventilation may be adequate for most operations involving chemicals with little or no toxicity or which are amply confined. General ventilation shall exchange the air within each laboratory room a minimum of four (4) times per hour.

BY THE EMPLOYEE (Controls The Employee Shall Take Involving Actions)

Sampson Community College employees shall avoid working alone in the lab. Employees shall always wear appropriate PPE such as safety goggles, gloves, and aprons. Employees shall receive appropriate instruction and/or training prior to conducting a specific procedure.

PROTECTIVE EQUIPMENT

All Sampson Community College laboratories shall be equipped with an emergency shower, eye wash station, fire blanket, fire extinguisher, and first aid kit. Signs indicating the location of each shall be posted and clearly visible and legible from all areas of the laboratory. In addition, all exits will be labeled "EXIT."

Laboratory diagrams shall be posted in each laboratory indicating evacuation routes and the current location of the safety equipment.

All laboratory safety equipment will be inspected on a regular basis in accordance with appropriate OSHA regulations. Eyewash equipment and emergency showers shall be inspected and tested in accordance with the American National Standards Institute (ANSI) Standard, ANSI Z358.1-1998, National Standard for Emergency Eyewash and Shower Equipment.

PERSONAL PROTECTIVE EQUIPMENT

Sampson Community College shall provide, at no cost to the employee, appropriate PPE for the chemical to be used as called for in the protocol in which the chemical is used. PPE may include, but not be limited to,

- goggles
- disposable gloves
- respirators
- lab coats
- aprons

It is the responsibility of each employee to be aware of the appropriate PPE required, the location of the PPE, and to wear the appropriate PPE for the assigned task.

EMPLOYEE EXPOSURE MONITORING

If there is reason to believe that the PEL or other published recommended exposure limits are being exceeded, then Sampson Community College will provide monitoring for that exposure.

A qualified person using the appropriate monitoring equipment shall perform monitoring.

Should the results of the monitoring indicate that any specific PEL is being exceeded, Sampson Community College will take measures to eliminate the exposure potential.

SECTION 5

EVALUATION OF VENTILATION AND FUME HOODS

Ventilation evaluation shall measure the quality and quantity of ventilation in the laboratory. Airflow shall be consistent, with no areas in the lab exhibiting static or high velocity airflow.

Adequate ventilation systems change the room air at least four (4) times per hour. Higher air exchange rates may be needed depending upon chemicals being used. Airflow paths can be monitored with use of smoke tubes; however, these do not determine velocities. Pitot tubes are used for measuring duct velocities, and anemometers or velometers are used to measure airflow rates within rooms and at the faces of fume hoods.

Any experiment that uses a chemical with a PEL of 50 parts per million (ppm) or less requires the use of a fume hood or an experiment seal. The locations of Sampson Community College's fume hoods are shown

in the Lab Diagrams. The fume hoods shall be inspected and labeled annually, or when any changes have occurred that may alter fume hood operation.

An accepted method of evaluation is the anemometer or velometer which measures the velocity of air across the face of the hood. Measurements shall be taken at multiple points along the hood and averaged. Minimum face velocity is 60 linear feet per minute (lfm). A program of biannual measurements and a performance of 100 lfm shall be considered acceptable for toxins and carcinogens.

Fume hoods equipped with fixed air velocity monitoring devices will be properly inspected, monitored, and calibrated for proper operation in accordance with the manufacturer's recommendations. Any fume hood or monitoring device found to be not in proper operating condition will be labeled:

FAIL

OUT OF SERVICE

SECTION 6

EMPLOYEE INFORMATION & TRAINING

Employees shall be informed that a current Chemical Hygiene Plan shall be maintained and available for review. The Plan shall be readily available to employees, employee representatives, and upon request, the Assistant Secretary of Labor for Occupational Safety and Health, Department of Labor. The location of the plan is listed in Appendix F.

In addition to the Chemical Hygiene Program, Sampson Community College shall provide and maintain an awareness program for employees regarding any hazards and controls in their work areas. The awareness program, "Hazard Communication" OSHA 29 CFR 1910.1200, is also intended to inform employees of basic occupational health and safety. Training in Chemical Hygiene and Hazard Communication shall be provided to regulated personnel upon employment.

The contents of the Occupational Exposure to Hazardous Chemicals in Laboratories Standard (29 CFR 1910.1450) can be found at http://www.osha-slc.gov/OshStd_data/1910_1450.html or by using the CFR search capability at <http://www.access.gpo.gov/nara/cfr/cfr-retrieve.html#page1>. The location of a written copy of the standard on campus is noted in Appendix F.

Permissible Exposure Limits (PEL) for OSHA regulated substances and/or recommended exposure limits for other hazardous chemicals, when no OSHA standard exists, are to be found on the Material Safety Data Sheets (MSDS's) for the substance.

All employees will refer to the MSDS for exposure limits prior to working with a chemical.

Appendix A lists "Extremely Hazardous Substances" according to Section 302 of SARA Title III, found on the Sampson Community College's campus. Further information regarding these substances and other chemicals found on campus can be obtained from the Material Safety Data Sheets (MSDS's).

SECTION 7

MEDICAL EXAMINATION AND CONSULTATION

Sampson Community College shall provide all employees who work with hazardous chemicals an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, under the following circumstances:

- Personal symptoms. Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed to in the laboratory, the employee shall be provided an opportunity to receive an appropriate medical examination.
- Monitoring levels. Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.
- Emergency exposure. Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.
- All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay and at a reasonable time and place.
- Information provided to the physician. The College shall provide the following information to the physician:
 - The identity of the hazardous chemical(s) to which the employee may have been exposed.
 - A description of the conditions under which the exposure occurred including quantitative exposure data, if available.
 - A description of the signs and symptoms of exposure that the employee is experiencing, if any.
- Physician's written opinion. The written opinion shall not reveal specific findings of diagnoses unrelated to occupational exposure. For examination or consultation required under 29 CFR 1910.1450 and this standard practice instruction, the College shall obtain a written opinion from the examining physician which shall include the following:
 - Recommendations for further medical follow-up.
 - The results of the medical examination and any associated tests.
 - Any medical condition that may be revealed in the course of the examination, which may place the employee at increased risk as a result of exposure to a hazardous chemical found in the workplace.

- A statement that the employee has been informed by the physician of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

The medical report will be filed in a confidential medical file, separate from the employee's other personnel records. This report will be maintained by the College for a period of 30 years. At any time during this period, the employee may review his/her file. If the employee is not able to review the file in person, he/she may send his/her designated representative to review the file.

SECTION 8

PROCEDURES FOR WORKING WITH CARCINOGENS, REPRODUCTIVE TOXINS, AND HIGHLY ACUTE TOXINS

Additional protection for work with particularly hazardous substances like toxins and carcinogens shall be given specific consideration where appropriate. The College will also provide reasonable accommodation to potentially pregnant students and employees if requested.

WORK PROCEDURES

1. Establishment of a Designated Area.

Designated areas shall be established in each laboratory for the use and manipulation of hazardous chemicals. The designated area shall be posted, and all employees working there shall be informed of the hazards.

2. Use of Containment Devices

Containment devices, such as fume hoods and glove boxes, shall be used:

- when working with a hazardous substance,
- if the potential exists for the use of the chemical to result in the generation of aerosols, or
- if the process has the potential to result in an uncontrollable release of the substance.

3. Procedures for Safe Removal of Hazardous Waste

Hazardous waste shall be disposed of in accordance with all federal, state and local regulations.

4. Decontamination Procedures

Decontamination procedures shall include, but not be limited to the following:

- Proper cleaning of the work area before and after chemical use or manipulation

- Remove outer protective gear (gloves, apron, etc.) and place in labeled container for proper cleaning or disposal
- Wash hands and face, remove inner protective clothing and place in labeled container for proper cleaning or disposal
- Place contaminated equipment into labeled containers for proper cleaning
- Check for skin contamination

Employees may add additional steps as needed.

CARCINOGENS - KNOWN AND SUSPECTED WHICH ARE FOUND AT SAMPSON COMMUNITY COLLEGE

IDENTIFYING CARCINOGENS

Various regulatory agencies and programs have identified specific chemicals as carcinogenic or potentially carcinogenic. These agencies are,

1. Occupational Safety and Health Administration (OSHA)- Carcinogenic chemicals that OSHA has specifically designated as carcinogens or cancer suspect agents and for which standards have been written (e.g. 29 CFR 1910.1003 – "13 Carcinogens" or 29 CFR 1910.1017 – "Vinyl Chloride").
2. National Toxicology Program (NTP)-Chemicals listed in the "Annual Report on Carcinogens" published by NTP as "Known to be Carcinogens" or "Reasonably Anticipated to be Carcinogens".
3. International Agency for Research on Cancer Monographs (IARC)- All chemicals listed in the publication "International Agency for Research on Cancer Monographs" (IARC) under the lists titled:

Group 1 – "Carcinogenic to Humans."

Group 2A – "Probably Carcinogenic to Humans"

Group 2B – "Possibly Carcinogenic to Humans"

KNOWN TO BE OR SUSPECTED CARCINOGENS

TABLE 1		
KNOWN TO BE OR SUSPECTED CARCINOGENS		
FOUND AT SAMPSON COMMUNITY COLLEGE		
LOCATION	SUBSTANCE	LISTS

COSMETOLOGY	MINERAL OIL	IARC GROUP 1
PRINTING	CARBON BLACK	IARC GROUP 2B
CHEM ROOM 230	BENZENE	IARC GROUP 1 NTP "KNOWN TO BE CARCINOGENS" NTP "REASONABLY SUSPECTED TO BE A CARCINOGEN" OSHA
CHEM ROOM 230	CARBON TETRACHLORIDE	IARC GROUP 2B NTP "KNOWN TO BE CARCINOGENS" NTP "REASONABLY SUSPECTED TO BE A CARCINOGEN" OSHA USDHHS 1991
CHEM ROOM 230	CHROMIUM	NTP "KNOWN TO BE A CARCINOGEN" USDHHS 1991
CHEM ROOM 230	CHROMIUM NITRATE	NTIP "KNOWN TO BE A CARCINOGEN"
CHEM ROOM 230	LEAD ACETATE	IARC GROUP 2B NTP "REASONABLY SUSPECTED TO BE A CARCINOGEN"
CHEM ROOM 230	LEAD	IARC GROUP 2B
CHEM ROOM 230	NICKEL NITRATE	IARC GROUP 1
STUDENT SERVICES	CARBON BLACK	IARC GROUP 2B

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CHEMICAL HYGIENE PLAN FOR:

DATE REVISED:

ADDITIONAL EMPLOYEE PROTECTION FOR SPECIAL HAZARDS:

Hazard Category: Select carcinogen: Cited authority:

Reproductive toxin: Cited source:

High acute toxin: LD₅₀/LC₅₀ data (source):

PROTECTION CONSIDERED AND ACTIONS TAKEN:

1. Designated Area:

2. Containment Devices:

3. Waste Disposal Policy:

4. Decontamination Procedures:

APPENDIX A

EXTREMELY HAZARDOUS CHEMICALS

Reference: www.sampsoncc.edu/safety/exhazchem

APPENDIX B

DEFINITIONS OF SELECTED TERMS

DEFINITIONS OF SELECTED TERMS

Acute	Immediate response to exposure.
Acute Toxicity	Employer shall make provisions for "additional protection" where appropriate if any of the following conditions are met: Median LD ₅₀ of 50 mg/kg orally in albino rats, 200-300 grams. Median LD ₅₀ of 200 mg/kg by continuous contact with the bare skin of albino rabbits 2-3 kgs. Median LD ₅₀ in air of 200 PPM (2 mg/L) continuous inhalation for one hour.
Carcinogen	A cancer-causing agent.
Chronic	Delayed response to exposure.
Combustible	Materials that "flash" above 100°F but less than 200°F.
Flammable	Materials that release sufficient vapor to burn or flash below 100°F.
Flashpoint	The minimum temperature at which a liquid gives off a vapor in sufficient amounts to ignite.
Hazardous Chemical	A chemical for which there is statistically significant evidence in at least one study that acute or chronic health effects may occur in employees exposed to that chemical.

