Fayetteville Technical Community College

ADMINISTRATIVE PROCEDURES MANUAL

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Proponents:
Vice President for Business and Finance, Vice President for Facilities and Support Services, Vice President for Legal and Administrative Services

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Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Fayetteville Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
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I. ADMINISTRATIVE PROCEDURES MANUAL

I-1 GENERAL INFORMATION

I-1.1 Name

Fayetteville Technical Community College is the official name of the College as of January 1, 1988.

I-1.2 Affiliation

The College is a part of the North Carolina Community College System (NCCCS) which functions under the North Carolina Board of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina. NCCCS was established in 1963 under the General Statutes of the State of North Carolina. FTCC is a two-year, public, state-supported institution.

I-1.3 Southern Association of Colleges and Schools Commission on Colleges

In partial fulfillment of the requirements for continuing recognition by the Southern Association of Colleges and Schools Commission on Colleges Fayetteville Technical Community College does hereby agree to abide by the following conditions of eligibility as formally adopted by the FTCC Board of Trustees on August 28, 1989:

(1) Fayetteville Technical Community College is committed to and intends to comply with the criteria of the College Delegate Assembly, either current or as hereafter modified, consistent with the policies and procedures of the Southern Association of Colleges and Schools Commission on Colleges.

(2) Further, FTCC understands and agrees that the Commission on Colleges may, at its discretion, make known to any agency or member of the public (that may request such information) the nature of any action, positive or negative, regarding status with the Commission.

(3) The institution agrees to disclose to the Commission on Colleges any and all such information as the Commission may require to carry out its evaluating and accrediting function.

I-1.4 Organizational Charts and Job Descriptions

All organizational charts and job descriptions can be found in the **Organizational Handbook**. Job descriptions for faculty can also be found in the **Faculty Handbook**.

I-1.5 "Open Door" Policy

The State Board of Community Colleges has established an “open door” admissions policy for community colleges. This means that any person, whether a high school graduate or non-graduate, who is eighteen years old or older and who is able to profit from further formal education, will be served by the institution. Students are screened and placed into a program which serves their needs and objectives in life as indicated by the background, aptitudes, and expressed interests.

Although the College follows an “open door” policy, there will be no compromise with the academic standards set by the Board of Trustees. The “open door” policy does not mean that there are no restrictions on admission to specific curricula of study, but rather that these restrictions are flexible enough to allow students opportunities to improve their educational status. Students are given opportunities to eliminate deficiencies through Development Studies. When students are able to meet the specific educational requirements for a given curriculum, they may be enrolled in the curriculum.

The Board of Trustees recognizes the State Board of Community Colleges has adopted specific regulations related to the admission of undocumented individuals. The College shall admit undocumented individuals, but only to the extent that such admission is required by state regulation and subject to any and all conditions imposed on such admission by the State Board of Community Colleges.

The College is authorized to refuse admission to any student who is not a resident of North Carolina when the student:

1. Seeks admissions into a distance education course; and
2. Resides in a state in which the College is not authorized to provide distance education.

I-1.6 Equal Employment Opportunity

Fayetteville Technical Community College is an Equal Opportunity Employer. The complete policy can be found in the FTCC Employment and Affirmative Action Manual.

I-1.7 Reporting Fraud and Misrepresentations of Management

To the extent any College employee reasonably believes that the College leadership is engaged in fraud or is otherwise attempting to deceive the College community or the public through misrepresentations, the College employee shall report the fraud, errors in financial reporting, or misrepresentations to the State Auditor. Reports to the State Auditor may be made anonymously by contacting the State Auditor's hotline at 1-800-730-8477 or at http://www.ncauditor.net/pub42/Hotline.aspx.

I-1.8 Procedures for Developing Policy

(1) FTCC faculty and staff members may request the development of new policies through the appropriate supervisor to the Executive Council for review, discussion, and recommendation for action.

(2) FTCC faculty and staff members may request the development of new policies through the appropriate committee of the College Assembly to the President for review and action.

(3) All recommended policies must be approved by the President before being presented to the Board of Trustees for action.

I-2 NONDISCRIMINATION STATEMENT & EQUAL OPPORTUNITY POLICY STATEMENT

The Trustees of Fayetteville Technical Community College are committed to providing a non-discriminatory and harassment-free environment for faculty, staff, students, and visitors at the College. Accordingly, it is the policy of Fayetteville Technical Community College (FTCC) to prohibit all forms of illegal discrimination and to foster a campus environment which empowers individuals to bring forth claims of illegal discrimination without fear of retaliation. No form of illegal discrimination shall be tolerated whether it arises in the employment environment or arises in some manner which impedes the ability of students, employees, and others to access any service offered by the College. FTCC shall place a special emphasis on providing training designed to help faculty, staff, and students recognize, intervene, prevent, and end illegal discrimination based on sex or gender, including sexual harassment, sexual violence, sexual assault, sexual orientation and/or gender identity, stalking, domestic violence, dating violence, or other forms of intimate partner violence.

In the event an allegation of illegal discrimination is made, FTCC shall:

- Inform the alleged victim of options and assistance which may be available to them;
- Maintain confidentiality to the fullest extent permitted by law;
- Thoroughly and impartially investigate the allegation;
- When reasonably necessary, provide interim remedy(ies) pending a final resolution;
- Provide all parties involved in the allegation a prompt and equitable determination of the merits of the claim;
- Decide whether the allegations are more likely than not to have occurred (preponderance of the evidence standard); and,
- If it is more likely than not that the allegations occurred, resolve the allegations in a manner designed to end the discrimination, prevent its reoccurrence, remedy the effects upon the victim and the community, and impose reasonable sanctions on any party found to have engaged in behavior prohibited by this policy.

Illegal discrimination shall be defined as any action or decision that interferes or denies a person employment or participation in any educational program/activity at FTCC based upon race, color, national origin, religion, sex/gender, age, genetic information, disability, political affiliation. Sexual harassment, sexual assault, stalking, domestic violence, dating violence, or other forms of intimate partner violence are prohibited and considered to be forms of sex/gender-based discrimination.

FTCC faculty, staff, students, and visitors to the College shall be permitted to bring forth claims of illegal discrimination without fear of retaliation. It shall be a violation of this policy for any faculty, staff, student, or visitor to retaliate against an individual bringing forth such claims or defending themselves against an allegation of misconduct. It shall also be a violation of this policy to knowingly make false claims or statements regarding illegal discrimination. Person wishing to file a discrimination complaint, including Title IX violations, may contact one of the following:

1. Vice President for Human Resources and Institutional Effectiveness, located in Room 162 of the Thomas Mclean Administration Building, telephone: 910-678-8373 Email: mitchelc@faytechcc.edu

2. Personnel Manager, located in Room 162 of the Thomas Mclean Administration Building, telephone: 910-678-8246 Email: poggettb@faytechcc.edu

The administration of FTCC shall establish appropriate procedures to implement this policy. The Administration of FTCC shall provide an annual report to the Board of any alleged violation of this policy and a summary how the allegation was resolved. The report shall be due during the June meeting of the Board and will include only allegations that have fully resolved, including the exhaustion of all appeal rights.

I-2.1 Recruitment and Selection

Employee recruitment and selection policies and procedures are contained in the FTCC **Employment and Affirmative Action Manual.**

When it is deemed necessary or appropriate to advertise for applicants to fill an employee position vacancy or opening, the supervisor charged with selection of the employee will notify the Vice President for Human Resources and Institutional Effectiveness to obtain the requisite advertising.

I-2.2 Promotion, Advancement, and Transfer

Institutional policies concerning promotion, advancement, and transfer of employees in the context of providing opportunities for upward mobility are outlined in the FTCC Employment and Affirmative Action Manual.

I-2.3 Compliance with Americans with Disabilities Act

The Board of Trustees and the administration of Fayetteville Technical Community College are fully committed to supporting disabled individuals or disabled veterans by complying with the Americans with Disabilities Act including providing reasonable accommodations in the workplace. Employees are invited to declare their medically documented disabilities, using the Individual Disability Disclosure Form posted in the College's Fill-in Forms web page. The information requested is voluntary and will not be used to affect adversely the terms and conditions of employment. It will be kept confidential except that (1) supervisors may be informed regarding restrictions on work duties and the necessary accommodations, (2) health services and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) government officials investigating compliance with these requested accommodations may be kept informed. Copies of the declaration form and supporting medical documentation will be confidentially maintained in the Human Resources Office.

Definitions:

- A disabled individual is defined as a person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- A disabled veteran is a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 per centum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

  Employees desiring assistance with completion of the individual disability disclosure may receive that assistance by voluntarily contacting the Vice President for Human Resources and Institutional Effectiveness.

I-3 PURPOSE STATEMENT

The purpose of Fayetteville Technical Community College is to provide affordable vocational-technical, business and industry, general education, college transfer, and continuing education programs, which meet the needs and desires of its diverse students and the economic development needs for the community, region, and state. To improve the educational attainment levels of society, FTCC encourages life-long learning and strives to prepare students for further workforce and educational experiences.

FTCC assesses the educational needs of applicants and assists students in satisfying these needs at a minimal expense. Each adult who applies will be admitted to a program of study appropriate to his/her abilities, interests, and goals. The College partners with the public-school system through High School Connections and other programs. Further, articulation agreements with four-year colleges and universities support the educational continuum from high school through the baccalaureate degree and beyond.

Curricular programs reflect the changing technical, commercial, industrial, and health needs of Fayetteville, Cumberland County, and surrounding areas. Various curricula offer certificates, diplomas, and associate degrees. As a learning-centered college, FTCC offers courses and programs at times and places convenient to students in a variety of delivery modes. Courses are also available for high school graduates who need additional academic preparation before attempting college work.

FTCC provides instruction in the basic life skills needed to become productive contributors in society. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upskilling in a variety of occupations, and other avocational or practical skills required to meet employment requirements in a rapidly changing and technologically advanced economy.

Adopted: April 27, 1992; Approved: FTCC Board of Trustees, February 16, 2009; Modified: February 20, 2023. Last Reaffirmed: February 19, 2024.

Note: The Administrative Procedures Manual publishes the most current official Purpose Statement for FTCC. Any reprint of the FTCC Purpose Statement must use this source, verbatim and in its entirety.

It may be found on the FTCC website at:
https://www2.faytechcc.edu/HandbooksManuals/FTCCAdministrativeProceduresManual.pdf

I-4 MISSION STATEMENT

“Serve our community as a learning-centered institution to build a globally competitive workforce that supports economic development.”

Approved by the FTCC Board of Trustees: February 16, 2009;
Last Reaffirmed: February 19, 2024.

I-5 <u>INSTITUTIONAL GOALS</u>

1. **Increase the number of students earning degrees, diplomas, and/or certificates by responding to student and community needs and successfully preparing students for transfer to continue their education and/or their career goals.**

2. **Maintain a culture of quality customer service and continuous improvement.**

3. **Ensure fiscal responsibility, accountability, and financial stability.**

4. **Focus on improving the economic mobility of citizens in Cumberland County, and the region, through workforce preparedness that aligns with business needs supporting economic development initiatives.**

Originally adopted by the FTCC Board of Trustees: September 16, 2013; Modified: September 16, 2019; Last Reaffirmed: February 19, 2024.

I-6 ACCREDITATIONS AND ASSOCIATIONS

I-6.1 Southern Association of Colleges and Schools Commission on Colleges

Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Fayetteville Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

(Note: The Southern Association of Colleges and Schools Commission on Colleges is a regional accrediting agency for the purpose of identifying and accrediting institutions which meet their standards for quality and scope of higher education.)

> See the **FTCC Planning Guide** for a complete listing of programmatic accreditations and associations.