IDLH (Immediately Dangerous to Life and Health)	Atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would interfere with an individual's ability to escape from a dangerous atmosphere.
Laboratory Type Hood	A device enclosed on five sides with a movable sash of fixed glass partially enclosed on the remaining side. It is designed to draw air from the lab and prevent contaminants from entering the lab.
PEL (Permissible Exposure Limit)	The 8-hour time weighted average measured in parts per million and established by OSHA. Workers may not exceed the PEL for any specific chemical.
Physical Hazard	A chemical for which there is scientific evidence that it is a combustible liquid, compressed gas, explosive, flammable, an organic peroxide, or oxidizer, pyrophoric, reactive or water reactive.
Reproductive Toxin	Chemicals that affect the reproductive capabilities including chromosomal change (mutation) and effects on fetuses (teratogenesis).
TLV (Threshold Limit Value)	The time-weighted average concentration of a substance for a normal 8-hour workday and a 40-hour work week to which nearly all workers may be exposed day after day without adverse effect.
Water-reactive	A chemical which releases a flammable or hazardous gas when it reacts with water.

APPENDIX C

CURRENT LABORATORY INVENTORY

Reference: www.sampsoncc.edu/safety/labinventory

APPENDIX D

LABORATORY DIAGRAMS

Reference: www.sampsoncc.edu/safety/diagrams

APPENDIX E

GUIDELINES FOR FORMALDEHYDE USE

SAMPLING STRATEGY AND DETERMINATION OF THE NEED FOR EXPOSURE MEASUREMENTS

To protect the health of employees, exposure measurements need to be unbiased and representative of employee exposure. There is no one correct way to determine employee exposure. Obviously measuring the exposure of every employee exposed to formaldehyde will provide the most information on any given day. Sampson Community College has determined that some employees have the potential to be exposed to concentrations in excess of the action level (0.5 ppm TWA). Departments with employees that work with formaldehyde are listed in Appendix F.

WORKPLACE MATERIAL SURVEY

Work tasks that involve the use or manipulation of formaldehyde are listed in Appendix F.

WORKPLACE OBSERVATIONS

In many circumstances, sources of formaldehyde can be identified through the sense of smell. However, this method of detection is used with caution because of olfactory fatigue.

Certain high temperature operations give rise to higher evaporation rates. The location of open doors and windows provides natural ventilation that tends to dilute formaldehyde emissions. General room ventilation also provides a measure of control.

EXPOSURE RISK

Sampson Community College has determined that there is limited potential for a substantial employee exposure to formaldehyde

1. Employees who are present during a leak or spill event will be considered exposed and receive medical evaluations in keeping with the terms of the Chemical Hygiene Plan.
2. Dissection or preservation of laboratory specimens. Sampson Community College will conduct badge sampling during a representative dissection task, and again whenever there are significant changes to the methods used for dissection (either in terms of procedure or engineering controls).

MONITORING AND MEASUREMENT PROCEDURES

Evaluation of 8-hour Exposure: Measurements taken for the purpose of determining time-weighted average (TWA) exposures will be taken with samples covering the full shift. Samples collected will be taken from the employee's breathing zone air.

Short-term Exposure Evaluation: If there are tasks that involve brief but intense exposure to formaldehyde, employee exposure will be measured to assure compliance with the STEL. Sample collections are for brief periods, only 15 minutes. Several samples may be needed to identify the peak exposure.

Sampson Community College will conduct "badge sampling" with the cooperation of employees who perform tasks that may expose them to formaldehyde. If the samples indicate that the levels of formaldehyde warrant further tests, Sampson Community College will conduct additional tests in keeping with OSHA standards. Should the additional tests show that formaldehyde levels exceed the PEL set by OSHA, Sampson Community College will take measures to increase engineering controls or otherwise lessen the exposure of employees to formaldehyde.

Notification of Results: Sampson Community College will inform employees of the results of exposure monitoring representative of their job. The results will be in writing.

ENGINEERING CONTROLS

Because ventilation is the most widely applied engineering control method for reducing the concentration of airborne substances in the breathing zone, the following protocol will be followed:

1. **Work Practices:** Work practices and administrative procedures are an important part of a control system. If an employee is asked to perform a task in a certain manner to limit his/her exposure to formaldehyde, it is extremely important that the employee follows procedures and wears Personal Protective Equipment (PPE).
2. **Fume Hood:** Fume hood ventilation is designed to capture airborne contaminants as near to the point of generation as possible. To protect the employee, the direction of contaminant flow must always be toward the local exhaust system inlet and away from the employee. A fume hood will be used when pouring or otherwise manipulating formaldehyde.
3. **General (Mechanical):** General dilution ventilation involves continuous introduction of fresh air into the workroom to mix with the contaminated air and lower the breathing zone concentration of formaldehyde. Effectiveness depends on the number of air changes per hour. Where students are

dissecting specimens that are emitting formaldehyde over a large area of the laboratory, general dilution ventilation may be the only practical method of control. When possible, windows may be opened for additional vapor dilution.

MEDICAL SURVEILLANCE

Sampson Community College will make a medical surveillance program available at no expense, and at a reasonable time and place for any employee exposed to formaldehyde at concentrations above 0.5 ppm as an 8-hour average or 2 ppm over any 15-minute period. Employees will be offered medical surveillance at the time of their initial assignment and once a year afterward as long as their exposure is at least 0.5 ppm (TWA) or 2 ppm (STEL). Even if employee exposure is below these levels, the employee is required to inform Sampson Community College if he/she notices signs/symptoms recognized through employee training, and related to formaldehyde exposure.

The surveillance plan includes:

- A medical disease questionnaire
- A physical examination if the physician determines this is necessary. The physician will collect all information needed to determine if the employee is at increased risk from his/her exposure to formaldehyde. At the physician's discretion, the medical examination may include other tests, such as a chest x-ray, to make this determination.
- After a medical examination the physician will provide Sampson Community College with a written opinion which includes any special protective measures recommended and any restrictions on the exposure. The physician must inform the employee of any medical conditions he/she has which would be aggravated by exposure to formaldehyde.

All records from the employee's medical examinations, including disease surveys, will be retained at the expense of Sampson Community College.

EMERGENCIES

If a spill of appreciable quantity occurs, employees will isolate the spill (close doors) and leave the area quickly. Sampson Community College's emergency procedures will be followed.

Spill, Leak and Disposal Procedures

For small spills, designated employees will place the leaking container in a well-ventilated area and either follow established clean-up procedures or contact a licensed chemical waste vendor regarding disposal.

Employees exposed to formaldehyde as the result of an emergency in designated workplaces and who develop signs or symptoms associated with acute toxicity from formaldehyde exposure will be provided a medical examination as soon as possible. This medical examination will include all steps necessary to stabilize the employee's health. Affected employees may be kept in the hospital for observation if symptoms are severe.

APPENDIX F

SAMPSON COMMUNITY COLLEGE-SPECIFIC INFORMATION

Designation of Chemical Hygiene Officer (mandatory)	Ms. Cindy Shillady Biology Faculty, Arts and Sciences
Designation of Chemical Hygiene Committee (optional)	Members: 1. Ms. Cindy Shillady 2. Mr. Mark Rushing 3. Ms. Loreta Jones 4. Mr. Ronnie Adams 5. Dr. Bill Starling
Frequency of Committee Meetings (optional)	Annually
Designation of Environmental Safety Coordinator (optional)	Dr. Bill Starling
Location of Chemical Hygiene Plan (mandatory – must be accessible to employees)	Office of the Vice President of Administration Office of the Division Chair, Arts and Sciences Office of the Chair, Cosmetology Library Safety Reserve Staff and Faculty Handbook www.sampsoncc.edu/safety
Location of 29 CFR 1910.1450 Standard (mandatory – must be accessible to	http://www.osha-slc.gov/OshStd_data/1910_1450.html

employees)	
Departments that use Formaldehyde	Arts and Sciences, Biology and Chemistry for selected dissecting assignments

CAMPUS EMERGENCY PROCEDURES

Sampson Community College

Campus Emergency Procedures

Effective May 1, 2012

EMERGENCY NUMBERS

**Campus Security 910-337-3333
Evening Director 910-990-4994
Emergency Management 910-592-8996
Communications 910-592-1151**

P.O. Box 318
Highway 24 West
Clinton, NC 28329
(910) 592-8081

Campus Emergency Procedures

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CAMPUS EMERGENCY PROCEDURES

PURPOSE

This handbook has been developed to assist staff, faculty, and students in responding to emergency situations that may occur on the Sampson Community College campus or at College events conducted off the main campus site. Emergencies can occur at any time and without warning. Through planning and preparation, however, their effects can be minimized if proper emergency procedures are established, well communicated, and carried out by all employees. The Board of Trustees and the administration are committed to the safety and security of all the College community. In times of emergency, the College will provide appropriate campus-wide response to assure safety and to minimize losses.

With the institutional commitment assured, employees must understand that emergency preparedness is also an individual's responsibility. This handbook serves as a quick reference for effective action during emergencies and should be kept in an easily accessible location at all times. All staff and faculty should take time to read and become familiar with the contents of the guide before an emergency occurs.

Additional information may be obtained from the Campus Security Office or through the Office of the Vice President for Administration.

POLICY STATEMENT

The authority to declare a campus state of emergency and activate the Crisis Management Team rests with the College President or, in the absence of the President, a member of the administration acting under the President's authority. All students, staff, faculty and visitors of Sampson Community College are expected to comply with this plan. All employees are expected to be familiar with the contents of this plan and have a duty and responsibility to guide students and visitors through the proper response to emergencies and evacuations.

EMERGENCY RESPONSE TEAM

The initial responders to any campus emergency are identified as the College's Emergency Response Team. The College's Emergency Response Team includes and is directed by the Vice President for Administration, the Director of Maintenance, the Campus Security Officer, and the Director of Emergency Services. This Emergency Operations Plan is intended to provide guidelines for handling emergency situations at Sampson Community College and for emergencies that arise at College functions away from the main campus. All emergencies must be reported to 9-1-1.

EMERGENCY NOTIFICATION

All emergencies must be reported to 9-1-1, the College's switchboard. During periods when the switchboard is not staffed, calls should be made to Campus Security (910-337-3333) or to the Director of Evening Programs (910-990-4994).

EVACUATIONS

The following procedures are designed to provide for the safe and orderly evacuation of one or more buildings or the entire campus during an emergency that endangers the health, safety, property or the ability of the College to function.

ALARM ACTIVATION

- Anyone observing smoke or fire in a building should activate the fire alarm.
- When an alarm sounds all occupants are required to evacuate the building. Alarms may be activated at pull stations or may be automatically activated through sensors. Orders to evacuate may also be given verbally for emergencies such as bomb threats or gas leaks to provide for safe egress.

EXITING BUILDINGS

- Move quickly and quietly to a safe distance from the building and emergency vehicle access areas.
- Staff and faculty should direct students and visitors to a safe distance from the building.
- Take the shortest route to an exit except when it is blocked by fire, debris or other hazards.
- DO NOT use elevators when evacuating.
- If the building is consumed by smoke, evacuees should get as close to the floor as possible and crawl to the nearest exit.
- All personal belongings should be taken if time and circumstances permit.
- All doors should be closed upon exiting a room of a building.
- DO NOT use cellular phones during evacuations.
- DO NOT go to vehicles until an all clear is provided.
- If possible, faculty should take their attendance roster in order to account for students.
- DO NOT reenter an evacuated building for any reason until cleared by proper authorities

EVACUATING PERSONS WITH MOBILITY DISABILITIES

- Attempt a rescue evacuation only when a disabled person is in immediate danger and cannot wait for professional assistance.
- Two physically capable occupants should be invited to volunteer to assist the disabled to evacuate. If a volunteer is not available, designate two people to assist who are willing to accept the responsibility. Ask the disabled person how he or she can best be assisted or moved and whether they require any special consideration or items that need to come with the person.
- Evacuating a disabled or injured person alone should be a last resort. Consider your options and the risk of injuring yourself or others in an evacuation attempt.
- In the College's two-story buildings, a disabled person may be moved to the top of a stair landing. Some buildings have an "Area of Rescue" located in the stairwell. The area of rescue has an intercom system for communication with emergency personnel.
- Notify police or fire personnel immediately about any people waiting to be rescued.
- DO NOT use elevators unless authorized to do so by fire department personnel.

- If disabled people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique. Remember, two-person rescues are preferable.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled persons and volunteers. Wheelchairs will be evacuated later if possible.

EVACUATING PERSONS WITH VISUAL IMPAIRMENT

- Give verbal instructions to advise about the safest exit route using direction and distance words such as “right, left, forward, backwards and turn around.” Allow blind persons to use their cane as you talk them through evacuation. Provide other verbal instructions or information such as “elevators cannot be used.”
- DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (e.g. elevators cannot be used.)

EVACUATING PERSONS WITH HEARING IMPAIRMENT

- Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

SHELTER IN PLACE

- Shelter in place directives will be given for hazards outside a building.
- Stay where you are within a building until further directed.

EMERGENCY LOCKDOWNS

The purpose of emergency lockdown is to protect from an armed intruder or hostage situation on campus. Emergency lockdown is necessary in situations where there is reason to believe that exiting a sheltered area will expose individuals to greater danger than remaining in place.

AUTHORITY TO INITIATE LOCKDOWNS

All faculty and staff have the authority to initiate an emergency lockdown. Such situations where an emergency lockdown may be warranted include:

- Observing an armed intruder,
- Hearing a gunshot, or
- Any situation where exposure to outside conditions may endanger staff, faculty, or students

ANNOUNCING LOCKDOWNS

- A lockdown should be initiated when an armed intruder is observed. As soon as possible, call 9-1-1 to report the situation.
- Your own observations may be the only criteria for determining that a lockdown should be implemented.
- Staff and faculty members should announce the lockdown to others in their area and direct building occupants into a room which can be locked.

STEPS TO FOLLOW

- DO NOT expect to hear an audible alarm and DO NOT activate the fire alarm system. There have been cases where active shooters have activated fire alarms to lure victims outside.

- Security Officers have other duties to perform during a lockdown and may not be available to assist in announcing the lockdown or providing directions.
- During an armed intruder or shooting situation, remember the following:
 - Gunfire may sound artificial. Assume that any popping sound is gunfire.
 - Figure out your course of action immediately. In the initial moments decide what is occurring and which option listed below will provide the greatest degree of security.

Get out: if there is considerable distance between you and the gunfire, quickly move away from the sound and find a secure place to hide or at least a place that will provide protection from gunfire or explosions such as a brick wall, trees, or buildings.

Call out: when you reach a safe location, call 9-1-1 and the College switchboard or Security Officer (910-337-3333). DO NOT assume that someone else has reported the emergency. The information that you are able to provide law enforcement may be critical, e.g. the number of shooters, physical description, number and type(s) of weapons, and location of the shooter.

Hide out: If the shooter is in close proximity to your location, use lockdown procedures and hide within the room.

Keep out: Barricade doors with any heavy objects available.

Spread out: If there are two or more persons in the same place when an active shooting begins, you should spread out in the room to avoid offering the shooter an easy target.

Take out: If discovered or confronted by an active shooter, an attempt to overpower the shooter may be your only option.

- Instruct room occupants to spread out to points inside the room where they cannot be seen from outside the room. Hide behind or under desks, chairs or other objects in the room.
- Barricade doors to the room with desks, chairs and other heavy objects.
- Close blinds and turn off lights and computers for concealment.
- Silence cell phones by placing them on vibrate to avoid attracting attention. DO NOT use cell phones except to report life or death situations inside the room or to report the location of the intruder.
- While in lockdown, ignore fire alarms unless you see smoke or fire in which case you must assess whether it is safer to remain in the room or to expose yourself to possible danger outside.
- Instruct room occupants not to shout at, point at or move toward officers that may enter the room and to keep their hands visible to officers.
- The first group of responding law enforcement officers will not stop to assist you as they go through the building. Their priority is to move toward the sound of gunfire to neutralize the shooter.
- A second group of law enforcement officers sweeping the building are there to provide a secondary search and to acquire aid for injured persons.
- Should the shooter enter the barricaded room, decide if attempting to overcome the suspect is your best option for survival. Numerous people in a room may be able to disable the shooter versus doing nothing and becoming an easy target.
- Carefully follow commands of law enforcement officers and DO NOT leave lockdown until advised it is safe to do so.

CRISES

REPORTING

A crisis on campus can be the result of violent, disruptive or criminal behavior. Everyone is asked to assist in making the College a safer place by being alert to suspicious situations or persons and promptly reporting them by calling the switchboard or security (910-337-3333) or the evening director (910-990-4994). Call 9-1-1 immediately if a criminal act is observed.

If you are a victim or a witness to any on-campus violation of the law such as an assault, robbery, theft, overt sexual behavior, or other threatening behavior, seek safety and call 9-1-1. Be prepared to provide the information listed below when reporting

- Nature of the incident
- Location of the incident
- Description of person(s) or property involved
- Security will direct responding law enforcement to the scene

DOMESTIC ISSUES/RESTRAINING ORDERS

Any employee or student who has a restraining/protective order should provide a copy of the order to campus security. In the event the order is violated, security will be prepared to present a copy of the order to law enforcement officers or to enforce the order by his or her own action.

All staff and faculty should be observant of actions and situations in the workplace which indicate a domestic issue. Report any domestic issues to security (910-337-3333) or the evening director (910-990-4994).

HOSTAGE SITUATIONS

Anyone observing a situation where a person is being held against their will should call 9-1-1 immediately as well as the switchboard or security (910-337-3333) or the evening director (910-990-4994) and be prepared to provide as much of the information below as is known.

- Location of the incident.
- Identification/description of person(s) involved – both taker and hostage
- Description of events
- Whether or not the hostage taker(s) is armed
- Number and types of weapons

You may be directed to implement lockdown procedures. DO NOT attempt to intercede in a hostage situation. You may jeopardize your own safety or that of the hostage.

When in a hostage situation, follow the guidelines listed below to ensure the greatest safety:

- Remain alert and be observant. The information you are able to provide law enforcement may be critical.
- Avoid drastic or sudden action as well as any behavior that could further endanger you.
- Follow the instructions of the captor.
- DO NOT speak to the captor unless spoken to. However, tell the captor if you need or anyone else needs medication, first aid, or restroom privileges.
- DO NOT talk down to the captor.
- Avoid appearing hostile.
- DO NOT stare at the captor.

- Avoid speculating

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others. If a psychological crisis occurs:

- Never try to handle the situation without assistance.
- Call 9-1-1 for situations that pose immediate danger to you or to others.
- Call the College's switchboard or security (910-337-3333) or the evening director (910-990-4994) and report that you need immediate assistance. Give your location and the nature of the situation.
- Stay with the victim unless your safety is threatened. Wait for emergency response personnel or College security.
- Stay calm.
- Be sensitive to the family and friends during the crisis.
- Remember, information about a student may be protected under the Family Educational Rights and Privacy Act.

TERRORISM

Any information concerning a terrorist threat should be referred to College security who will then contact the appropriate law enforcement agency. When reporting such a threat, be prepared to answer the questions listed below:

- How was the threat received? (verbally, email, telephone, etc.?)
- What are the details of the threat conveyed?
- Who made the threat, if known?
- What time was the threat made?
- Where and when is the threat to be carried out?
- Why was the threat made?

UNAUTHORIZED PROTESTS, MARCHES, ASSEMBLIES

The College supports the right of free speech. The Trustees have adopted policies governing the exercise of these rights on the campus. Most demonstrations or related activities will have been approved in advance by the Dean of Student Services and will be peaceful, unobtrusive, and unobstructive. A demonstration should not be disrupted unless one of more of the following conditions results from the demonstrator(s):

- Violations of law are occurring.
- There is a clear violation of College policies.
- There is interference with the normal operation of the College.
- Access is obstructed to offices, buildings, or other facilities of the College.
- Any spontaneous demonstrations should also be reported to security in order that they be monitored.
- Security will notify the administrative offices and take action as directed.

MEDICAL EMERGENCIES

Availability of Medical Aid on Campus

Sampson Community College does not have a full-time nurse or EMS staff member assigned as an emergency employee for campus medical emergencies. However, Security Officers, the Director of EMS Training, and nursing faculty are available for responses to medical emergencies. The College encourages employees to complete and maintain CPR certification. Additionally, a number of employees are trained in the use of automated external defibrillators.

Minor Illness/Injury

For minor illness, students and employees are recommended to go home or to see their personal physician. If someone is too sick or injured to leave on his/her own, please attempt to arrange transportation. Employees should not transport ill or injured persons. A sick or injured person's condition could worsen during transportation beyond your ability to address. For minor injuries, first aid kits are available in shops, labs, student services and other administrative and support offices.

Major Illness/Injury

- CALL 9-1-1 and report the medical emergency. Stay on the phone and answer questions from the operator. Then call Campus Security, the switchboard, or Evening Director as appropriate to request assistance from other support staff.
- Campus Security will come to your location and plant operations staff will help direct responding EMS staff to the patient.
- Stay with the patient and keep them still and comfortable until you are relieved by other College staff with medical training or by the EMS staff.
- Render whatever aid you are trained to perform until relieved.
- Keep the victim still, comfortable, and warm.
- Protect the victim from any disturbances.
- Ask the victim if they have identification or medical conditions. If possible, try to determine the name of family that can be called to notify them of the individual's health concern.
- All staff, faculty, and students are encouraged to attend first aid, CPR, and AED training courses.

Blood and Body Fluids

- When responding to illnesses or injuries where blood or body fluids are present, do not come into contact with either. All containment and cleanup should be performed consistent with the procedures outlined in the College's Bloodborne Pathogen Plan.
- Notify Campus Security of the presence of fluids and arrangements will be made for biohazard cleanup.

Reporting Illness/Injury

Any staff or faculty member who responds to an illness/injury should complete an as soon as possible and forward to the Business Office.

SMOKE OR FIRE

- Any person who sees smoke or fire in a building should immediately activate the fire alarm and initiate the evacuation of the building. Fire alarms may be activated by sensors. Evacuation of a building is required by law when a fire alarm is sounding.

- Move away from the area. Isolate the problem as well as possible by closing doors and windows. Take your personal items like knapsacks, keys, and purses with you. Assist disabled individuals to evacuate or to reach areas of rescue assistance.
- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and an exit.
- DO NOT USE ELEVATORS WHEN EVACUATING.
- Close doors as you evacuate.
- Call 9-1-1. Then call the Campus Security (910-337-3333), the switchboard, or the Evening Director (910-990-4994) as appropriate.
- DO NOT allow anyone to re-enter a building after it has been evacuated.
- DO NOT allow evacuees to congregate close to the building or in areas that might impede access by emergency vehicles and personnel.
- Ensure that evacuees remain safe until the “all clear” is given by authorized personnel.
- DO NOT attempt to silence any alarm. Alarms should be allowed to sound until it has been determined that all occupants of the building have been evacuated. Only authorized personnel may silence an alarm once it is determined that an emergency does not exist.

FIRE EXTINGUISHER INSTRUCTIONS

P = PULL safety pin from the handle

A = AIM at the base of the fire

S = SQUEEZE the trigger handle (generally, the top pushes down)

S = SWEEP from side to side across the base of the fire

- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. Do not re-enter the building alone. If you are trapped, stay as low to the floor as you can as you exit. Do not open any doors that feel hot. Use wet towels or cloths to protect yourself from flames and smoke.
- If your clothes catch fire, STOP, DROP, and ROLL!
- All alarms should be taken seriously. If you hear an alarm, evacuate the building to a distance of at least 50 yards.

BOMB THREATS

Bomb threats are, unfortunately, not uncommon in schools and public buildings. Fortunately, the overwhelming numbers of these are false. Please understand, however, that all bomb threats must be considered real and appropriate procedures followed until the threat has been resolved.

Evacuation

- Allow law enforcement or College authorities to make evacuation decisions when the emergency is a bomb threat. DO NOT evacuate until directed to do so. Please note that some bomb threats are called as part of a larger plan to threaten public safety.

- When directed to evacuate, use the route specified by College Security or responding law enforcement.

Initial Process

- If you receive a bomb threat, obtain as much information as possible. The Bomb Threat Checklist provides you a quick reference to record relevant information that may be helpful to law enforcement.
- Thoroughly complete the Bomb Threat Checklist and submit it to the administrator in charge as soon as possible.
- When the bomb threat is received by telephone, keep the caller talking as long as possible. Do not hang up the phone. Report any unusual observations to emergency personnel. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS.**
- Any documents or envelopes containing a threat should be turned over to Campus Security.
- Turn off all cell phones as these have been used to detonate devices.