I-7 Shared Governance – Councils and Committees

I-7.1 Role of Councils and Committees

The Board of Trustees is the policy-making body of Fayetteville Technical Community College and has delegated to the College President responsibility for the day-to-day operations of the College in accordance with the Board's polices. The Board and the President recognize the importance of making decisions informed by the faculty and staff of the College. The Board also recognizes the importance of faculty input in many academic matters, such recommending new programs or courses and discontinuing antiquated programs and courses. In order to permit a significant opportunity for faculty and staff to share relevant information as governance decisions are made, the Board hereby creates a formal committee structure through which recommendations and information can be shared with the College President.

Councils and committees shall be comprised of faculty, staff and/or Student Government Association representatives and possibly resource person(s). Committees focus on a variety of issues impacting:

- efficiency and effectiveness;
- student engagement;
- best practices in teaching and learning;
- trends in instructional delivery techniques;
- instructional equipment;
- workforce and economic development;
- lifelong learning, including soft-skills and general education core competencies for graduates;
- global education; and
- compliance with accrediting agency(ies) standards and guidelines.

This formal committee structure shall not limit the ability of faculty and staff to share information on an informal basis. The College President is authorized to make changes to the committee names and responsibilities, but shall report such changes, if any, to the Board of Trustees annually.

I-7.2 Council Membership

Members of the Executive Council and Planning Council are as indicated below. Members of the Faculty and Staff Council shall be elected by their peers. Members of the faculty, staff, support personnel and student body may serve on Standing Committees, the Steering Council, or on Academic Quality Committees by presidential appointment.

I-7.2.1 Executive Council

The Executive Council shall be comprised of the President, Senior Vice President for Academic and Student Services, Vice President for Administrative Services, Senior Vice President for Business and Finance, Vice President for Human Resources and Institutional Effectiveness, Vice President for Legal Services and Risk Management, Executive Director for Marketing and Public Relations, and Executive Director for the Foundation. The Executive Council shall meet weekly under the direction of the President.

I-7.2.2 Planning Council

The Planning Council shall be comprised of one resource person, the Vice President for Human Resources and Institutional Effectiveness. The Council membership will consist of the following: Associate Vice President for Curriculum Programs, Associate Vice President for Corporate and Continuing Education, Dean of Institutional Effectiveness, Dean of Business Programs, Dean of Computer and Information Technology, Dean of Engineering and Applied Technology, Director of Facilities, Division Chair of Health Programs, Director of the Center for Academic Excellence, Assistant Director for the Foundation and Institutional Advancement, Disability Support Services Coordinator, Physical Therapy Assistant Department Chairperson, Success Center Facilitator, and Digital Content and Social Media Specialist, . The Planning Council shall meet periodically throughout the annual planning cycle to conduct external and internal analyses, planning, and evaluations as reflected in the College's Planning Guide. The Planning Council will also prepare the College's Planning Assumptions, after gaining input from their respective division faculty and staff, prior to January 15th of each year. Those assumptions will later be used for updates to the Strategic Plan, as necessary.

Note: The appointed representatives to the Planning Council should not be members of the Executive Council, as they are responsible for reviewing and recommending approval/disapproval of Planning Council activities to the College President. Additionally, Executive Council members are responsible for developing and approving tactical/operational plans in their respective divisions to provide checks and balances for the planning process.

I-7.2.3 Faculty Council

The **Faculty Council** will be comprised of 10 or 11 faculty elected by their peers and below the Dean level. Representation on the Faculty Council will correspond to the College's instructional divisions, as follows, and may consist of part-time faculty when departments have a small number of full-time faculty.

i. Business Programs - one member
ii. Arts and Humanities - one member
iii. Math and Sciences - one member
iv. Computer Information Technology - one member
v. Allied Health Programs- one member
vi. Nursing Programs-one member
vii. Engineering and Applied Technology - one member
viii. Public Service Programs - one member
ix. Corporate and Continuing Education - two members (one College and Career Readiness and one non-curriculum)
x. At-Large Part-time faculty member – one member

Note: The Chair of the Faculty Council shall convene meetings regularly, at least once each semester. The Senior Vice President for Academic and Student Services will serve as the resource person and meet periodically with the Faculty Council. The President will meet with the Chairperson of the Faculty Council, as needed, and may be invited to attend regular Faculty Council meetings as they are scheduled.

I-7.2.4 Staff Council

The **Staff Council** will be comprised of 10 staff elected by their peers and below the dean/directors' level. Representation on the Staff Council will correspond to the College's staff divisions, as follows, and may consist of part-time staff when departments have a small number of full-time staff members.

a) Academic and Student Services – three members
   i. Corporate and Continuing Education – one member
   ii. Curriculum – one member
   iii. Student Services and Athletic Programs – one member
b) Academic Support Services and Civic Engagement; Strategic Initiatives – one member
c) Business and Finance; Auxiliary Services; Procurement and Equipment – one member
d) Facilities and Support Services – one member
e) Foundation Office; Military Business Center – one member
f) Human Resources and Institutional Effectiveness; Legal and Administrative Services; Public Safety and Security – one member
g) Management Information Services (MIS) – one member
h) Marketing and Public Relations; Media Services – one member

Note: The Chair of the Staff Council shall convene the Staff Council regularly, at least once each semester. The Vice President for HR/IE and the College's Personnel Manager will serve as a resource personnel and meet periodically with the Staff Council. The President will meet with the Chairperson of the Staff Council, as needed, and may be invited to attend regular staff council meetings, as they are scheduled.

I-7.2.5 Steering Council

The Steering Council shall be comprised of the chairpersons of the Standing Committees. The SGA President is an ex officio member of the Steering Council.

I-7.3 Committee Membership

Service on Standing Committees or Academic Quality Committees is normally a three-year term commitment unless otherwise specified. Officers are elected for a one-year term and may be reelected or reaffirmed by of committee members for an additional year should such extension benefit the committee's implementation of ongoing projects or activities. The curriculum review committee shall be chaired by a faculty member elected from the CRC membership. New employees are generally not asked to serve on College committees during their first year of employment.

Generally, college committees will consist of no more than six to ten full or part-time employees with equitable distribution of faculty and staff. After an employee, has served the specified term, the employee will not usually serve on the same committee during the following year and may be reappointed after an absence of one-year or longer. Under extraordinary circumstances an exception may be made if the exception is presented, in writing, to the supervising (senior) vice president and approved by both the (senior) vice president and the President.

Specific individuals may be appointed to serve as committee resource person(s). These appointed representatives will serve as non-voting members and provide advice and guidance, continuity of the work from one year to the next, and monitoring as appropriate for accreditation agency compliance and documentation requirements.

I-7.3.1 Appointment

a) The Senior Vice President for Academic and Student Services will prepare recommended committee membership based on the rotation cycle described above. Efforts will be made, to the degree possible, to assign committee membership based upon talents, skills and interests of the employees.

b) The President's Executive Council will review the committee membership, with the exception of the Faculty and Staff Council and the Steering Council, which are elected committees.

c) Each FTCC employee is encouraged to participate on one or more committees. Exceptions may be made with the approval of the employee's supervising (Senior) Vice President.

I-7.3.2 Member Removal Process

a) Active and contributing participation on College committees is considered a responsibility of each FTCC employee.

b) The chair of any Standing Committee, Academic Quality Committee or Ad Hoc Committee may request the assistance of the employee's supervising (Senior) Vice President or Associate Vice President to encourage more active participation, removal, and/or replacement of a non-participating committee member.

c) Removal for non-participation shall be noted on the employee's next performance appraisal, including comments related to the specific reason for such non-participation.

I-7.4 The Council and Committee Membership Table

Standing Committees				
	1 Faculty	2 Staff	3 SGA	# Years for Rotation
Faculty & Staff Council (annually elected by peers)	X	X		3
Clery Act	X	X	X	N/A
Curriculum Review	X	X	X	3
Diversity	X	X	X	3
Planning Council	X	X		3
Safety and Physical Facilities	X	X	X	3
Social	X	X		3
Student Appeals	X	X	X	3
Steering Council	Chairs of All Standing Committees			1

Academic Quality Committees				
Advisory Committee Review, Development & Training	X	X		3
General Education Assessment	X			3
Global Education	X	X	X	3
Male Mentoring	X	X		3
Online Standards/Excellence in Teaching	X	X		3
Technology (major computer, software, and connectivity)	X	X		3


ORGANIZATION: COUNCILS AND COMMITTEES
BOARD OF TRUSTEES
PRESIDENT
Student Government Assocation
SENIOR VICE PRESIDENT FOR ACADEMICS & STUDENT SERVICES
STEERING COUNCIL
STANDING COMMITTEES
AD HOC COMMITTEE(S)
ACADEMIC QUALITY COMMITTEES
• Advisory Committee Review, Development & Training
• General Education Assessment
• Global Education
• Male Mentoring
• Online Standards/Excellence in Teaching
• Technology
• Faculty & Staff Council
• Clery Act
• Curriculum Review
• Diversity
• Planning Council
• Safety & Physical Facilities
• Social
• Student Appeals
• Academic Agreement/Contracts Review
• Academic Calendar
• Program Review
• SACSOC Compliance
• Scholarships/Awards
• Intellectual Property Policy & Rights
• Quality Enhancement Plan

I-7.5 Committee Charters

I-7.5.1 Advisory Committee Review, Development, and Training

The Charter:

a) Annually review and revise the Advisory Committee Handbook.

b) Promote the effective use of advisory committees by presenting periodic professional development workshops for faculty and staff. Committee members shall coordinate proposed professional development sessions with the College's personnel manager in the human resources office, who will in turn advertise and promote the training opportunities to faculty, staff, administrators and, if applicable, students.

c) Encourage academic program chairpersons or coordinators to include discussions on specific program review findings on their meeting agendas. Identify trends and recommend possible courses of action for continuous quality improvement in the upcoming academic year.

d) Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office for retention.

e) Provide input for an annual end-of-year report on activities covering the previous year and submit an electronic copy of such report through administrative channels prior to August 1st of each year to the HR/IE Office for retention purposes.

I-7.5.2 Clery Act

The Charter:

a) Members evaluate activities to ensure requirements of the Clery Act are met using the Handbook for Campus Safety and Security Reporting as a resource guide. The Chief of Public Safety and Security will provide copies or electronic access to this guide during the initial committee meeting each year.

b) Conduct an annual audit of the College Clery Act program on or prior to July 31 of each year. This internal audit shall be completed prior to the submission of the Annual Crime Statistics to the Department of Education in September of each year.

c) Verify that Clery Act Campus Security Authorities are appointed and trained and the list is updated annually.

d) Committee members should attempt to attend Clery training within one year of being assigned to the Committee. The class is normally 3 ½ days in duration and can be scheduled by contacting the Director of Public Safety and Security.

e) The Committee will meet, as necessary, but at least twice per year.

f) The Director of Public Safety and Security will prepare the annual crime statistics report and forward it through the Vice President for Administrative Services, the Vice President for Human Resources/ Institutional Effectiveness, and the Vice President for Legal and Risk Management to the President. The President will forward the report to the Department of Education.

g) The Director of Public Safety and Security will serve as the document control representative for all correspondence relating to the Clery Act Program compliance.

h) The Director of Public Safety and Security is responsible for the contents of the Annual Security Report, maintenance of a hard copy file, and an electronic version of the report.

i) The Committee will provide copies of electronic meetings minutes through administration channels to the HR/IE office for retention purposes.

j) Provide input for an annual end-of-year report on activities covering the previous year and submit an electronic copy of such report through administrative channels prior to August 1st of each year to the HR/IE Office for record retention purposes.