Potential Bomb or Suspicious Object

- **DO NOT** touch any object that has been identified as, or that you may suspect to be, an explosive device.
- **DO NOT** open drawers, cabinets, or turn lights on or off as these may be used to trigger an explosive device.
- Evacuate the area surrounding the object and send someone to call Campus Security from a safe location.
- **DO NOT** activate the fire alarm.
- **DO NOT** use any mobile communication device in the area of the potential bomb.
- Provide the exact location and description of the object and keep under observation from a safe distance to ensure that it is not approached by someone else.

Evacuation

- When evacuation is ordered, direct evacuees to a safe area as far from the building as is reasonably practical.
- Follow instructions given by emergency personnel. Take your personal items like knapsacks, keys, and purses with you. Do not enter any evacuated area until authorized to do so.

Bomb Search

- Once the building has been evacuated, Campus Security will assemble a search team and coordinate the bomb search.
- **DO NOT** allow anyone to re-enter the building until cleared by Campus Security or the administration to do so.

Bomb Threat Checklist

Exact wording of caller: _

Ask the caller the following questions:

When will the bomb explode?

Where is the bomb now?

What does the bomb look like?

What kind of bomb is it?

What will detonate the bomb?

Did you place the bomb? Why?

What is your name?

Date:

Time:

Sex of Caller: M / F

Age:

Describe the caller's voice (circle any that apply)

Calm

Lisp

Deep

Soft

Angry

Crying

Slow

Loud

Excited

Normal

Raspy

Distinct

Nasal

Stutter

Cracking

Laughing

Slurred

Accented

Ragged

Deep Breathing

Dialect:

Other:

Was the voice familiar to you? Y / N

Like Whom?

Describe the threat language (circle any that apply):

Well-spoken

Foul

Incoherent

Serious

Message Read

Irrational

Other:

Describe any background noise (circle any that apply):

Street

Long Distance

Clear

Music

Office

Local

Factory

Motor

House

Static

Voice

Animals

Other:

SEVERE STORMS/HURRICANES/TORNADO

Severe Thunderstorm

Severe thunderstorms are the most likely natural occurrence that could affect the College. To lessen the possibility of injury the following steps should be followed:

- If you can hear thunder you are close enough to a storm to be struck by lightning. Go to safe shelter immediately.
- When a storm approaches find shelter in a building or car.
- Give any medical assistance that you have been trained to administer.

Tornado

- It is the responsibility of the staff and faculty to take charge during a tornado. Be aware that the only alert to an impending tornado may be your own observation. You may be the first to learn of a watch or warning.
- Tornado Watch – A tornado is possible in and near the watch area. Review and discuss your emergency plans. Be ready to act quickly if a warning is issued or if you suspect a tornado approaching.
- Tornado Warning – A tornado has been spotted or indicated by weather radar. Tornado warnings indicate imminent danger to life and property. Go immediately to the areas designated in the building for shelter. These are interior rooms or hallways and restrooms on the first floor away from windows. Crouch beside an interior wall, lower and cover your head with your arms.
- When a warning has been received, all staff and faculty must immediately announce the warning to everyone in their area and begin directing all occupants to the shelter area within the building.
- Campus Security, maintenance, and administrative staff will help spread the word and assist in directing occupants.
- In the event of a tornado warning or a tornado sighting, the following actions are appropriate.
 - DO NOT activate fire alarms; no one should exit the building
 - DO NOT expect to hear an audible alarm during a tornado
 - Remain in the shelter area of a building until the tornado has passed or an “all clear” has been given
 - Evacuate the building when it is safe to do so
 - Check for injuries. If you are trained, provide first aid to victims until emergency responders arrive.
 - Stay out of damaged buildings

Hurricanes and Winter Storms

There are sufficient advance warnings for hurricanes and winter storms so that immediate emergency action is not required. For these occurrences, please consult the College inclement weather plan.

- Decisions affecting the delay of classes or cancellations will be available on the College’s PBX through the automated announcement as soon as conditions warrant (notifications will generally be made by 6:00 a.m.). Efforts will be made to announce this on the following TV Channels: WRAL (Channel 5), WECT (Channel 6), Fox 50 (Channel 9), and WTVD (Channel 11)

SPILLS INVOLVING HAZARDOUS MATERIALS

The following procedures provide general guidelines to be implemented when a hazardous material is spilled. When appropriate, if the individual causing or discovering the spill has the knowledge of the properties of the material, an alternate course of action can be undertaken. No one should involve themselves in an incident with hazardous materials unless they have received spill response training and are using established protocol for clothing and disposal of materials.

In the event of a spill of a hazardous material, it is the duty of the individual(s) responsible for or who first encounter the spill to take immediate action. Depending on their level of confidence and expertise, they should begin remediating the spill and report the incident to the Maintenance Supervisor and Campus Security.

Notification Requirements

- In the event of any spill, notify the Maintenance Supervisor and Campus Security.
- Notify 9-1-1 if a spill of a flammable liquid is of such magnitude that it poses a risk of fire and cannot be remediated by College staff.
- Notify 9-1-1 if there are injuries that require more than first aid treatment.
- Notify 9-1-1 if there is a release of any material of a magnitude that campus personnel are unable to remediate.

Emergency Notification Information

- In the event of a release requiring notification of 9-1-1, provide the following information:
 - Name of spilled substance(s)
 - Estimate of quantity spilled
 - Time of spill
 - Any contact of substance with ground
 - Any known health risks associated with the substance
 - Any precautions that should be taken to protect the surrounding community
 - Name(s) and telephone number(s) of persons to be contacted for further information.

Spill Remediation – Hazardous Solids (Any Quantity)

- Clear the area surrounding the release to eliminate any contact of the hazardous material by people in the area.
- Determine if there are any people with injuries or who have come into contact with the hazardous material. Respond to injuries by enlisting the support of nearby individuals to help with assistance. Direct those who have come into contact with the material to immediately rinse the area of contact with a copious amount of water.
- After putting on appropriate protective equipment, sweep up the spilled substance and any associated debris and containerize it using either a heavy thickness plastic bag or a cardboard box.

Spill Remediation – Hazardous Liquids (Major Quantity)

A major quantity of spilled liquid is defined as any amount that appears to be of such quantity or seems to be endangering enough that it cannot be adequately remediated by College personnel. The following steps should be followed in the event of a major spill.

- Eliminate contact with or exposure to the hazardous material by clearing the vicinity of the release. If a material is volatile, flammable, or is known to have or suspected of having toxic properties, activate the nearest fire alarm and call 9-1-1 to report the incident. Report the incident to College Security as well.
- Determine if there are any people who are injured or who have come into contact with the hazardous material. Respond to injuries by enlisting the support of nearby individuals to help provide assistance. Direct those who have come into contact with the material to immediately rinse the area of contact with a copious amount of water.
- Await the arrival of emergency response personnel. Upon their arrival, brief them on the details of the spill and the status of any injuries.
- Coordinate the management of spill residues.

- Ensure that all waste is placed in a suitable container. Contact the Maintenance Supervisor for assistance.
- Seal the container and label it “HAZARDOUS MATERIALS SPILL RESIDUE.”
- Attach a copy of the corresponding material safety data sheet(s) to the outside of the container.
- Spill Remediation – Hazardous Liquids (Minor Quantities)
 - A minor quantity is defined as a spill that can be remediated by on-scene College personnel.
 - Take the following steps in the event of a minor spill.
 - Eliminate contact with and exposure to the hazardous material by clearing the area of the release.
 - Consider evacuating the room if the substance is volatile, flammable, or is known to have or suspected of having toxic properties.
 - If the release is inside a building, isolate the area to contain the spill by ensuring doors and windows are closed.
- Minimize potentially endangering conditions by:
 - Extinguishing open flames, removing any other ignition sources, and unplugging nearby electrical equipment; and
 - Closing interior doors (i.e. doors that lead to interior hall or adjoining rooms)
- Respond to people who are injured or who have come into contact with the hazardous material. To address injuries, enlist the support of anyone who is nearby to provide assistance. Direct those who have come into contact with the material to immediately rinse the area of contact with copious amounts of water.
- If possible, ventilate the room in the outdoors by opening exterior doors and windows.
- After donning personal protective equipment, contain the spill by applying a liberal amount of the appropriate absorbent.
- Sweep up the absorbent and any associated debris and containerize the waste in a metal container. Ensure that surfaces that have come into contact with the hazardous material and spill response equipment are decontaminated.
- Mark the container with the words “HAZARDOUS MATERIALS SPILL RESIDUE” and attach a copy of the corresponding MSDS sheet to the outside of the container.

FACILITY FAILURES

Power Outages

- In the event of a power outage (or a disruption in normal power distribution) on the main campus, please contact Campus Security, the Director of Plant Operations, or the Evening Director as appropriate.
- Maintenance staff will confirm the extent of the power loss and take immediate steps to protect mechanical systems

Plumbing Failure

- In the event of the failure of a building sanitary sewer system, maintenance personnel will close all building restrooms. The cause of the failure will be investigated by maintenance staff and outside contractors and a probable return to service time communicated.
- If reasonable accommodation can be made with the use of other building facilities, then classes and staff work may continue. In the event that the repair time is extended or the student demand cannot be reasonably accommodated, the administration will close a building(s) and relocate or cancel classes until the building functionality is restored.
- Bathrooms will remain closed to student and staff use until all cleanup is completed. Plant staff will wear proper protective gear.

ASSAULT OR CRIMINAL ACTIVITY

Contact 9-1-1 immediately and then contact: Campus Security (910-337-3333) or the switchboard or Evening Director (910-990-4994).

- Tell the dispatcher your name and location and the location and nature of the incident. Note the number and location of injured persons, the number and location of assailants, and weapons involved, if any.
- If you are in a safe location, stay there.
- Do not attempt to interfere with the situation except for self-protection.

Try to note a description of any suspects involved. Important characteristics to note are:

- Height and weight
- Method and direction of travel
- Distinguishing marks (scars, tattoos, etc.)
- Names used
- Hair color
- Sex, race, and age

Also try to note a description of any vehicles involved. Important information to note:

- Color
- License number
- Noticeable damage or uniqueness
- Make and model
- Number of occupants

Be aware of the following suspicious signs. Follow the above procedures if any of them are observed:

- A scream or a call for help
- A whistle or a horn blowing
- A broken window
- Gun shots

An unfamiliar person doing any of the following:

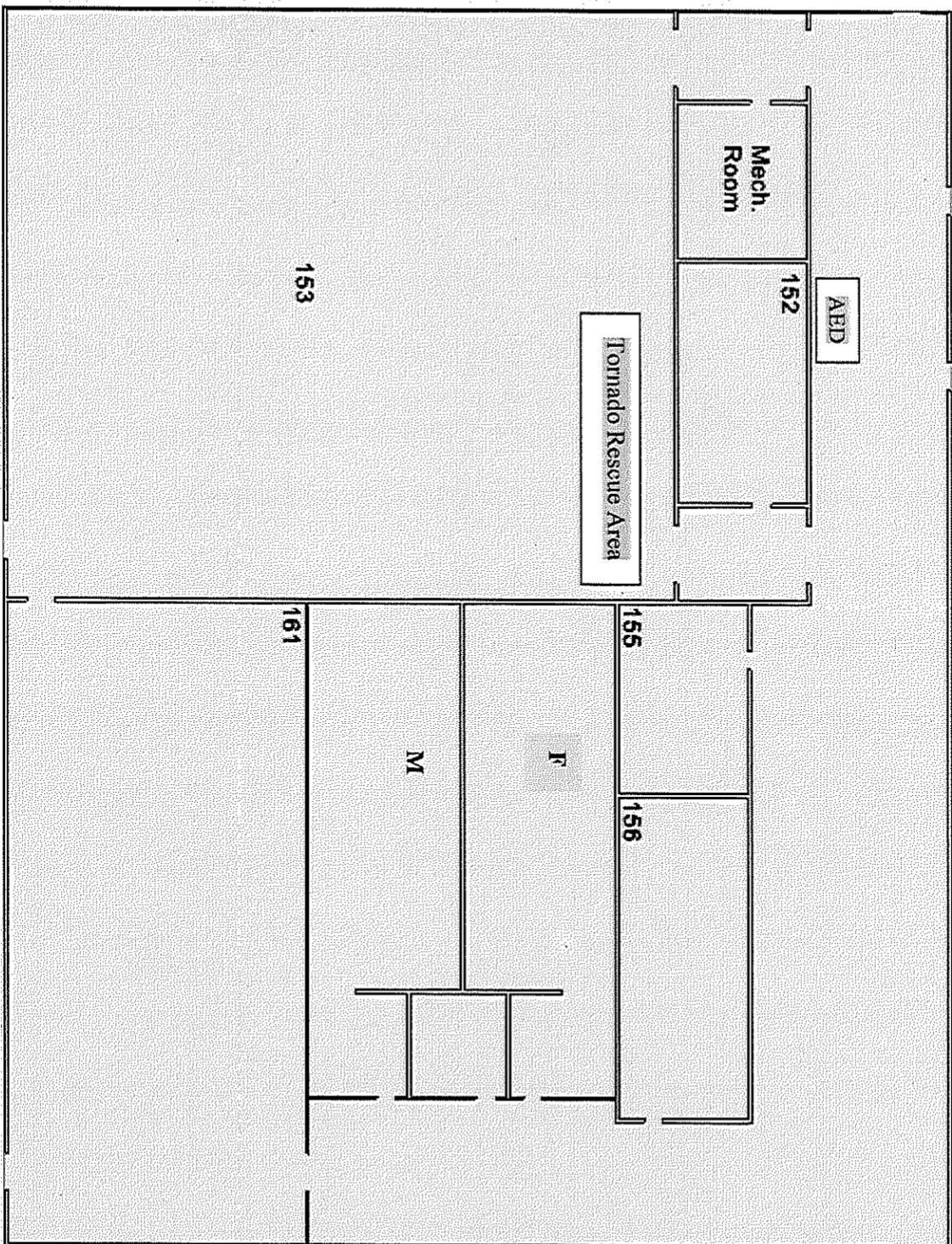
- Entering a neighbor's office
- Loitering on or about the campus
- Trying to break into a vehicle, or
- Repeatedly driving on or about campus