I-7.5.3 Faculty and Staff Councils

The Charter:

a) Accept and review approved nominations for and select recipients of Excellence in Teaching and the President's Distinguished Staff Awards, subject to nomination approval by the Executive Council and final approval of nominations from the President.

b) Research, review and recommend best practices, policies and procedures to enhance faculty and staff performance or well-being.

c) Recommend and promote opportunities for professional development and continuing education for faculty and staff at the beginning of each semester. Professional development requests should be forwarded to the Personnel Manager for consideration of approval and advertising on the professional development website.

d) Recommend and promote scholarships and fellowships for faculty and staff.

e) Recommend topics and designated speakers for faculty and staff professional development workshops as needed throughout the semester.

f) Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office for records retention purposes.

g) Provide an annual report on activities covering the previous year and submit electronic copies of such report through administrative channels prior to August 1st of each year to the HR/IE website for records retention purposes.

I-7.5.4 Curriculum Review Committee

a) The Chairperson of the Curriculum Review Committee shall be a member of the faculty and shall be elected by the membership of the Curriculum Review Committee.

b) The over-arching responsibility of the Curriculum Review Committee shall be to share information as governance decisions are made related to curriculum programmatic needs of the College and its service area.

c) The Charter:

   i. Recommend modifications in College curricula through the appropriate Dean to the Senior Vice-President for Academic and Student Services.

ii. Work with faculty and program advisory board members through the program area deans to determine educational needs of the employers. Recommend curriculum modifications necessary to prepare students for the workforce or transfer to a 4-year institution of higher education.

iii. Become acquainted with all North Carolina policies and procedures regarding the development of curricula and ensure such policies and procedures are followed.

iv. Maintain the College's good standing with SACSCOC and other accrediting agencies and the substantive change process (see Substantive Change Handbook located on the College's web site). Review and annually update the College's Substantive Change Handbook and submit requested changes through administrative channels via the document control process using Fill-in Form D-11. This committee is directly responsible for ensuring the Substantive Change Handbook remains updated and in compliance with periodic SACSCOC changes. Committee members shall regularly review the SACSCOC website to identify new changes for incorporation into the College's substantive change procedures.

v. Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office for records retention purposes.

vi. Provide input for an annual end-of-year report on activities covering the previous year and submit an electronic copy of such report through administrative channels prior to August 1st of each year to the HR/IE Office for records retention purposes.

vii. The Senior Vice President for Academic and Student Services and the Academic Deans will serve as a resource person to the Curriculum Review Committee.

I-7.5.5 Diversity Committee

The Charter:

a) Assist the Executive Director of Marketing & Public Relations with official media releases to raise awareness of diversity issues.

b) Prepare and annually update the College Diversity Plan prior to December 15 of each year. The updated Diversity Plan shall be submitted through the Senior Vice President for Academic and Student Services to the President for approval. After such approval, the plan will be submitted to the Planning Council for their review and consideration. The final updated and approved Diversity Plan will be incorporated into the College's Institutional Effectiveness Plan in January of each year.

c) Identify, discuss, and disseminate information to faculty, staff, administrators and students celebrating diversity at the College and at community events/

d) Identify and teach professional development training opportunities related to diversity and diversity management to the faculty and staff. All sessions must be coordinated with the Personnel Manager for inclusion on the professional development webpage to allow college-wide marketing of those professional development opportunities.

e) Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office for records retention purposes.

f) Provide input for an annual end-of-year report on activities covering the previous year and submit an electronic copy of such report through administrative channels prior to August 1st to the HR/IE Office for record retention purposes.

g) The Personnel Manager will serve as a resource person to the diversity committee as a non-voting member.

I-7.5.6 General Education Assessment

The Charter:

a) Identify and measure student achievement levels in accordance with the College's published general education core competencies.

b) Establish the protocol to validate measurements and in collaboration with faculty, ensure measurements document achievement of the core competencies and student learning outcomes.

c) Communicate with faculty and staff the specific measures and achievement targets through which all core competencies are assessed. Review through at-random selection at least of 20% of the college's academic program assessment plans and verify that documentation/evidence validate general education core student learning outcomes achievement. Verify that evidence is properly stored in the College's assessment management system.

d) Oversee the data collection process and analysis of collected data.

e) Analyze findings and make suggest recommendations or action plans for modifications to outcomes, measures, or achievement targets related to the general education core competencies.

f) Compile a General Education Core Competency Assessment Report, validating student achievement levels of general education core in all academic programs. Validation documents must be filed in the College's electronic assessment management system (Watermark®) and a 20% verification established by the committee membership review.

g) Ensure that the assessment report, with all supporting documentation, is disseminated to appropriate employees of the College.

h) Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office records retention purposes.

i) Provide an annual report on activities covering the previous year and submit such report through administrative channels prior to August 1st of to the HR/IE Office for records retention purposes.

j) The Senior VP for Academic and Student Services, the VP for Human Resources and Institutional Effectiveness and the Dean of Institutional Effectiveness will serve as resource persons to the General Education Assessment Committee. The Dean of Arts & Humanities and the Dean of Math & Sciences will provide administrative oversight to the general education committee and will be permanent members of this committee.

I-7.5.7 Global Education Committee

The Charter:

a) Assist the Academic Deans, department Chairpersons and Program Coordinators with curricula changes that will increase global education learning outcomes across the curriculum.

b) Identify opportunities for education travel opportunities that will enhance student learning outcomes related to global education, including Fulbright Scholarship opportunities.

c) Working with the Executive Director of Marketing and Public Relations, promote opportunities for international faculty exchanges beyond the Fulbright Program and encourage applications from FTCC faculty.

d) Assist the Associate Vice President for Student Services with opportunities for faculty, staff, and students to participate in global awareness opportunities such as the International Folk Festival and other celebrations of a global nature in the local community. Promote use of the community service leave opportunity to participate in these local events.

e) Assist the Senior Vice-President for Academic and Student Services with the incorporation of global education across the curriculum to better meet the workforce development needs of students and the College's mission statement.

f) Provide input for the annual assessment of College success in meeting the general education core competency entitled "Demonstrate socialization skills that support cultural awareness and a global perspective".

g) Provide global education input for college-wide planning assumptions to the Planning Council not later than November 1 of each year that supports global awareness activities for the upcoming strategic planning period.

h) Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office records retention purposes.

i) Provide input for an annual end-of-year report on activities covering the previous year and submit an electronic copy of such report through administrative channels prior to August 1st of each year to the HR/IE Office for records retention purposes.

j) The Senior Vice President for Academic and Student Services will annually designate resource persons to the Global Education Committee.

I-7.5.8 Male Mentoring

The Charter:

a) Plan and direct the annual activities of the Minority Male (3MM) Success Program, a drop-out prevention/intervention program for minority males and other students whom may be at-risk

b) Seek grants for funding activities planned for the current and upcoming year(s).

c) Recruit mentors for students involved.

d) Obtain plan sheets from the past chair and/or Director of Counseling.

e) Research best practices of similar outreach programs.

f) Attend the NCCCS Minority Male Conference and other conferences focused on the success of economically disadvantaged students and alumni.

g) Implement an assessment plan in the College's electronic assessment management system (Watermark®) to measure the successes of participants.

h) Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meetings minutes through administrative channels to the HR/IE office for records retention purposes.

i) Provide input for an annual end-of-year report on activities covering the previous year and submit an electronic copy of such report through administrative channels prior to August 1st of each year to the HR/IE Office for records retention purposes.

j) The Associate Vice President for Support, working at the Spring Lake Campus, will serve as a resource person to the Minority Male Success Committee.

I-7.5.9 Online Standards/Excellence in Teaching

The Charter:

a) Maintain compliance with SACSCOC and other accreditation agency(ies) for distance learning.

b) Annually review, update, and edit the Online Standards Handbook related to course delivery in Blackboard, or other learning management systems.

c) Review FTCC's online courses in a prescribed rotation to determine compliance with FTCC and accreditation agency(ies) online standards, including but not limited to measures to ensure the person logging into online or hybrid classes is the registered student.

d) Make recommendations for improving and subsequently approving existing online and hybrid courses in accordance with FTCC's online standards before continuance or activation.

e) Develop standards for other online delivery methods for FTCC courses such as fully online or hybrid courses.

f) Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office for records retention purposes.

g) Provide input for an annual end-of-year report on activities covering the previous year and submit an electronic copy of such report through administrative channels prior to August 1st of each year to the HR/IE Office for records retention purposes.

I-7.5.10 Program Advisory Committees (PAC)

The Charter:

a) Recommend new training/educational experiences needed by students, local businesses, and governmental agencies to facilitate continues improvements and preparing graduates who are competitive when they join the workforce.

b) Research and recommend suggestions to improve, expand, or discontinue instructional programs based upon changes in business/industry, governmental agencies, medical organizations and/or industry standards.

c) Maintain strong business/workforce/economic connections to enhance the community college experience.

d) Identify possible internships, apprenticeships, and other applicable work experience opportunities that will assist graduates as they prepare for future employment in their respective career fields. Such opportunities should be reported through administrative channels to the Senior Vice President for Academic and Student Services.

e) Regular meetings are required. Refer to the Program Advisory Committee Handbook for information related to, strategies and suggested templates for building successful relationships with advisory committee members.

f) Post copies of meeting minutes in the College's electronic assessment management systems (Watermark®).

I-7.5.11 Quality Enhancement Plan (QEP) Implementation Committee

The Charter:

a) Provide a forum for multi-divisional communication related to all required implementation phases outlined in the QEP. Team members will share information between key stakeholders and other committees. Sharing information and supporting documents collected during the GANTT chart timelines will ensure a quality QEP Impact Report.

b) Host periodic meetings with the members of the QEP Assessment Committee, the QEP Marketing Committee, and/or other QEP subcommittees. Approve analysis of data, reports, and plan activities required of these committees. Send meeting minutes to the Vice President for Human Resources and Institutional Effectiveness for posting on the meeting minutes webpage no later than 2 weeks following each meeting.

c) Review and verify the accuracy of collected data, update on branding, and analysis as provided by the QEP Assessment Committee and QEP Marketing Committee.

d) Study, review, advise, and recommend modified guidelines, policies, and procedures relating to QEP implementation phases and submit such changes through the Senior Vice President for Academic and Student Services who will in turn share with the Executive Council and President.

e) Provide structure and processes for identifying and evaluating ongoing QEP data collection successes and possible obstacles inclusive of recommended solutions for the President's approval.

f) Set the date(s) for establishing annual cohorts. Verify the cohort receives interventions as outlined in the QEP.

g) Establish subcommittees (i.e., Assessment, Marketing) to provide particular expertise and facilitate data-driven decision-making for continuous improvement.

h) Communicate to key stakeholders the importance of touchpoints and workshops to support cohort students.

i) Verify the annual reporting of QEP data for the Impact Report to ensure consistency from year to year.

j) Review and verify an annual QEP impact report prepared by the Director of Student Success and QEP, Assessment Committee, and Marketing Committee based on the previous year's activities and data. Submit the report through the Senior Vice President for Academic and Student Services prior to August 31st of each year.

k) The Senior Vice President for Academic and Student Services and the Vice President for Human Resources and Institutional Effectiveness will serve as the committee's resource persons.

l) The Director of Student Success and QEP will be a permanent member of this committee.

I-7.5.12 Safety and Physical Facilities Committee

The Charter:

a) Evaluate the safety measures of the College and make appropriate recommendations for modifications.

b) Make recommendations for activities related to disaster drills, emergency response drills, fire drills, and other protective actions, including testing of protective tools and equipment.

c) Make recommendations to enhance the beauty and functionality of the campus facilities and grounds.

d) Review accident/incident reports related to safety issues and forward one copy to the Vice President for Human Resources and Institutional Effectiveness and the Vice President for Legal Services and Risk Management.

e) Provide at least two professional development sessions annually regarding safety, emergency response, and security. Notify the Personnel Manager of date/time/location of the professional development (PD) training sessions so they can be added to the PD Schedule for marketing of the professional development opportunities with faculty, staff and administrators.

f) Hold periodic meetings, as necessary, to support faculty, staff, administrators, students, and vendors at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office for records retention purposes.

g) Provide input for an annual end-of-year report on activities covering the previous year and submit electronic copies such report through administrative channels prior to August 1st of each year to the Institutional Effectiveness Office for records retention purposes.

h) The Vice President for Legal Services and Risk Management, Director of Public Safety and Security, Director of Facility Services and the OSHA Services Coordinator will serve as a resource person to the Committee.

I-7.5.13 Social Committee

The Charter:

a) Plan social functions for College employees in coordination with the Executive Director of Marketing and Public Relations.

b) Recommend activities, through the Executive Director of Marketing and Public Relations, to the Vice President for Human Resources and Institutional Effectiveness that could promote camaraderie among administrators, faculty and staff.

c) Serve as the hospitality committee for special occasions and publicize the social events to administrators, faculty, staff and students.

d) Hold periodic meetings, as necessary, to support employees and students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office for records retention purposes.

e) Provide input for an annual end-of-year report on activities covering the previous year and submit electronic copies of the report through administrative channels prior to August 1st of each year to the HR/IE Office for records retention purposes.

f) The Executive Director of Marketing and Public Relations will serve as the resource person to the Committee.

I-7.5.14 Student Appeals Committee

The Charter:

a) Hear appeals from students who are subject to administrative decisions affecting their right to attend classes. This committee does not hear illegal discrimination complaints. Such complaints should be immediately forwarded to the Title IX Coordinator (s) located in the Human Resources Office or referred to the Director of Public Safety and Security.

b) Establish procedures to ensure due process is followed in each case.

c) Conduct meetings to hear student academic and grade appeals in a timely manner.

d) Maintain a record of all evidence, procedures and decisions of the committee and provide an electronic copy to the Vice President for Human Resources and Institutional Effectiveness.

e) Provide the student an opportunity to meet with the committee and to present testimony relevant to the appeal.

f) Review available documentation concerning the decision being appealed.

g) Prepare minutes of the committee meetings and forward electronic copies to the:

- Senior Vice President for Academic and Student Services,
- Associate Vice President for Student Services,
- Associate Vice President for Continuing Education
- Vice President for Human Resources and Institutional Effectiveness (Title IX Coordinator)
- Vice President for Legal Services and Risk Management
- Associate Vice President for Academic Support—located at the Spring Lake Campus

h) Annually review all publications that include the appeals process to ensure consistency of the appeals procedure across all published manuals and catalogues. If inconsistencies are found, the committee will prepare recommendations for modifications and submit them using the document control process.

i) Review the SACSCOC and other accreditation agency(ies) website annually to verify that the College's Appeal processes continue to meet expected standards for SACSCOC and program accreditation agency(ies) compliance. Maintain a spreadsheet of key information related to all student appeals (Name, Date, Reason for Appeal, Decision of the Committee, Remarks). This spreadsheet shall be provided, upon request, to the FTCC SACSCOC Committee to support 5th Year and 10th Year SACSCOC compliance statement submission.

j) Hold periodic meetings, as necessary, to support students at the College and provide electronic copies of meeting minutes through administrative channels to the HR/IE office for records retention purposes.

k) Provide input for an annual end-of-year report on activities covering the previous year and submit an electronic copy of such report through administrative channels prior to August 1st of each year to the HR/IE Office for records retention purposes.

l) The Associate Vice President for Academic Support will serve as a resource person to the Student Appeals Committee.

I-7.5.15 Student Government Association

Comprised of Curriculum Program students representing the various program areas of the College.

SGA President is an ex-officio member of the Board of Trustees and an ex-officio member of the Steering Council.

The Charter:

a) To provide means whereby members of the student body may effectively express themselves related to operations of the College which directly affect their social, economic, physical, intellectual, and spiritual welfare.

b) To assist the College faculty, staff, and administration in fulfilling the purpose of SGA operations.

c) To hold periodic meetings, as necessary, to support students and provide electronic copies of meeting minutes to the Student Activities Office for retention purposes.

d) To provide a process for the resolution of student-involved conflicts within the academic community.

e) To advance mutual respect between College faculty, staff, administration, and students while encouraging school spirit, school loyalty, athletic team support/spirit, and a sense of responsibility in College/Student success.

f) To provide input to an annual end-of-year report on activities covering the previous year. Such report should be forwarded through the Associate Vice President for Student Services and Senior Vice President for Academic and Student Services, to the President prior to August 1st of each year. The report will be retained in the HR/IE office.

I-7.5.16 Technology Committee

The Charter:

a) Provide a forum for communication between administrators, faculty, staff and students related to technology.

b) Hold an annual technology committee planning session to identify, update, and maintain the college-wide technology plan ensuring it's consistent with the needs of the College. Anticipate the role and use of technology in higher education and anticipate future technology changes. Submit an updated technology plan to the Vice President for Human Resources and Institutional Effectiveness (HR/IE) no later than December 15th of each year.

c) Review and disseminate the College's personal computer (PC) replacement plan, minimum hardware/software requirements for campus computing and update the versions on the College's website.

d) Study, review, advise, and recommend guidelines, policy, and procedure modifications relating to technology and submit through the Vice President for Administrative Services to the Executive Council for consideration and recommendation(s) of approval or disapproval to the President.

e) Provide a structure and process for identifying and evaluating emerging technologies and software acquisitions for possible benefit to the College operations.

f) Recommend to the College administrators, faculty, and staff, activities and technologies that will improve efficiency and effectiveness of College processes through the use of technology.

g) Hold periodic meetings, as necessary, to support administrators, faculty, staff and students at the College and provide electronic copies of meetings through administrative channels to the HR/IE office for records retention purposes.

h) Provide an annual report on activities covering the previous year and submit an electronic copy of such report through Administrative channels prior to August 1st of each year to the HR/IE Office for records retention purposes.

i) The Senior Vice President for Business and Finance and Senior Vice President for Academic and Student Services, Dean of Computer/Information Technologies, and the Vice President for Administrative Services will serve as the committee's resource persons.

j) The Associate Vice President for Management Information Services and the Student Government Association (SGA) President will be permanent members of this committee.

I-7.6 Ad Hoc Committees

Ad Hoc Committees may be appointed from time to time to explore innovative projects, which may fall beyond the scope of the Standing or Academic Quality Committees. The Charters and specific document retention guidance will be provided at the time the Ad Hoc Committee is initially appointed. Listed below are Academic and Student Services Ad Hoc Committees that are semi-permanent with the College:

Resource Person for Ad Hoc Committees reflected in sub-paragraphs a through e below is the Senior Vice President for Academic and Student Services:

a) Academic Agreement/Contracts Review Committee
b) Academic Calendar Committee
c) Program Review Committee
d) Scholarships/Awards Committee
e) Intellectual Property Policy and Rights Committee

Resource Persons for Ad Hoc Committees reflected in sub-paragraphs f and g below are the Senior Vice President for Academic and Student Services and the Vice President for Human Resources and Institutional Effectiveness:

f) Quality Enhancement Plan Committee
g) SACSCOC Compliance Review Committee

I-8 EMPLOYEE BENEFITS

Non-temporary individuals employed for at least 30 hours per week for a minimum of nine months on a continuous basis are eligible for State Retirement and Health Benefit Plans.

I-8.1 Educational Benefits

I-8.1.1 Tuition-Free Courses

Each employee who is classified as a full-time employee is allowed to enroll in one (1) tuition-free FTCC curriculum or continuing education course per semester, excluding Self-Supporting courses. Courses may be taken during normal working hours, at the discretion of the employee’s supervisor, when the course is directly supportive of the employee's current job responsibilities or required in an educational program directly related to the employee's current job. With prior written approval by the supervisor and appropriate vice president, the employee will not be charged leave or be required to make up time spent in class. Individuals who maintain Timeclock Plus must indicate "professional development" for time in class. However, when an employee's work schedule requires additional hours beyond 40 hours, professional development hours will be subtracted from the total hours worked that week before compensatory time or overtime is computed.

Tuition Free Course Forms, FTCC Form T-8, are available on the Faculty/Staff Forms webpage. Directions for completion are included on the form. *Prior to registering for their *first* course, employees must enroll as a student (complete FTCC Form A-19, Application for Faculty & Staff) and follow guidance of the Office of Admissions for any further requirements.

I-8.1.2 Tuition/Required Fee Reimbursement

Provided funds are available, the College may reimburse employees up to $1,400 per fiscal year (July 1-June 30) for tuition and required fees. Course work must culminate in the attainment of either a degree beyond the current level degree held or completion of additional graduate hours that meet SACSCOC/College Transfer credit requirements. The degree or credit hours must support the mission of the College and be from an institution accredited by one of the following accrediting agencies recognized by the U.S. Department of Education:

- Higher Learning Commission North Central Association (HLC)
- Middle States Commission on Higher Education (MSCHE)

- New England Commission on Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Western Association of Schools and Colleges (WASC)
  - Senior College and University Commission (WSCUC)
  - Accrediting Commission for Community and Junior Colleges (ACCJC)

This benefit is limited to one degree at each level (associate, bachelor, master, or doctorate) per employee during his/her tenure with FTCC. Certifications and Licensures must support the mission of the College and will be reimbursed on an as-needed basis.

To qualify for tuition reimbursement, the employee must submit a Request for Program Approval (FTCC Form P-9) through his/her supervisory chain that the program, certification, or licensure is supportive of the mission of the College. A copy of the program approval will be filed in the employee's personnel file in the Office of Human Resources. Employees are expected to complete his/her degree, certification, or licensure within six years of the program start date. Extensions may be granted by submitting a memo of justification explaining why an extension is needed through the supervisory chain to the divisional Vice President/Senior Vice President for approval.

Only courses that are included in the approved program of study will be reimbursed. In order to be reimbursed, the employee must submit a Request for Tuition Reimbursement Form (FTCC Form T-9), proof of payment, and evidence of satisfactory completion of the course to the Office of Human Resources Office within 30 days of course completion. Satisfactory progress is defined as a “C” or better for an undergraduate course, and “B” or better for a graduate course. Employees are expected to continue their employment with the College for a minimum of one full year (12 months) after receiving tuition/required fee reimbursements. In the event the employee resigns during this time period, he/she will repay the College the tuition/required fee reimbursement paid to him/her the previous year.

Exceptions to this policy may be approved by the President.

I-8.2 Insurance Benefits

I-8.2.1 Disability Salary Continuation Insurance

I-8.2.1.1 State

The State of North Carolina provides all employees, who are members of the Teachers' and State Employees' Retirement System, with disability coverage commencing 60 days after disability occurs. This insurance is provided at no cost to the individual. However, an employee must have one year of contributing membership service to qualify for these benefits. This service need not have been with this College, but could have been completed with any other state agency. Short-term benefits payable under this plan amount to 50% of an individual's monthly salary plus 50% of 1/12th of his/her annual longevity payment, if any, not to exceed a maximum of $3,000.00 per month. These benefits are reduced by other payments received for Workmen's Compensation, VA and other payments for the same disability.

State short-term disability benefits are administered through FTCC's payroll beginning with the 61st day of disability for a period of one year. If an employee is still disabled at the end of FTCC's liability period for short-term benefits, and the disability is considered temporary and/or the employee has less than 5 years of contributing service, he/she may apply to the State Retirement System for extended short-term benefits. If the employee has 5 or more years of contributing service and the disability is not considered temporary, he/she may apply for long-term disability benefits when the short-term benefits have expired.