CAMPUS MAPS

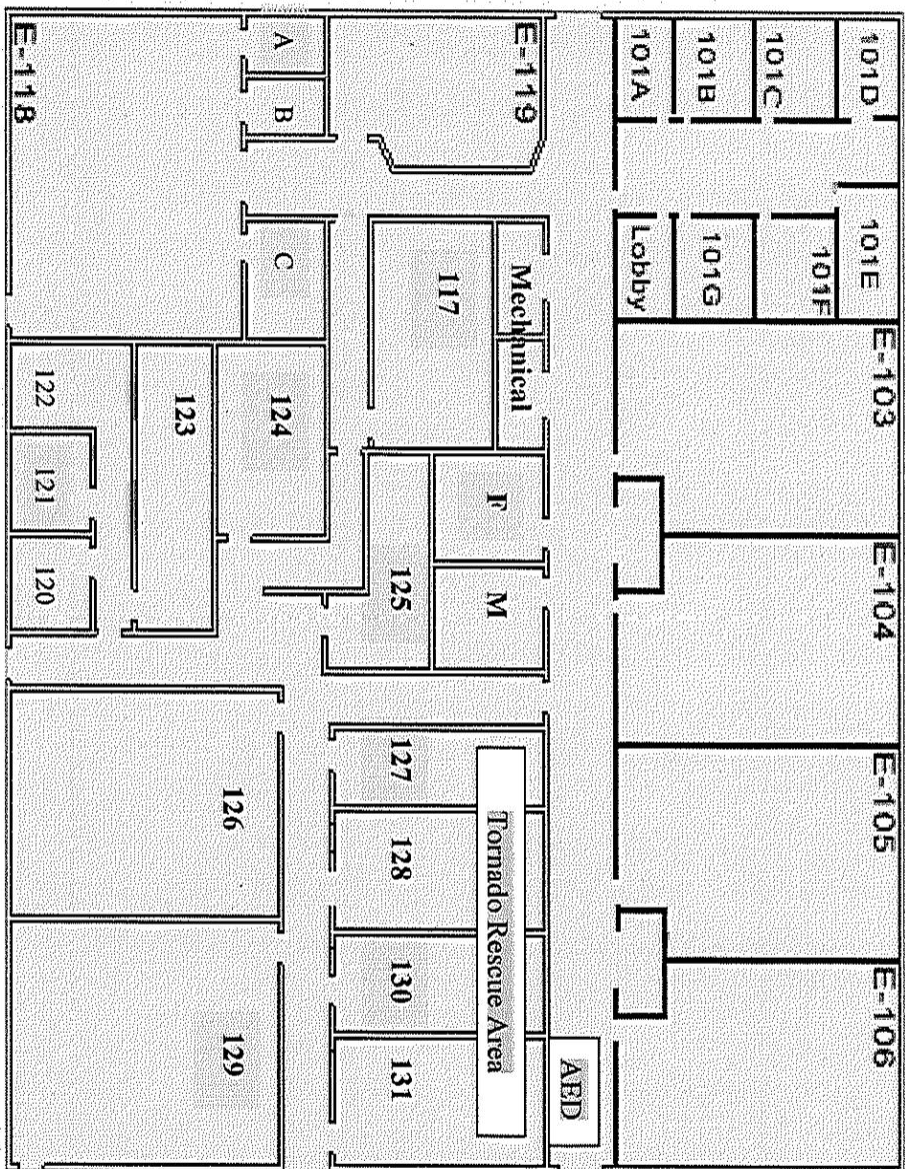
SAMPSON COMMUNITY COLLEGE Clinton, North Carolina



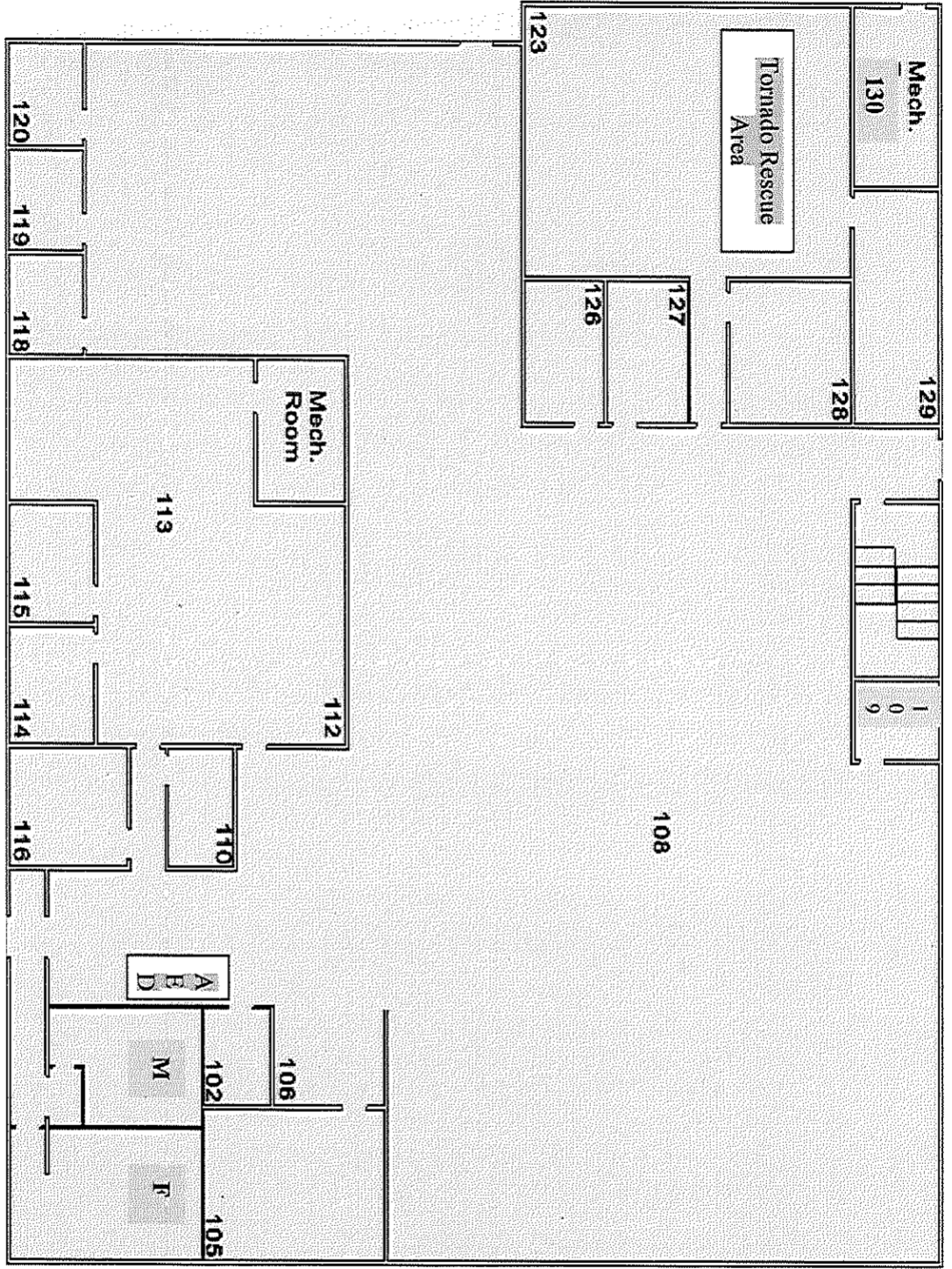
Activities Center



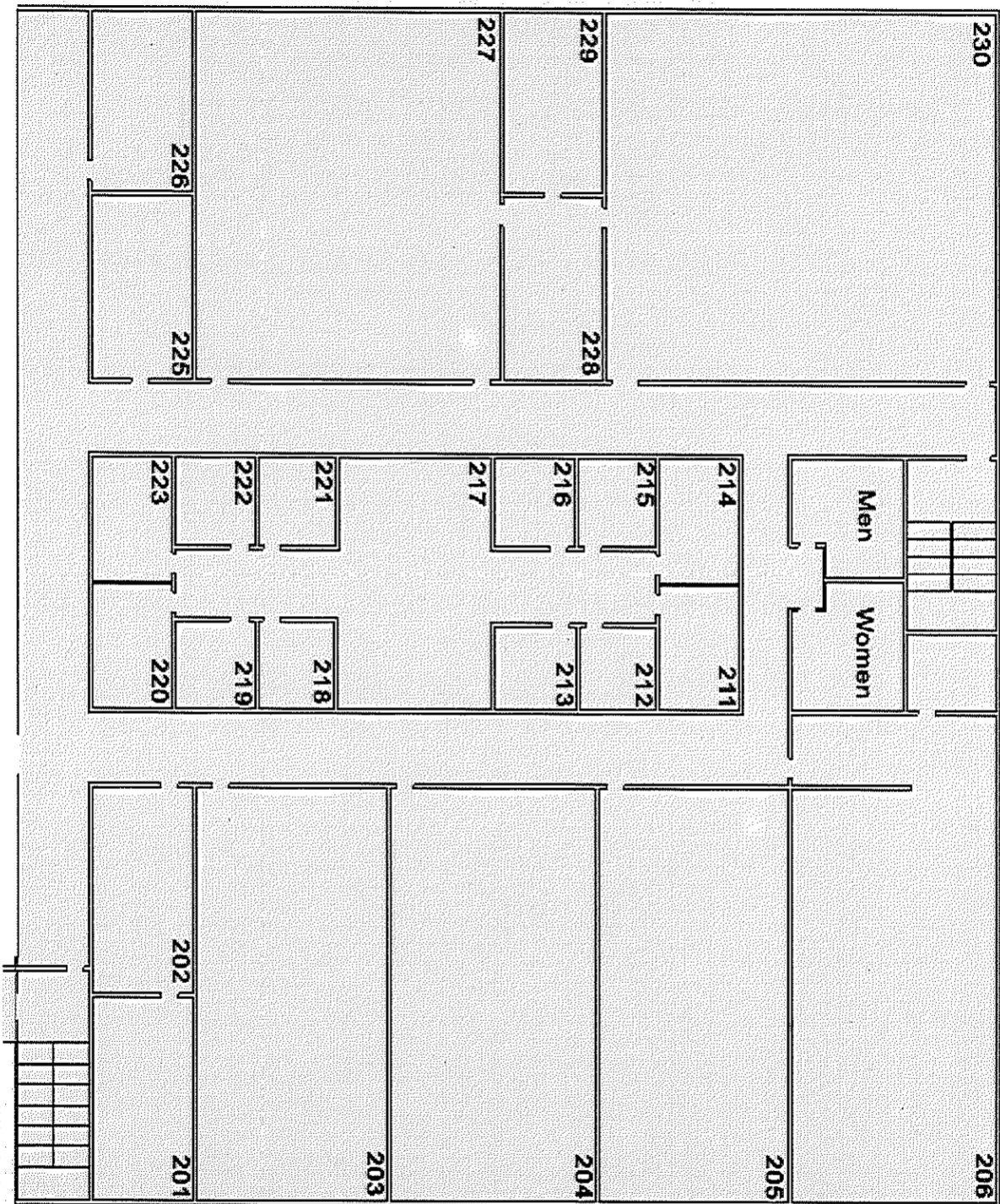
East Building



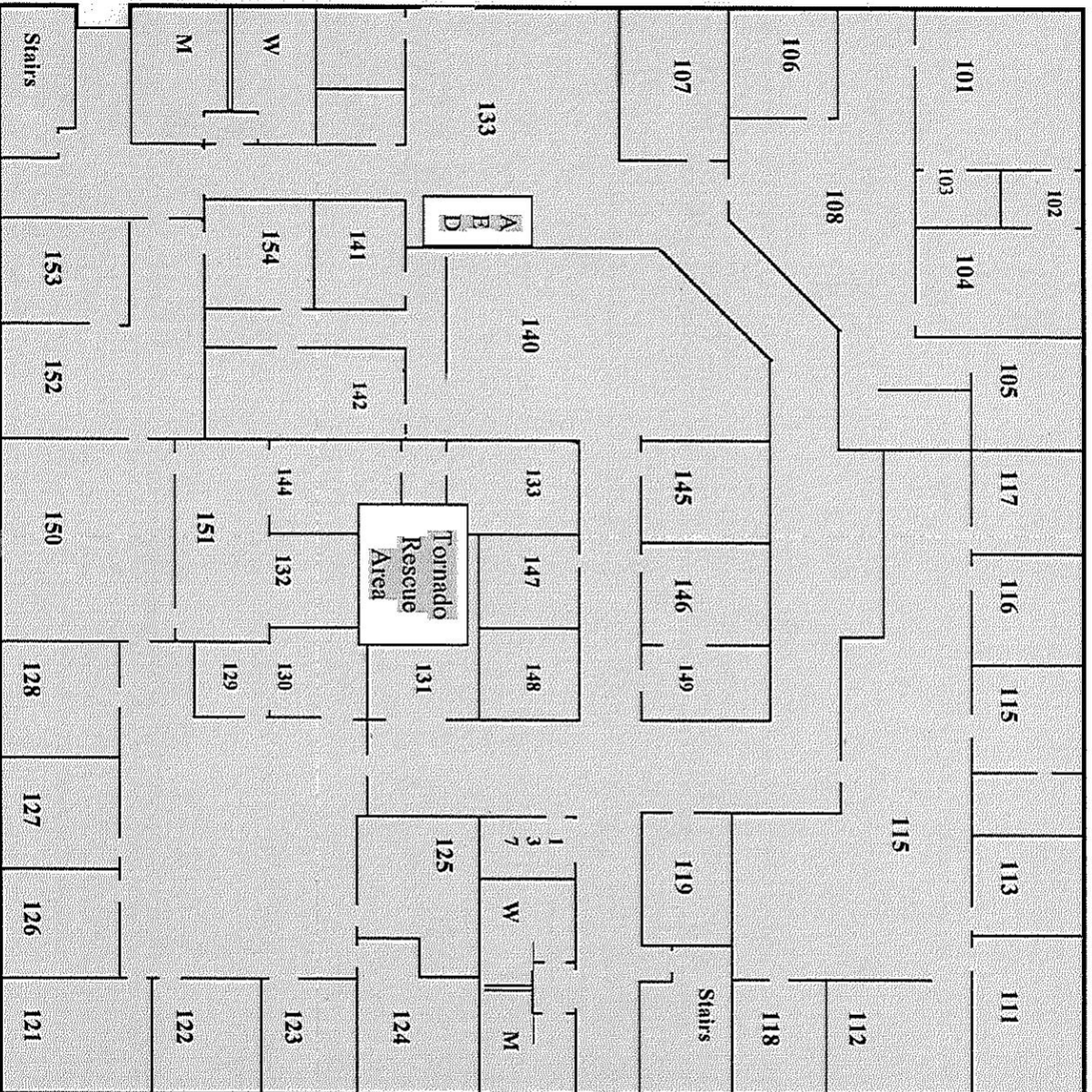
Kitchen Hall First Floor



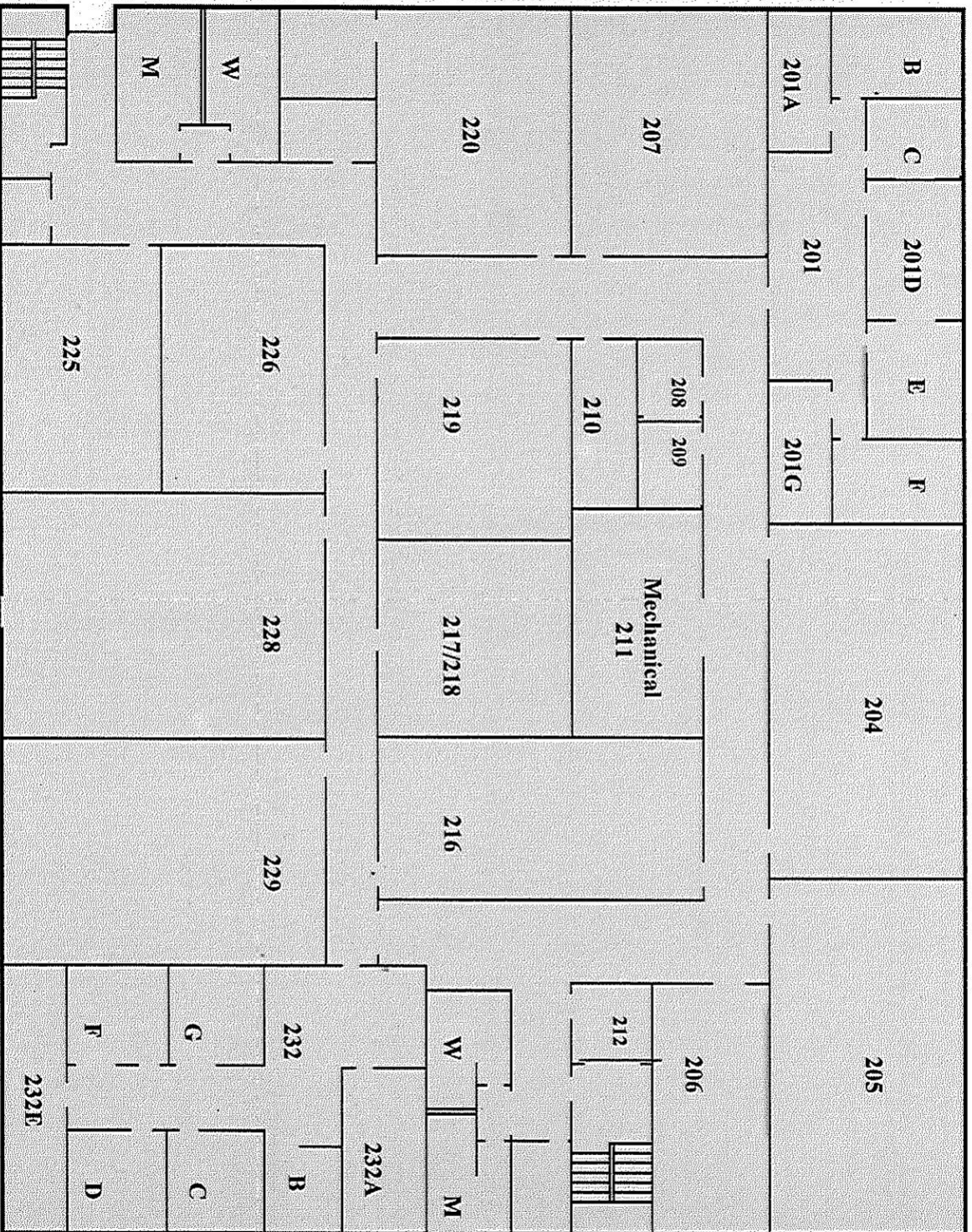
Kitchin Hall Second Floor



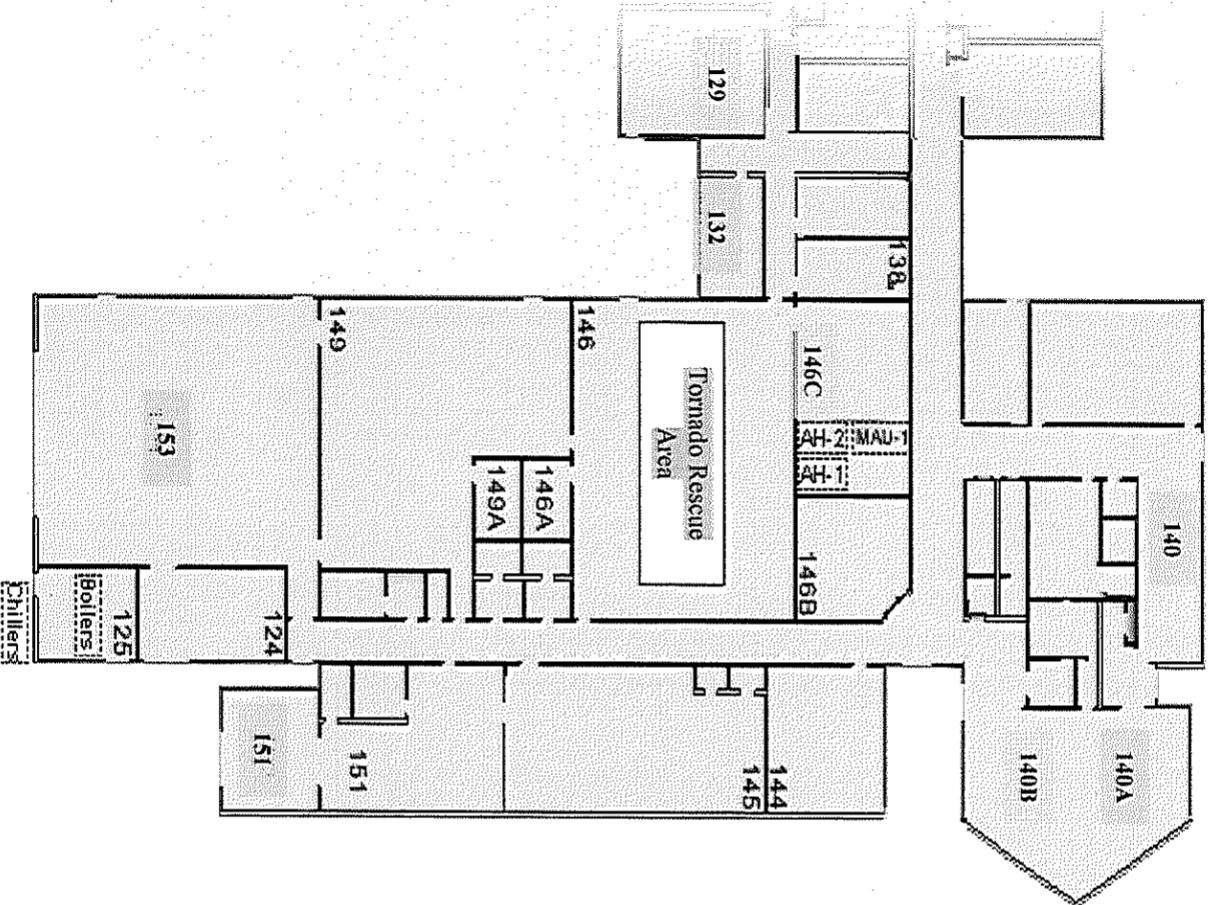