I-8.2.1.2 Optional

Supplemental insurance to provide certain additional benefits in the case of disability is available on a group basis to all full-time employees, with the exception of employees classified as temporary. The cost for such insurance is assumed by the individual. Additional information and enrollment forms may be obtained from the Employee Benefits Specialist.

I-8.2.2 Life Insurance

I-8.2.2.1 State

All employees enrolled in the Teachers' and State Employees' Retirement System who have completed at least one full year of membership in that retirement system are covered by a "death benefit" provision. If an employee dies while in service after completing at least one year of membership in the retirement system, a death benefit equal to the highest

12 months' salary received immediately preceding the date of death (minimum of $25,000.00, maximum of $50,000.00) is payable to the employee's designated beneficiary.

I-8.2.2.2 Employer

A $15,000.00 term life insurance policy is provided at no cost to all non-temporary employees. Optional amounts of life insurance for employees and their dependents are available on a group plan basis. The cost of such insurance is paid by the employee. Additional information and enrollment forms may be obtained from the Employee Benefits Specialist.

I-8.2.3 Hospital and Medical Insurance

All employees, except those classified as temporary, are eligible to enroll in medical and hospital insurance coverage under the State Comprehensive Health Benefit Plan administered by Blue Cross-Blue Shield of North Carolina. The College pays a portion of the employee-only medical and hospital insurance coverage, as long as the employee is in a current/active pay status (subject to FMLA requirements). The employee portion of the premium for employee-only coverage varies depending on the medical plan selected by the employee. Employees who desire to enroll their families may do so by paying the additional cost of such insurance. Deductions for hospital coverage paid by the employee are tax-sheltered.

Employees with less than five years of qualifying State service, and who are receiving benefits from the Disability Income Plan of North Carolina, are responsible for paying the entire cost (employer and employee portions) of their medical insurance (subject to FMLA requirements).

I-8.2.4 Cancer Care Insurance

Supplemental insurance to cover the cost of cancer treatment is available on a group basis to all non-temporary employees. Cost of such insurance is borne by the individual. Additional information may be obtained by contacting the Employee Benefits Specialist.

I-8.2.5 Hospital Intensive Care Insurance

Supplemental insurance to cover the cost of intensive care confinement is available on a group basis to all non-temporary employees. Cost of such insurance is borne by the individual. Information and enrollment applications may be obtained by contacting the Employee Benefits Specialist.

I-8.2.6 Dental Insurance

Insurance to help cover the cost of dental expenses is available on a group basis to all non-temporary employees. The College pays for 75% of the cost for participating employees with the employee paying 25% through payroll deduction. Additional information and enrollment applications may be obtained from the Employee Benefits Specialist.

I-8.2.7 Vision Insurance

Insurance to help cover the cost of eye exams and eyewear is available on a group basis to all non-temporary employees. Cost of such insurance is borne by the individual. Information and enrollment applications may be obtained from the Employee Benefits Specialist.

I-8.2.8 Workmen's Compensation

All employees are covered by Workmen's Compensation. This act requires that all accidents occurring during working hours be reported to the Industrial Commission within five (5) days after occurrence or knowledge of any injury to an employee, when injury causes an absence from work or where medical treatment is received. Liability under this act applies to injuries or death caused by an accident arising in the course of employment in connection with school activities regardless of whether it occurs on campus or away from the college’s physical plant. In case of an accident covered by Workmen's Compensation, individuals may obtain the necessary forms to report such accident from the Security Office. The provisions of the group hospitalization and medical insurance carried by the College on all employees require that all injuries incurred on the job be handled under Workmen's Compensation. Therefore, no claims for reimbursement of medical costs incurred due to injuries on the job will be honored by the State Comprehensive Health Benefit Plan or an HMO.

I-8.2.9 Liability and Professional Insurance

(1) All employees of the College are covered by professional liability insurance.

(2) All instructors, while actively engaged in school duties relative to instruction and/or supervision of students engaged in a course provided by this College in nursing, dental, or other medical training, are provided insurance coverage for medical professional (malpractice) liability. In addition, this insurance is available and required of all students enrolled in courses of training requiring such liability insurance. (See Academic Procedures Manual for

complete information on liability coverage for health curricula students.)

I-8.3 Retirement Benefits

I-8.3.1 Social Security

All employees of the College, except students enrolled 6 hours or more and hired on a temporary basis, contribute to the Social Security system in accordance with federal law. Employee's Social Security contribution will be deducted at the applicable rate and is matched from state, local, special, or federal funds depending upon the source of funds from which the employee is paid.

I-8.3.2 Retirement

All employees, except those classified as temporary, of the College belong to the N.C. State Employees' and Teachers' Retirement System. Six percent (6%) of an employee's wages paid by the College are deducted each month and placed on deposit to the employee's retirement account. The College also contributes in the Retirement System a percentage of all employees' wages, subject to retirement deductions in accordance with State law. These funds are held on deposit by the Retirement System and are used for funding all State retirement benefits.

Upon separation, if an employee requests repayment, the amount contributed by the employee is repaid. The portion which has been contributed by the employing agency is not paid to the employee. Repayment of an employee's retirement contribution, upon termination of employment for reasons other than retirement, will be paid not earlier than 60 days from receipt of an acceptable application by the State Employees Retirement System. Employee contributions to the retirement system receive tax shelter treatment. This means the employee contributions are deducted from gross pay before income tax withholding is calculated.

Once an employee decides to retire and meets the eligibility requirements for monthly benefits, there are certain steps which must be taken to begin the retirement process. Monthly retirement benefits are effective the first day of any month. However, a retirement application must be signed, dated, and filed approximately 60 to 90 days before an employee's planned retirement date.

The following forms are available from the Employee Benefit Specialists or the Retirement System's web site at **www.myncretirement.com**.

- Application for Retirement (Form 6)
- Authorization Agreement for Direct Deposit (form Ret-170)

I-8.3.3 Supplemental Retirement Income Plans

All non-temporary employees are allowed to participate in state-sponsored Supplemental Retirement Income Plans to include before and after-tax savings plans. The payments are payroll deductible. Plans offered include 401(K), Roth 401(K), and 457(b) Deferred Compensation Plan.

I-8.4 Additional Benefits

I-8.4.1 Tax-Shelter Cafeteria Plan (IRS Code Section 125)

All non-temporary employees are eligible to participate in an IRS Code Section 125 (Cafeteria) Plan for child care and/or unreimbursed medical expenses, subject to IRS annual limits. Employee contributions to the Section 125 Plan through payroll deductions are exempt from payroll and withholding taxes. Employee elections to contribute to the Section 125 Plan are made annually during the College's open enrollment period. The following employee paid insurance premiums through payroll deductions are also tax sheltered in the Section 125 Plan.

(1) Cancer-Care Insurance;

(2) Intensive Care Insurance;

(3) Vision Care Insurance;

(4) Dental Insurance.

I-8.4.2 State Employees' Credit Union

All employees who are members of the North Carolina State Employees' and Teachers' Retirement System are eligible to become members of the State Employees' Credit Union. This agency, which is a non-state agency, provides a complete line of banking services including checking and savings accounts, and loans for most purposes. Arrangements for payroll deductions for the purpose of savings and/or repayment of loans may be made.

I-8.4.3 Direct Deposit

Direct deposit of payroll checks is available for all employees who have an account at any U.S. financial institution. Direct deposit is mandatory for all full-time employees and optional for temporary employees. Additional information and enrollment forms may be obtained from the Payroll Office.

I-8.4.4 Longevity Pay

Full-time, non-temporary employees of Fayetteville Technical Community College shall receive longevity pay upon completion of the following requirements of aggregate qualifying state service:

Years of Aggregate State Service	Longevity Pay Rate
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

I-8.4.5 Employee Assistance Program (EAP)

Faculty, staff, and students needing counseling for personal, emotional, financial, legal, or substance abuse problems are eligible to receive three counseling sessions at no cost through the Employee Assistance Program sponsored by Cape Fear Valley Health System. Contact the Office of Human Resources for additional information.

I-9 LEAVE POLICY

Non-temporary individuals employed for at least 30 hours per week for a minimum of nine months on a continuous basis are eligible for State Retirement and Health Benefit Plans.

I-9.1 Vacation and/or Sick Leave - General Provisions

As a condition of employment, employees are expected to report to work on time to their designated workplace prescribed by their supervisor. Employees are required to make contact with their supervisor prior to the beginning of their scheduled shift should they be unable to arrive on time, be out sick, or have an emergency absence. Absences from work during scheduled working 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 institution's President.

I-9.1.1 Who Earns Leave

Employees, except temporary employees, earn leave as described below. Each employee, eligible to earn leave, shall earn leave only if they work or are on paid leave one-half or more of the scheduled work days in a month. For non-temporary employees working less than full-time (but at least 30 hours), leave is earned on a pro-rata basis. The leave shall be computed as a percentage of the total amount earned by a full-time employee.

I-9.1.2 Leave Charges

For non-instructional personnel, only scheduled work hours shall be charged when calculating the amount of leave taken. Saturday, Sundays, and/or holidays are charged only if they are scheduled workdays. For sick leave purposes, a faculty workday shall be considered a normal 8-hour day.

Employees on approved leave will not be charged leave during periods when the institution is closed due to acts of nature. If the President closes the institution by administrative decree, this period will not be charged as leave. Employees in a no pay status will not be paid during periods the institution is closed for administrative leave or during closure due to acts of nature.

I-9.1.3 Leave Records

It is the responsibility of the institution to maintain records for leave earned and taken by each employee. Leave balances are shown on each employee's payroll check stub and Self-Service Earnings Statement, with the exception of bonus leave.

I-9.1.4 Separation - Termination of Benefits

After the date of separation (last day of work), an employee ceases to earn leave and ceases to be entitled to take leave.

I-9.2 Holidays and Other Administrative Absences

The President shall annually establish and publish a college calendar. The calendar shall indicate College holidays for all employees, and shall indicate administrative leave days for faculty employed pursuant to either an Annual Contract I or Annual Contract II agreement. Administrative leave days for employees working pursuant to an Annual Contract III or Annual Contract IV shall be granted in a manner consistent with the employee's contract and applicable policies of the College. The President may grant additional leave, other than holidays and administrative leave indicated above, when the President determines that such additional leave is in the best interest of the College. Such additional leave may be with or without pay. Any additional leave granted shall be reported to the Board. Employees, who fail to return to work the first regular duty-day following such holiday or administrative absence, are subject to the provisions found in "Termination of Employment."

I-9.2.1 Maternity/Nursing Mothers Lounge

FTCC recognizes the importance of supporting students/employees who choose to breastfeed after the birth of a child. Thus, we maintain a family-friendly space for those members of our campus community. A Nursing Mothers' Lounge has been established on campus, which allows mothers to breastfeed or express milk comfortably without interruption. For one year after the birth of a child, employees may coordinate with their supervisor to take reasonable break time each time such employee has need to express milk.

The Nursing Mothers' Lounge is located in the Nursing Education and Simulation Center. It is available on a first-come, first-served basis and contains the following items:

- A rocking chair
- An electrical outlet
- A door that can be locked from the inside for mothers' privacy

- An adjoining restroom with a changing table
- An “In Use” sign to place on the door upon entry—please be sure to remove the sign upon departure

See “Family and Medical Leave Act" for Maternity Leave Policy.

I-9.3 Administrative Leave for Full-Time Temporary Personnel

Full-time temporary personnel, including administrative, clerical and faculty, may be granted administrative leave after being employed continuously without interruption for 12 calendar months. This leave must be recommended by the appropriate administrative officer and approved by the President (or the President's designee). Individuals may be granted a maximum of five (5) days at the end of the first year, and may be granted a maximum of ten (10) days for the second and each succeeding year of continuous, uninterrupted full-time temporary employment. Leave taken beyond amounts authorized and granted under this policy will be without pay.