North Building First Floor



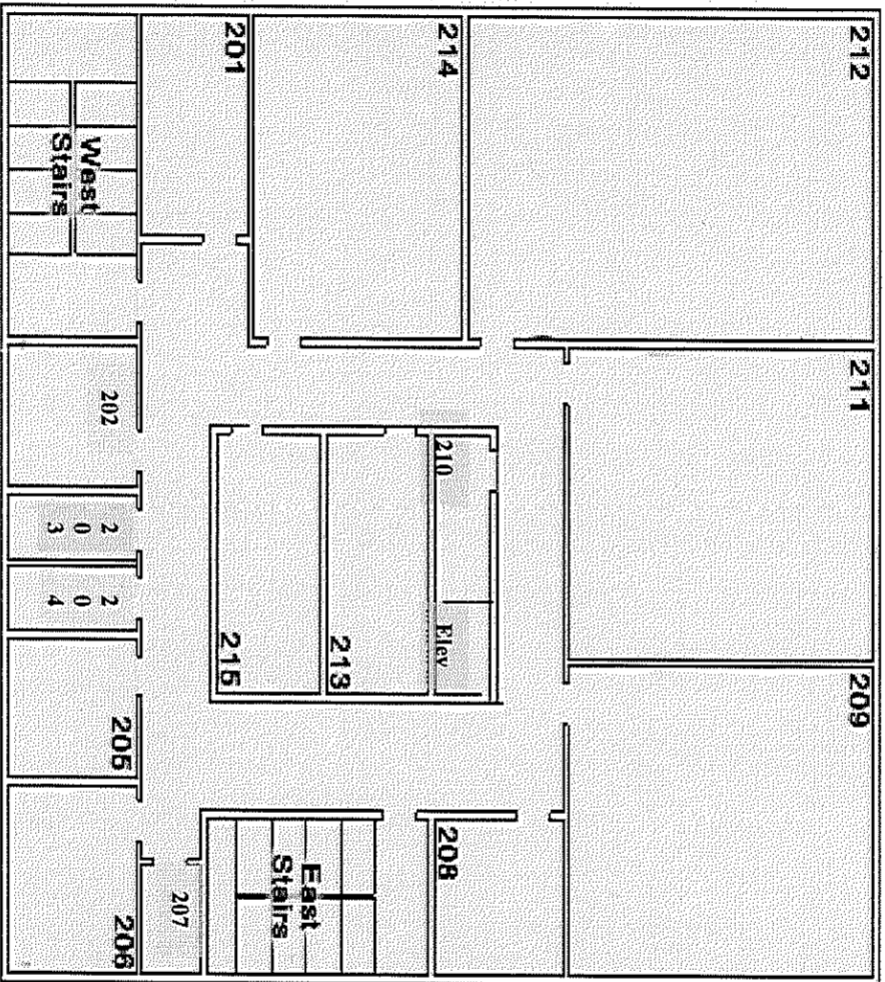
North Building Second Floor



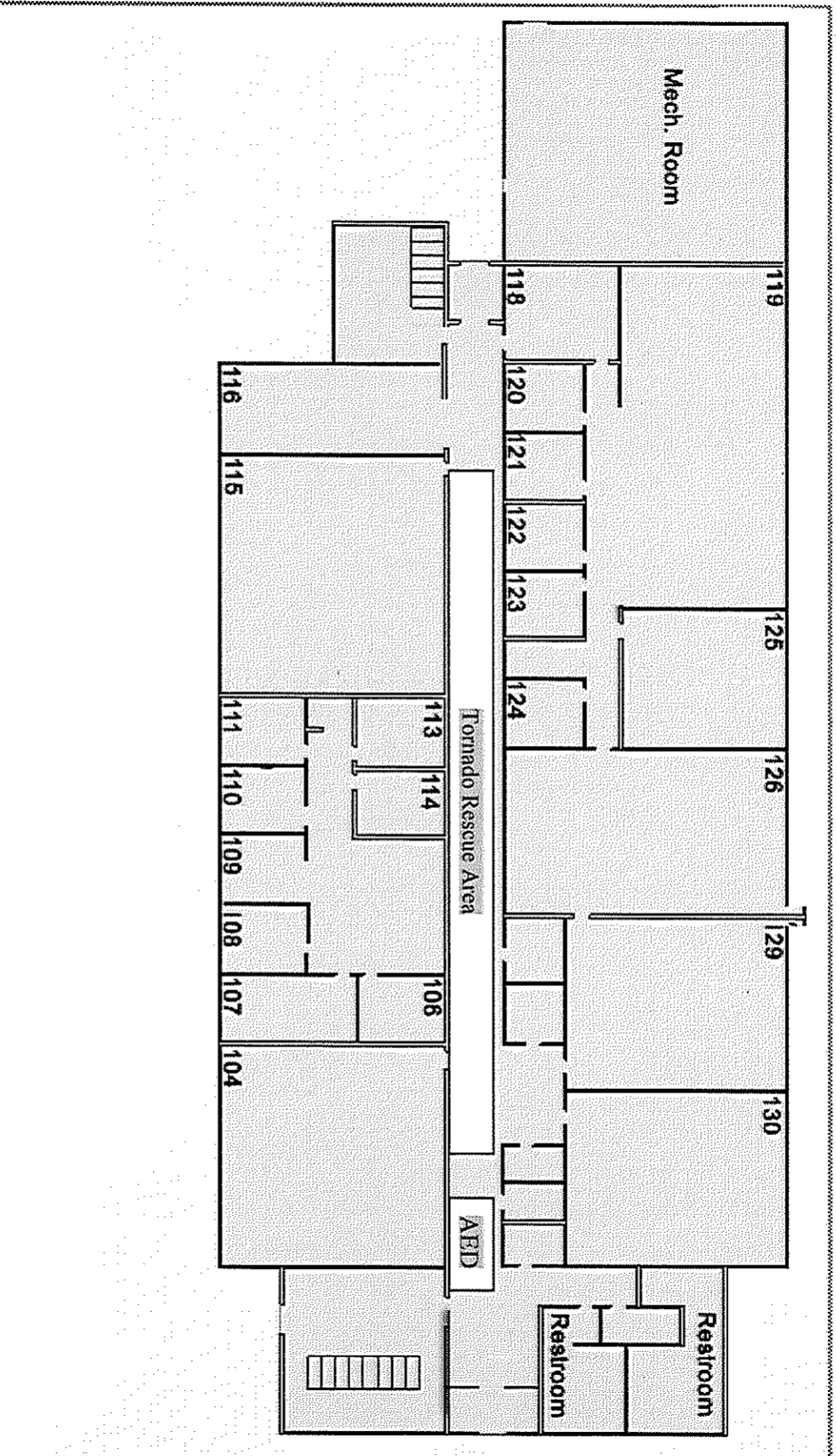
Occupational Building First Floor



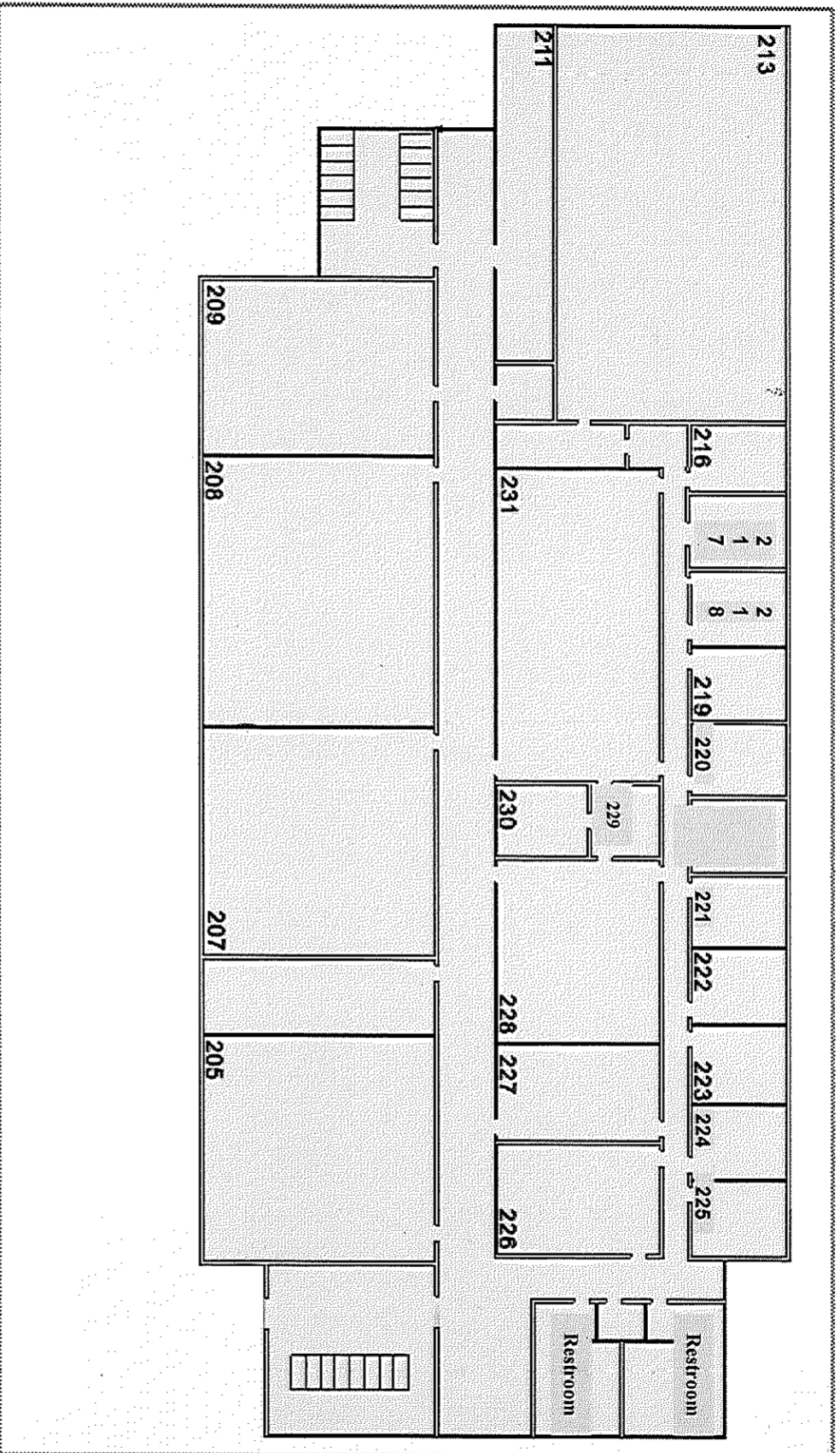
Occupational Building Second Floor



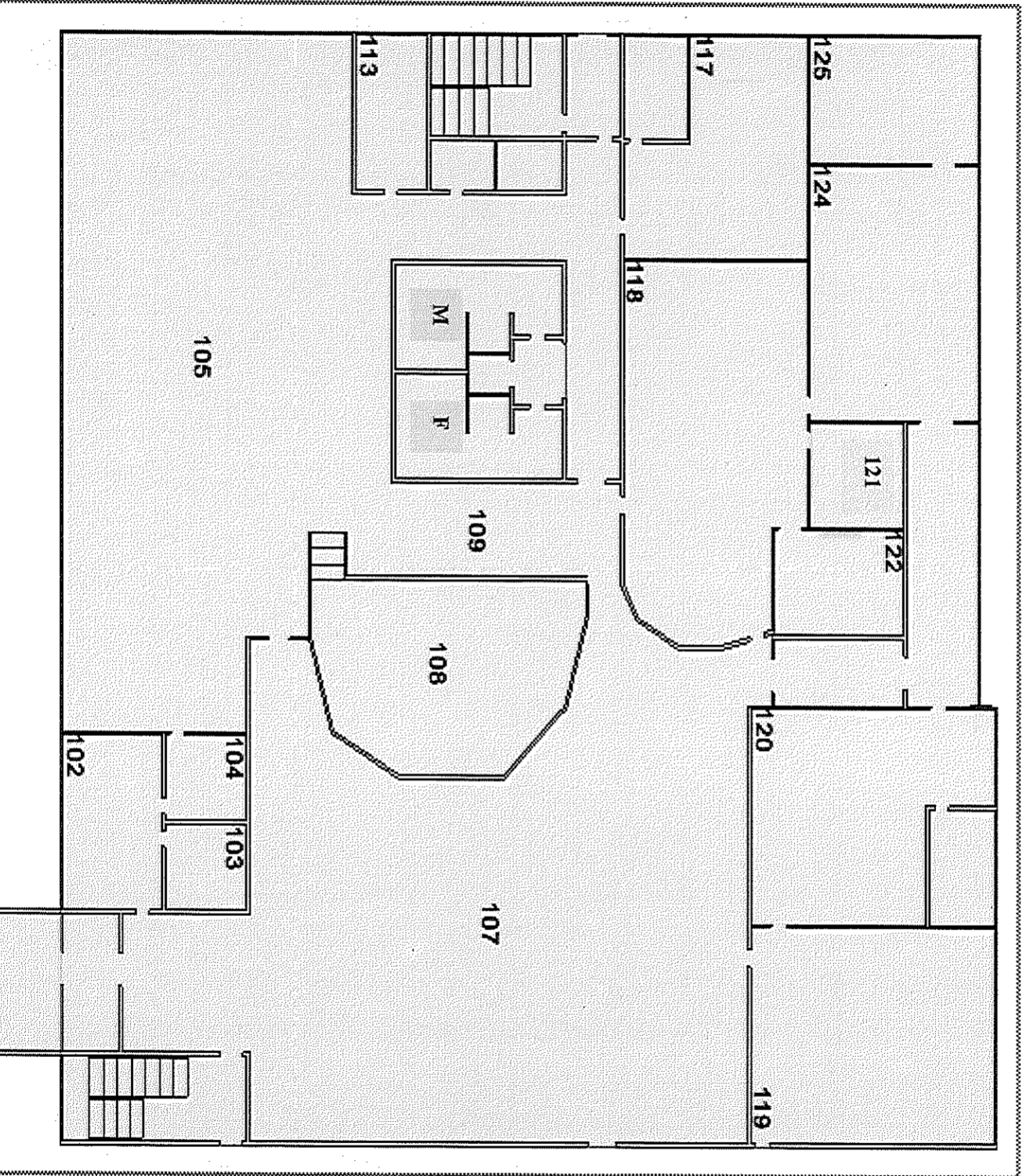
Technology Building First Floor



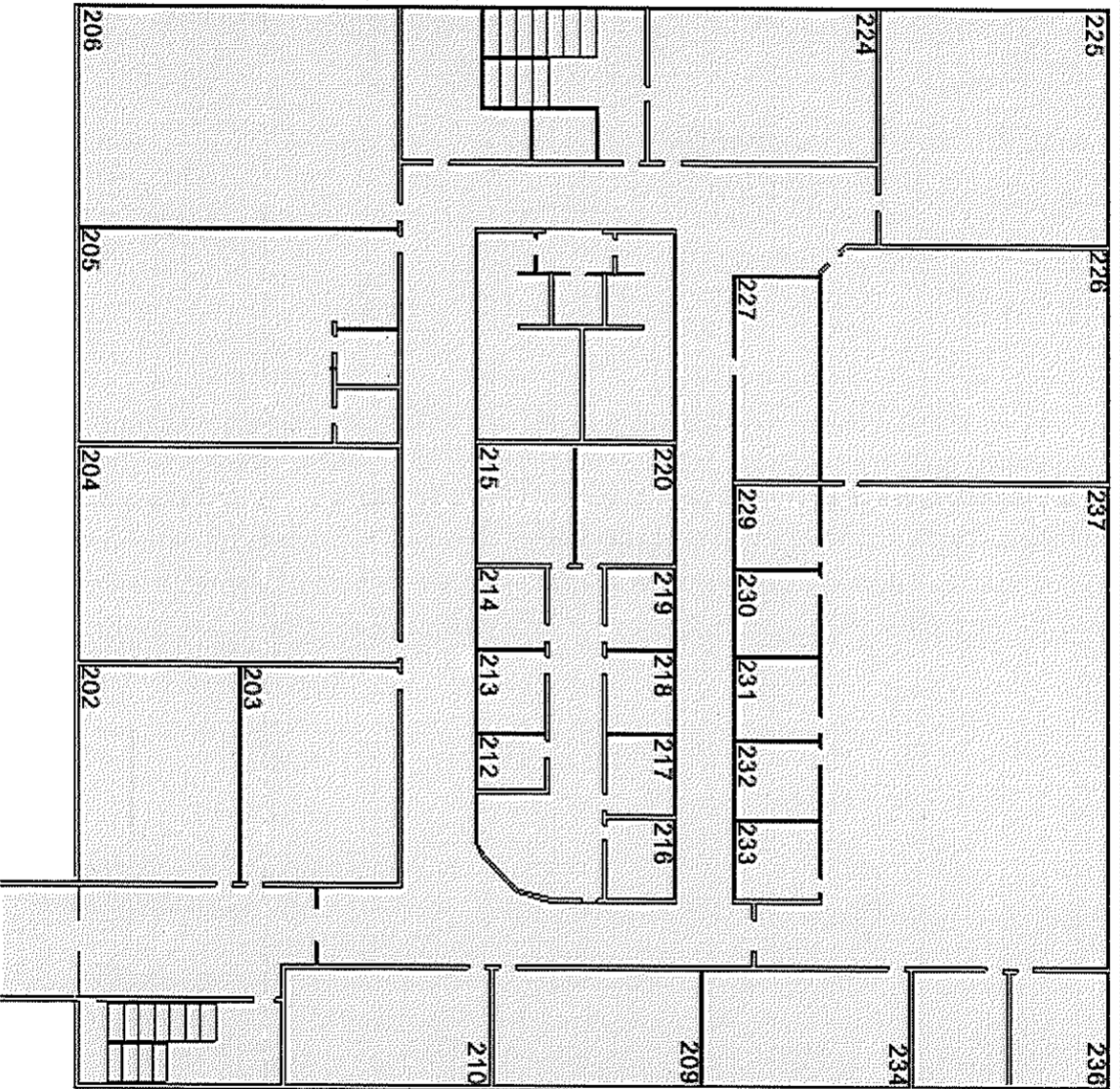
Technology Building Second Floor



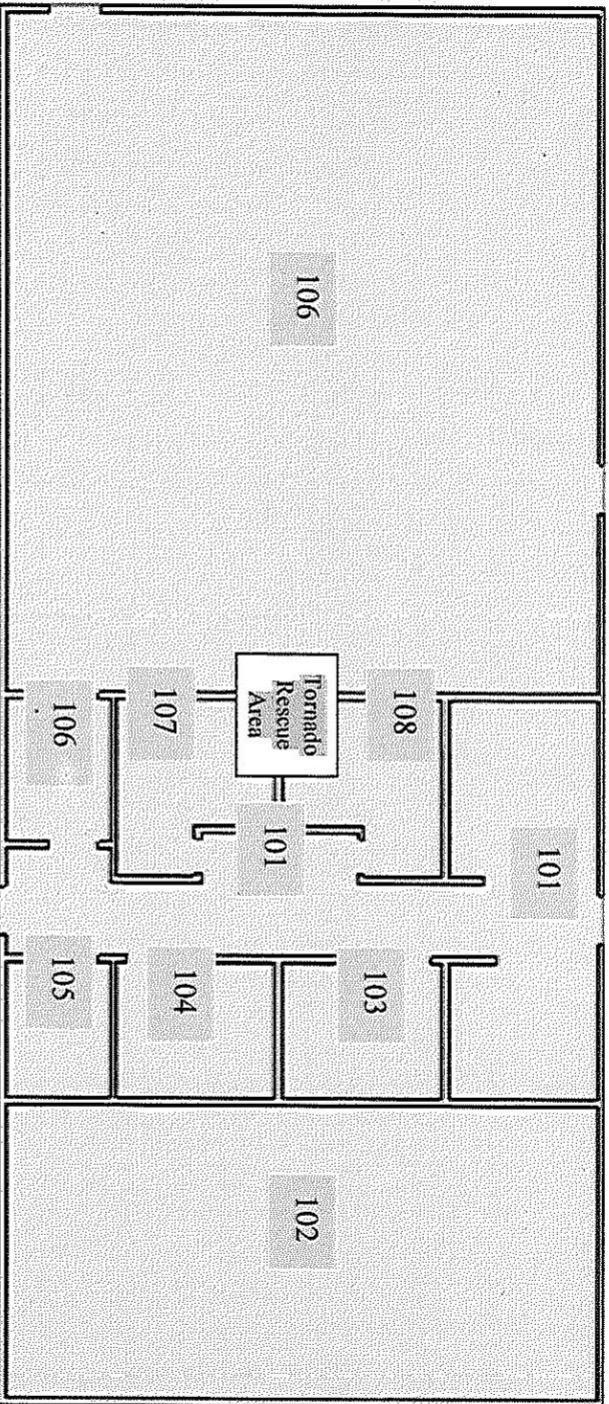
Warren Center First Floor



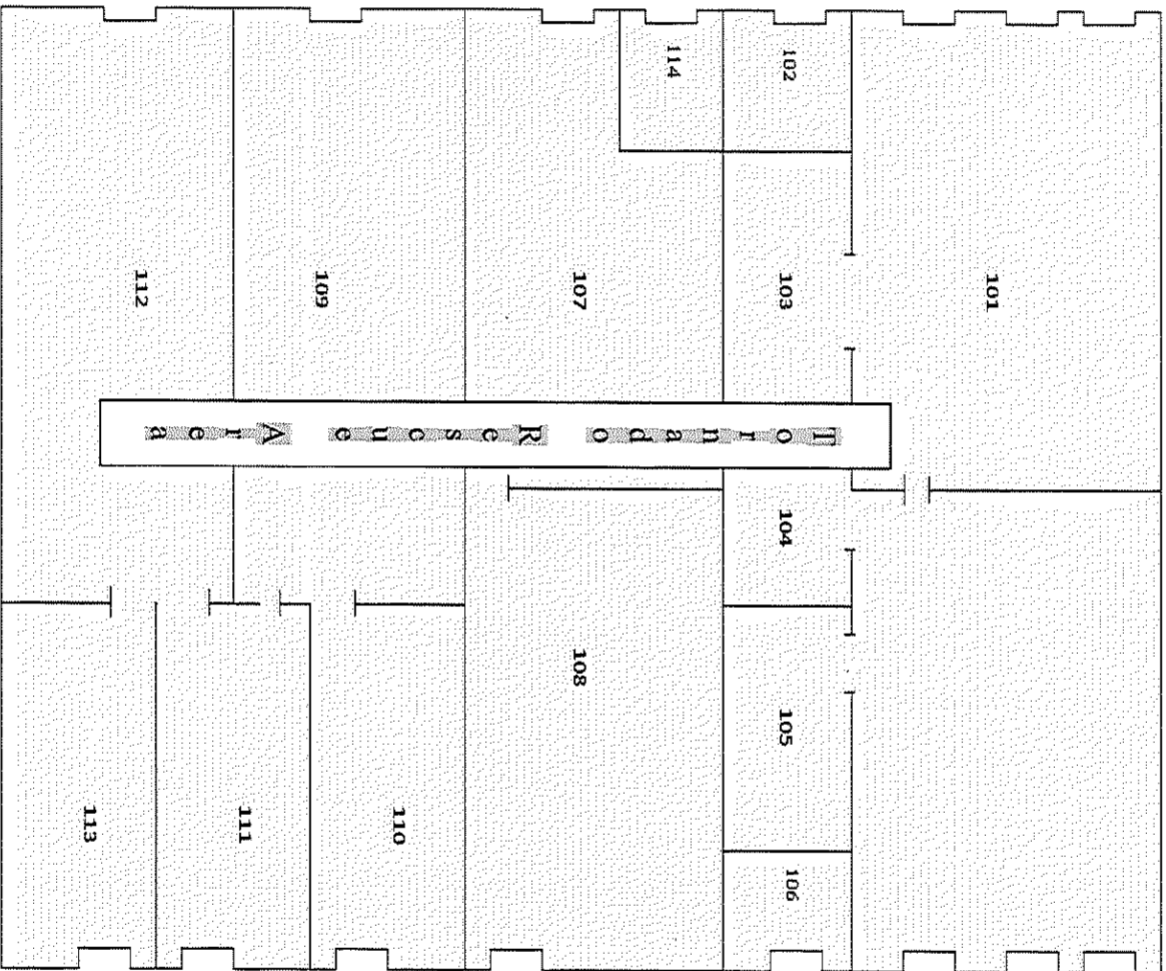
Warren Center Second Floor



Ammonia Refrigeration Building



Metal Shop Building



Maintenance Building