Procedure:

(1) The annual anniversary date of employment will be the effective date for qualifying for administrative leave. Leave granted must be taken during the following 12 calendar months commencing with the anniversary date of employment. Due to the fact that administrative leave is leave that is granted rather than earned, it cannot be accrued. Therefore, unused administrative leave cannot be carried into the next year or into subsequent years.

(2) All administrative leave requests should be submitted in writing (appropriate FTCC form) by the employee to his/her supervisor. The administrative leave request should be submitted through supervisory channels to the President for approval.

(3) Employees will report administrative leave taken (appropriate FTCC form) to their supervisor. The supervisor will forward this report to the Associate Vice President.

(4) It will be the responsibility of the employee's immediate supervisor to ensure that the employee's name has been submitted for and is included on the "Status of Administrative Leave" monthly report, and that the date of employment reflects the actual date of work status.

(5) The College recognizes that world events, natural disasters, and personal situations may require administrative consideration to maintain an employee's continuous, non-interruption status. In such cases the Associate Vice President will evaluate the extenuating circumstances to

determine if an individual merits policy exemption and recommend appropriate action to approving officials.

I-9.4 Leave Without Pay (Vacation and/or Sick) Status

Leave without pay may be used only after all other appropriate leave is exhausted. The employee is not allowed to choose between leave without pay and using other available leave time, except under the following circumstances:

(1) After qualifying for short-term disability
(2) For the birth of a child
(3) For the adoption of a child
(4) For illness of a child, spouse or parent

During a period of leave without pay, the employee shall retain all accumulated unused sick leave, and the time earned toward the next increment of vacation earned.

Advancement of leave to cover anticipated periods of leave without pay can only be made by the President. Written requests for leave advances stating the type leave and amount desired should be made to and approved by the President prior to taking leave.

If the employee is in-pay status through a holiday, or for half or more of the scheduled workdays and holidays during the month when short periods of leave without pay are taken, pay is received for the holiday.

I-9.5 Vacation Leave Policy

I-9.5.1 Specific Provisions

<u>Vacation</u> leave is annual leave covering time away from work. The term vacation leave is intended to reinforce the primary philosophy of vacation time and also to reflect a secondary purpose: paid leave for personal time away from work. <u>Vacation leave may be taken in units of 15 minutes.</u>

The President is authorized to grant teaching employees administrative leave of absence, in lieu of vacation leave, in accordance with the terms of that individual's contract, the regular school calendar, and at such other times when their presence for instructional duties is not required. If a teaching employee leaves an instructional position with FTCC and immediately begins working in a non-instructional position with FTCC, the College shall permit a limited amount of administrative leave to be converted into vacation leave. The amount of administrative leave which can be converted shall be the lesser of:

(1) the total number of vacation hours the employee is eligible to earn, as provided in I-9.5.2, during the employee's next twelve months of service; or,

(2) a pro-rata share, rounded up to the nearest whole day, of any unused administrative leave the employee would have been eligible to use at the end of the last semester indicated in the employee's most recent instructional contract. If the employee's instructional contract is an Annual Contract "I", the pro-rata share shall be calculated based upon the summer semester being deemed to be one-fifth of the academic year.

I-9.5.2 Amount Earned

Vacation leave earned is based on the length of aggregate service with the state. Aggregate service shall include, on a month-for-month basis, all permanent employment with the state, whether such service was exempt from or subject to the Personnel Act. Credits shall also be given for employment with other governmental units which are not state agencies (for example: county highway maintenance forces, War Manpower Commission, the judicial system; authorized military leave; employment with the County Agricultural Extension Service, Community College System, and the public schools of North Carolina (with the provision that a school year is equivalent to one full year); employment with a local mental health, public health, social services or civil defense agency in North Carolina).

Many employees are scheduled to work eight hours per day. Since there are other schedules in existence due to the nature of the work, vacation leave rates are stated in terms of hours rather than days; this requires no conversion for special schedules. Vacation leave for full-time non-temporary employees shall be computed at the following rates:

Years of Service	Hours Earned Monthly	Hours Earned Yearly
Less than 5 years	9 hours 15 minutes	111
5 but less than 10 years	11 hours 15 minutes	135
10 but less than 15 years	13 hours 15 minutes	159
15 but less than 20 years	15 hours 15 minutes	183
20 years or more	17 hours 15 minutes	207

Vacation leave is earned if non-temporary employees work or are on paid leave one-half or more of the scheduled work days in a month. Non-temporary employees working less than full-time, but at least 30 hours, earn vacation leave on a pro-rata basis. The leave shall be computed as a percentage of total amount earned by a full-time employee.

I-9.5.3 Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until June 30 of each fiscal year. However, if the employee separates from service, payment of accumulated leave shall not exceed 240 hours. On June 30, all vacation leave accumulated in excess of 240 hours shall be lost. In the event an employee losing vacation leave pursuant to the previous sentence shall be employed by the college on July 1 of that same calendar year, said lost vacation leave shall be converted to sick leave. An employee that separates from institutional service due to retirement and has more than 240 hours of accumulated leave will have the excess leave transferred to sick leave. An employee who changes from a position that earns leave to a position that does not earn leave, has the option to transfer vacation leave to sick leave, or receive a lump sum payment for accumulated leave.

I-9.5.4 Special Vacation Policy

Instructional personnel employed under the terms of annual contracts I, II, and III do not earn vacation leave. Such instructional personnel are allowed holidays, dependent upon the regular school calendar when they are not required for duties connected with their employment. Personnel who sign I, II, and III contracts should refer to "Appointment of Faculty" for administrative leave schedules.

I-9.5.5 Scheduling Vacation Leave

Vacation leave should be taken only at such time or times when it will least interfere with the efficient operation of the College. Each request for leave must have supervisor’s approval in advance.

I-9.5.6 Advancement of Vacation Leave

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

I-9.5.7 Transfer of Vacation Leave

Unused vacation leave may be transferred out when an employee transfers between institutions of the community college system or between any local or state governmental agency if the agency or institution is willing to accept the leave. Otherwise, the employee leaving state or institution service will be paid in a lump sum for accumulated leave. When a local employee transfers from one of the agencies or institutions listed above to a state agency, vacation leave (not to exceed 240 hours) or any portion of unused leave may be transferred out to the institution or state agency. If a person requests and is paid for unused leave at the time of transfer to or from a local agency or institution, this will not preclude consideration for transferring sick leave.

The College may transfer in up to 40 hours of unused vacation leave (no Bonus Leave) when an employee transfers between institutions of the community college system or between any local or state governmental agency. Exception to this policy is authorized only by the President of the College.

I-9.5.8 Separation - Payment of Vacation Leave

An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours when he/she is separated from institutional service due to RESIGNATION, DISMISSAL, REDUCTION IN FORCE, DEATH, SERVICE RETIREMENT, or LEAVE WITHOUT PAY FOR MILITARY PURPOSES. Should an employee be separated before he/she has earned all of the vacation leave taken, it will be necessary to make deductions from his/her final salary check for overdrawn leave on a day-for-day basis. Payment for vacation leave may be made on the regular payroll or on a supplemental payroll. A separate check must be issued for any travel due.

An employee who resigns from a non-instructional position and immediately accepts employment under a Contract I, Contract II, or Contract III with FTCC shall be paid a lump sum for accumulated leave, not to exceed a maximum of 240 hours, with any remaining leave being converted into sick leave, or said employee shall be permitted to convert all accumulated leave into sick leave.

Payment of vacation leave will be based on the number of hours of accumulated leave multiplied by the hourly pay rate of the employee. No check will be issued for any leave less than one hour.

During the period of terminal leave, an employee ceases to earn leave and ceases to be entitled to take leave.

Retirement deduction shall be made from all terminal leave payments. Receipt of lump sum leave payment and retirement benefits shall not be considered as dual compensation. In the case of a deceased employee, payment for unpaid salary, terminal leave and travel must be made payable to the estate of the deceased employee.

I-9.5.9 Other Uses of Vacation Leave

Vacation leave may be used for medical appointments and for personal or family illness. Vacation leave may be used for absences as a result of adverse weather conditions. Since teaching faculty members are not included in the vacation leave policy, their absence during adverse weather will be considered administrative absence as approved by the President.

I-9.6 Sick Leave Policy

I-9.6.1 Amount of Earned Sick Leave

A full-time non-temporary employee working or on paid leave for one-half or more of the regularly scheduled workdays earns eight hours (one day) per month of sick leave. A non-temporary employee working at least 30 hours earns sick leave on a pro-rata basis if he or she works or is on paid leave one-half or more of the scheduled work days in a month. The leave shall be computed as a percentage of the total amount earned by a full-time employee.

I-9.6.2 Accumulation of Sick Leave

Sick leave is cumulative indefinitely.

I-9.6.3 Advancement of Sick Leave

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

I-9.6.4 Verification of Sick Leave

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

I-9.6.5 Specific Provisions for Sick Leave

Sick leave may be used for illness or injury which prevents an employee from performing usual duties, including the actual period of temporary disability connected with childbearing or recovery therefrom. Employees are required to make contact with their supervisor prior to the beginning of the scheduled shift when they are going to be out sick or have emergency absence.

Sick leave may also be requested for:

(1) Medical appointments.
(2) “Qualifying Exigency Leave” as defined by the Family Medical Leave Act.
(3) Illness or bereavement for the death of a member of the employee's immediate family.

Definition of Immediate Family					
Spouse	Parent (Mother/Father)	Child (Daughter/Son)	Brother/ Sister	Grand/ Great	Dependents **
Husband Wife	Biological Adoptive Step Loco Parentis* In-Law	Biological Adoptive Foster Step Legal Ward Loco Parentis* In-Law	Biological Adoptive Step Half In-Law	Parent Child Step In-Law	Living in the employee’s household
* A person who is in the position of place of a parent. ** Defined by the IRS as a person, other than the taxpayer or spouse, who entitles the taxpayer to claim a dependency exemption.					

I-9.6.6 Sick Leave Charges (Non-Faculty)

The minimum amount of sick leave which may be taken is fifteen (15) minutes. Only scheduled work hours shall be charged in calculating the amount of leave taken for non-temporary employees.

I-9.6.7 Prorated Faculty Sick Leave

Instructional personnel sick leave policy on workdays is based on an eight (8)-hour day with 15 minutes being the minimum amount of sick leave that can be taken. Instructional personnel absent a portion of the day will have such absence prorated by the number of hours they were scheduled to work on the date absence occurs. Examples of such prorated absences are outlined below:

An instructor scheduled for six (6) contact hours of instruction becomes ill after completing three (3) contact hours of instruction and does not complete the three (3) hours remaining. The instructor in this case would be charged 3/6 of eight (8) hours or four (4) hours sick leave for the day. (Portions of an hour are rounded off to the nearest 15-minute increment.)

Prorating of absence on a percentage basis is applicable to instructors only. Administrative, executive, and clerical employees will be charged with the actual number of hours or portions thereof which they are absent.

I-9.6.8 Transfer of Sick Leave (No break in service)

Unused sick leave shall be transferred when an employee transfers from a State agency to the College. Sick leave may also be transferred to or from a local State Personnel Act (SPA) agency of Mental Health, Public Health, Social Services, or Emergency Management, a public school, or community college, or any other agency under the state retirement system. Sick leave is not transferable to any other type of leave.

I-9.6.9 Sick Leave and Separation

Sick leave is not allowable in terminal leave payments when an employee separates from institutional service. Should an employee be separated before he has earned all of the sick leave taken, it will be necessary to make deductions from his final salary check for overdrawn leave on a day-for-day basis. Sick leave shall be exhausted before going on leave without pay because of extended illness, with the exception of those qualifying for State short-term disability. While an employee is exhausting sick leave, he earns all benefits to which he is entitled.

I-9.6.10 Reinstatement of Sick Leave

Unused sick leave may be reinstated when an employee returns to College employment or transfers from a local State Personnel Act (SPA) agency of Mental Health, Public Health, Social Services, or Emergency Management, a public school, or community college, or any other agency under the state retirement system within five (5) years of his/her last workday.

I-9.6.11 Retirement Credit of Sick Leave

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

I-9.6.12 Short-Term Disability/Sick Leave Without Pay

I-9.6.12.1 Accumulated Sick Leave

Accumulated sick leave must be used during the waiting period required prior to short-term disability. If the employee has unused sick leave and/or vacation leave remaining after he or she qualifies for short-term disability leave, it may be exhausted or it may be retained for future use. While exhausting leave, all benefits for which the employee is entitled are credited.

I-9.6.12.2 Sick Leave Without Pay

Sick leave without pay up to one year (including the 12 weeks guaranteed by the "Family and Medical Leave Act") may be granted by the President for the remaining period of disability after paid sick leave has been exhausted. Extension of sick leave without pay beyond one year shall be managed by and documented by the College.

I-9.6.13 Sick Leave Records

Crediting and balancing of an employee's leave record is done on a monthly basis.

Sick leave records are retained for all separated employees for a period of at least four years from the date of separation.

I-9.7 Family and Medical Leave Act (FMLA)

I-9.7.1 Purpose

The Family and Medical Leave Act was passed by Congress to balance the demands of the workplace with the needs of families, promoting stability and economic security for families and promoting the national interest in preserving family integrity. This Act further minimizes the potential for employment discrimination on the basis of sex (gender) by making unpaid leave available to eligible employees for designated medical reasons and for compelling family reasons. The Act promotes the goal of equal employment opportunity.

I-9.7.2 Policy

In accordance with the Family and Medical Leave Act, the College will grant job-protected unpaid family and medical leave to eligible employees for up to 12 weeks per 12 Month Period for any one or more of the following reasons:

1. The birth of a child and the care of the child within 12 months of birth;
2. The placement with an employee of a child for adoption or foster care and to care for the newly placed child within 12 months of placement;
3. To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
4. For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
5. For qualifying exigencies related to the "covered active duty," as defined by applicable regulations, of a military member who is the employee's spouse, child, or parent. FMLA leave granted for "Rest and Recuperation" leave of a servicemember during deployment shall be limited to 15 calendar days.
6. An eligible employee who is a covered servicemember's spouse, child, parent or next of kin may take up to 26 weeks of FMLA leave in a single 12 Month Period to care for the servicemember with a serious injury or illness. No more than 26 weeks of leave may be taken in a single 12 Month Period, and no additional extended leaves may be taken in other years for the same injury or illness. If married spouses both work for the College, their total Military Family Leave may be limited to an aggregate of 26 weeks.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Once an employee is approved for FMLA leave, all absences from work shall be designated as FMLA leave unless the employee reports the specific number of hours used as FMLA leave to FTCC. FMLA leave hours should be indicated in TimeClock Plus.

I-9.7.3 Definitions:

I-9.7.3.1 Parent

A biological or adoptive parent or an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child.

I-9.7.3.2 Child

A son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability and who is:

(1) 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; or
(6) a child of an employee standing in loco parentis.

I-9.7.3.3 Spouse

A husband or wife recognized under state law for purposes of marriage in the State in which the marriage was entered into. This definition includes an individual in a same-sex or common law marriage that was entered into in a State that recognizes such marriages. In the case of a marriage entered into outside of any State, the marriage is recognized if the marriage is valid in the place where entered into and could have been entered into in at least one State.

I-9.7.3.4 12-Month Period

A period of time during which an eligible employee is permitted to take 12 weeks of FMLA leave (26 weeks for military caregiver leave) and which begins on the first day an employee is granted FMLA leave and that ends 12 months later.

I-9.7.3.5 Serious Health Condition

An illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. Routine medical examinations and common medical conditions are not deemed Serious Health Conditions unless complications develop.

I-9.7.3.6 Coverage and Eligibility

To be eligible for family/medical leave an employee must have worked for the College for at least 12 months total and have worked at least 1250 hours over the previous 12 Month Period.

I-9.7.4 Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave. An employee may not take *intermittent leave* following the birth or placement of a child unless required by a qualifying serious medical condition.

I-9.7.5 Use of Paid Leave/Workers Compensation

An employee will be required to use accrued compensatory time and paid leave (including paid vacation, sick leave, and bonus leave) for any part of a FMLA leave when the use of the leave is permissible under FTCC policy. When an employee has used all of his or her accrued compensatory time and paid leave, but has not exhausted FMLA leave and continues to qualify for FMLA leave, the employee will be granted unpaid leave until FMLA leave is exhausted. Compensatory time shall be exhausted before other leave may be used.

Any employee receiving workers compensation benefits and who has a qualifying serious medical condition and is unable to work shall be required to utilize FMLA leave contemporaneously with their workers compensation benefits.

I-9.7.6 Employee Notice Requirement

An employee must give 30 days' advance notice in the event of a foreseeable leave by completing and submitting a "Request for Family/Medical Leave" form. In unexpected or unforeseeable situations, an employee should, as soon as practicable, notify Human Resources and submit the completed form. The notice must indicate (1) the employee is unable to perform the functions of the job or that a covered family member is unable to participate in regular daily activities; (2) the anticipated duration of the absence; and (3) whether the employee intends to visit a health care provider or is receiving continuing treatment.

1. If an employee fails to give 30 days' notice of foreseeable leave with no reasonable excuse, leave may be denied until 30 days after the employee provides notice.

2. When planning medical treatment, an employee must make a reasonable effort to schedule the leave so as not to unduly disrupt the College's operations.

3. In the event of leave to attend to a qualifying exigency, the employee shall provide as much notice as is reasonable and practical under the circumstances.

Should the employee fail to request FMLA as described above, the immediate supervisor must notify the human resources office as soon as the supervisor becomes aware of the employee's need for medical-related leave consideration.

I-9.7.7 Employer Notice Requirements

a) Notice of Eligibility Rights: Within five working days after the employee requests leave or after the College learns from the employee's immediate supervisor the leave may be for an FMLA-qualifying medical reason, the College will provide written notice stating whether the employee is eligible for FMLA leave, and if not eligible, at least one reason why. The College reserves the right to place an individual on FMLA leave in instances where the medical condition is qualifying even if the employee failed to seek available FMLA leave or properly notify the college in a timely manner of their qualifying for FMLA leave.

b) Unspecified Duration: For a leave of unspecified duration, the employee is expected to update their immediate supervisor periodically, and if possible provide an anticipated date of return.

I-9.7.8 Medical Certification

a) Certification of Serious Health Condition: For leave requested due to the employee's or a covered family member's serious health condition, the employee must obtain from their health care provider a doctor's note or a completed "Certification of Health Care Provider" form and attach the medical certification to their initial Request for FMLA Leave (Fill-in Form F-8). Medical certification should be provided by the employee within 15 days after requested. If the employee fails to provide adequate certification within this time period, then the College will inform the employee, in writing, what additional information is necessary and will allow the employee at least seven days to correct the certification. The College may delay family medical leave approval until such time as the certification is produced. In the case of medical emergency, the employee must submit certification as soon as is reasonably possible.

b) College May Require Second Opinion: The College may require a second or third opinion (at its own expense), periodic reports on status and intent to return to work, and a fitness-for-duty report to return to work.

c) Certification Related to Covered Active Duty or Call to Covered Active Duty: The employee requesting leave related to a family member's covered active duty or call to covered active duty shall provide supporting documentation of such status issued by the applicable Armed Services branch.

d) Certification for Extended Military Family Leave: Employees requesting extended Military Family Leave must provide documentation of the injury, recovery and/or need for care, such as an official Armed Forces communication, showing that the injury or illness was incurred on active duty and, in the case of a member, renders the member medically unfit to perform military duties, or, in the case of a veteran, that the veteran was a member of the Armed Forces within the preceding five years.

e) Confidentiality of Medical Records: Documentation related to the employee's or family member's medical condition will remain confidential to the degree possible and maintained in the employee's medical records file. The employee's supervisory chain is typically notified of the FMLA status for planning purposes, but not of the underlying serious medical condition.

I-9.7.8.1 Employment and Benefit Protection

a) An employee granted leave under this policy will continue to be covered under the College's group health insurance plan with the same conditions as if the employee had been continuously employed during the leave period.

b) Employee contributions for benefits will continue to be required either through payroll deduction or by direct payment to the

College. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave.

c) If an employee's contribution is more than 30 days late, the College will terminate the employee's insurance coverage.

d) If the College pays employee contributions missed by the employee while on leave, the employee will be required to reimburse the College (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

e) If the employee fails to return from unpaid leave for reasons other than (1) documentation establishing the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the College may seek reimbursement from the employee for the portion of premiums paid by the College on behalf of that employee (employer contribution) during the period of leave.

f) An employee shall continue to accrue leave while using accrued comp time or leave contemporaneously with FMLA leave. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave, but will not lose benefits already accrued prior to the start of the leave. Paid time off does not accrue while on unpaid leave.

I-9.7.8.2 Job Protection

a) If the employee returns to work within 12 weeks following a family/medical leave (or 26 weeks if combined with Military Family Leave), he/she will be reinstated to his/her former position or an equivalent position in terms of pay, benefits, status, and level of responsibility.

b) The employee's restoration rights are the same as they would have been had the employee not been on leave. If the position would have been eliminated or the employee would have been terminated but for the leave, the employee does not have the right to reinstatement upon return from leave.

c) If the employee fails to return to work by the previously agreed upon date, in absence of further communication, he/she will be considered to have abandoned the job.

I-9.7.8.3 Unlawful Actions & Enforcement of FMLA Rights

It is unlawful for the College to interfere with, restrain, or deny the exercise of FMLA rights supported by certification, or to discharge or discriminate against anyone for exercising their legal rights to request FMLA. For additional information related to FMLA, please refer to the Department of Labor's website at **www.dol.gov/whd** . Alternatively, employees may view the Employee Rights under the Family and Medical Leave Act poster located at the College's Human Resource (HR) Office and the HR website. To the extent that any term in this policy is not specifically defined, definitions stated in the applicable law or regulations shall be utilized.

I-9.8 Voluntary Shared Leave Program

I-9.8.1 Purpose

The purpose of the Voluntary Shared Leave Program is to allow an employee to donate leave to an employee who has been approved to receive leave through the Voluntary Shared Leave Program because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time.

I-9.8.2 General Guidelines

(1) In cases of a prolonged medical condition an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee, from the sick leave or vacation account of an immediate family member as defined below or from the sick leave account of a non-family member.

(2) For purposes of this policy, prolonged medical condition means medical condition that is likely to require an employee's absence from duty for a period of at least 20 consecutive workdays. If an employee has had previous absences for the same condition that has caused the employee to not have enough leave to cover the new need for leave or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, the college may waive the requirement that the employee be absent from duty for a period of 20 consecutive workdays to participate in the program.

(3) An employee 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.

(4) Participation in the voluntary shared leave program shall be limited to 1,040 hours, (prorated for part-time employees), either continuously or, if for the same condition, on a recurring basis. However, the College President may grant employees continuation in the program, month by month, for a maximum of 2,080 hours, if the College would have otherwise granted leave without pay.

(5) An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to

participate in the voluntary shared leave program. Use of donated leave under the workers' compensation program shall be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.

(6) The employee shall exhaust all available leave before using donated leave.

(7) Non-qualifying conditions:

This leave does not apply to short-term or sporadic conditions or illnesses that are common, expected or anticipated as determined by the college president or the college president’s designee. This includes such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to the intent of this policy and must be applied consistently and equitably.

(8) For purposes of this Section, immediate family means:

a) Spouse: A husband or wife

b) Parent:
   i. a biological or adoptive parent; or
   ii. an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child; or
   iii. a step-parent; or
   iv. in-law relationships;

c) Child: A son or daughter who is:
   i. a biological child; or
   ii. an adopted child; or
   iii. a foster child (a child for whom the employee performs the duties of a parent as if it were the employee's child); or
   iv. step-child (a child of the employee's spouse from a former marriage); or
   v. a legal ward (a minor child placed by the court under the care of a guardian); or
   vi. a child of an employee standing in loco parentis; or
   vii. in-law relationships;

d) Sister or brother – biological, adoptive (including step-, half-, or in-law relationships);

e) Grandparents, great grandparents, grandchildren, great grandchildren (including step relationships); and

f) Other dependents living in the employee's household.

(9) Qualifying to Participate in Voluntary Shared Leave:

To participate in the Voluntary Shared Leave Program, an employee shall meet the following conditions:

a) A donor or recipient shall have a half-time or more permanent, probationary, or time-limited appointment (The limitation and leave balance for permanent part-time employees shall be prorated);
b) A recipient shall apply or be nominated by a fellow employee to participate in the program;
c) A recipient shall produce medical evidence to support the need for leave beyond the available accumulated leave; and
d) The parent college shall review the merits of the request and approve or disapprove according to this policy.

I-9.8.3 Recipient Guidelines

(1) A prospective recipient may make application for voluntary shared leave at such time as medical evidence is provided to the College to support the need for leave beyond the employee's available accumulated leave.

(2) Recipients of shared (donated) leave may receive a maximum of 40 sick leave hours from any one donor who is not an Immediate Family Member. 3. Recipients of shared (donated) leave shall not receive a combine total of more than 160 sick leave hours during any fiscal year from donors who are not Immediate Family Members.

(3) Participation by full-time employees in this program is limited to 1,040 sick or vacation hours (pro-rated for part-time employees who earn leave from FTCC), either continuously or, if for the same condition, on a recurring basis. However, FTCC may grant employee continuation in the program, month by month for a maximum of 2,080 hours, if FTCC would have otherwise granted leave without pay. Part-time employees who earn leave from FTCC shall be eligible to participate.

(4) Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee's combined vacation and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.

(5) Leave donated to a recipient's leave account is exempt from the maximum accumulation carry over restrictions at calendar year end.

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

a) The vacation and sick leave account balance shall not exceed a combined total of 40 hours.
b) Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.

(7) If a recipient separates from FTCC and does not become affiliated with another state agency, participation in the program ends. Donated leave shall be returned to the donor(s) on a pro rata basis.

I-9.8.4 Donor Guidelines

(1) A FTCC employee may donate vacation, bonus or sick leave to an immediate family member in any State agency, public school or North Carolina community college. A FTCC employee may donate vacation or bonus leave to a coworker's immediate family member who is an employee in a state agency or public school provided the employee and coworker are at the same college. A FTCC employee may donate vacation, bonus or sick leave to another employee at a community college who is qualified to participate in the Voluntary Shared Leave Program in accordance with the provisions of the donee’s college’s voluntary shared leave policy.

(2) A FTCC employee may donate up to 40 hours of sick leave to a non-immediate family member employee of any North Carolina community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed 160 hours per year. Donated sick leave shall not be used for retirement purposes. Employees who donate sick leave shall be

notified in writing of the State retirement credit consequences of donating sick leave. Specifically, employees shall be informed*: "As a member of the Teachers' and State Employee's Retirement System with an earned sick leave balance receives an additional month of service credit for each 20 days or portion thereof.*

The additional service credit increases the retirement benefit for the remainder of the life of the retiree."

(3) The minimum amount of sick leave or vacation leave to be donated is four hours. An employee family member donating sick leave to a qualified immediate family member under the Voluntary Shared Leave program may donate up to a maximum of 1040 hours but may not reduce their sick leave account below 40 hours.

(4) The maximum amount of vacation leave allowed to be donated by one individual is the amount of the individual's annual accrual rate. However, the amount donated shall not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. Permanent Bonus leave may be donated without regard to this limitation. Special bonus leave may not be donated.

(5) 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 which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. The donation of leave is confidential, and only those individuals authorized under G.S. 115D-29 to access employee personnel file information may view donation information consistent with G.S. 115D-29. Recipients of voluntary shared leave shall not have access to information about individuals who donated leave. The employee donating leave shall not receive remuneration for the leave donated.

I-9.8.5 Leave Accounting Procedures

(1) All leave donated shall be credited to the recipient's sick leave account and is available for use on a current basis or may be retroactive for up to 60 calendar days to substitute for leave without pay.

(2) At the expiration of the medical condition any unused leave in the recipient's donated leave account shall be treated as follows:

a) The recipient's vacation and sick leave account balance shall not exceed a combined total of 40 hours (prorated for part-time employees).
b) Any additional unused donated leave shall be returned to active (working or on leave without pay) donor(s) on a pro rata basis and credited to the leave account from which it was donated.

(3) If a recipient separates due to resignation, death, or retirement from state government, participation in the program ends. Donated leave shall be returned to active donor(s) on a pro-rata basis.

I-9.9 Educational Leave, Return-to-Industry, and Specialized Training

Administrative staff and faculty may be granted leave with pay to attend school or to return to business or industry under the provision of the State Board of Community Colleges. Leave of absence is provided because the College recognizes the benefits of these experiences towards increasing the quality of services/instruction they provide. <u>All administrative staff and faculty have the responsibility of designing their individual professional development plans.</u> State funds may be used to pay salaries of professional personnel while on educational and Return-to-Industry leave provided all the following criteria are met:

I-9.9.1 Educational Leave

(1) The employee must be employed full-time on a 9, 10, or 12-month basis and have been employed at the College for at least eight consecutive semesters prior to leave with pay being granted.

(2) Educational leave with pay will not be approved more often than once every third year.

(3) Educational leave with pay will not exceed a period of one college semester (16 weeks).

(4) The studies engaged in during such educational leave must be considered full time and directly related to improving the competence of the employee in the teaching or administrative duties assigned.

(5) The employee must be under contract to return to the College the following year and must execute an additional special contract. Said contract will indicate the employee's intent to honor such contract and acknowledge that in the event he/she fails to do so that he/she will refund to the College all salary, including matching funds, paid to him/her by the College during the period of educational leave.

(6) The President and the Trustees of the College must approve the educational leave requested.

Exceptions to the above policy may be granted by the President and the Board of Trustees when they are determined to be in the best interest of the College.

I-9.9.2 Return-to-Industry Leave

(1) Return-to-Industry leave will not exceed a period of twelve consecutive weeks. Faculty will not forfeit administrative leave for the year in which the Return-to-Industry leave is taken.

(2) Return-to-Industry leave experiences must be directly related to improving the competence of the employee in the teaching duties assigned.

(3) The employee must be under contract to return to the College to work the following year and must execute an additional special contract. Said contract will indicate the employee's intent to honor such contract and acknowledge that in the event he/she fails to do so that he/she will refund to the College all salary, including matching funds, paid to him/her by the College during the period of Return-to-Industry leave.

(4) The President and the Trustees of the College must approve the Return-to-Industry leave requested.

(5) Because of the deviations from the College's policy on educational leave and the unique circumstances involved with each leave requested, all requests for Return-to-Industry leave must be carefully processed through the appropriate channels. Each request will be considered in relation to unique technological, community, and educational variables associated with the program area involved.

Exceptions to the above policy may be granted by the President and the Board of Trustees when they are determined to be in the best interest of the College.

I-9.9.3 Specialized Training

(1) Periodically, it may be necessary to send full-time employees to specialized training to meet critical staff or instructional needs.

(2) The supervisor will submit a memorandum, stating justifications for the requested employee training, through supervisory channels to the President for approval. A Request for Absence and/or Travel Form for the employee will accompany this memorandum.

(3) The employee must execute an additional supplemental contract for specialized training and agree to return and complete the contract period for the ensuing year, if offered. The employee will

acknowledge that in the event he/she fails to do so, that he/she will refund to the College all costs of training, transportation, housing, and subsistence, as appropriate, related to the period of specialized training.

(4) Exceptions to the above policy may be granted by the President when determined in the best interest of the College.

I-9.9.4 College International Exchange Program Leave

(1) Administrative staff and faculty may be granted leave with pay to participate in an International College Exchange Program, such as the Fulbright Scholar Program, for a maximum of one academic year.

(2) The employee must be employed full-time and have been employed by the College at least eight consecutive semesters prior to leave being granted.

(3) An employee may not be approved for Educational Leave nor College International Exchange Program Leave more often than once every third year.

(4) Approval for College International Exchange Program Leave must be obtained from the President and the Board of Trustees.

(5) Individuals must submit a memorandum through supervisory channels to the President (and an additional copy provided to Human Resources and Business and Finance) requesting approval to participate in the College International Exchange Program. This memo should include a copy of the exchange program application. The request for approval should be provided immediately upon opening of the application window, at least one year prior to the start of the academic year for which exchange is desired. All special requirements of the exchange program must be included with this request memo and application.

(6) The employee must sign a supplemental contract and agree to return to work and complete the contract period for the ensuing year, if offered.

(7) Exceptions to the above policy may be granted by the President when it is determined to be in the best interest of the College.

I-9.10 Community Service Leave Policy

I-9.10.1 Purpose

The purpose of community service leave is to promote full-time employee's engagement in volunteer service.

I-9.10.2 Amount of Leave

A full-time employee is eligible for 24 hours of community service leave on July 1 of each year; earning 2 hours per month. An employee's service leave taken shall not exceed the annual cumulative amount earned without prior approval from their Vice President or Executive Director. Upon employment, new employees earn leave at a rate of 2 hours per month for the remaining months of the fiscal year. Leave that is not taken is forfeited; it shall not be carried into the next fiscal year and shall not be paid upon separation of employment.

I-9.10.3 Purpose of Leave Request

(1) To meet with a teacher or administrator concerning the employee's child or grandchild.

(2) To attend any function sponsored by the school (licensed child day care, elementary school, middle school, and high school) in which the employee's child or grandchild is participating. This provision shall only be utilized in conjunction with non-athletic programs that are part or supplement to the school's academic or artistic program. For the purposes of this paragraph, attendance at a function sponsored by an institution of higher education is not permitted use of community service leave.

(3) To perform school arranged volunteer work approved by a teacher, school administrator, or program administrator.

(4) To perform a service for a community service organization. (A non-profit, non-partisan community organization which is designated as an IRS Code 501 (c)(3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly.

Note: Although religious organizations may be 501 (c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.

(5) To perform volunteer work for a state agency that is approved by the agency head or his/her designee.

I-9.10.4 Approval of Leave

Employees must receive approval from their supervisor to use community service leave. The supervisor may require that the leave be taken at a time other than the one requested, based on the needs of the department. Community service leave taken shall be entered and approved in TimeClock Plus. A signed Community Service Leave Approval Form (FTCC Form C-39) and proof of acceptable service must sent to Payroll for approval.

Supervisors who approve community service leave shall maintain records indicating the number of hours taken per employee. The official record will be maintained in the Office of Human Resources.

Partisan political activity is not eligible for community service leave.

I-9.11 Military Leave

Employees are entitled to Military Leave in accordance with Title 25 of the North Carolina Administrative Code, Subchapter 1E, Section .0800 and the State Human Resources manual section(s) addressing Military Leave, all of which are hereby incorporated by reference including any subsequent amendments and editions of the rules, policies, and procedures.

I-9.12 Civil Leave (Jury Duty or Subpoenaed)

I-9.12.1 Purpose

To provide leave with pay to eligible employees when serving on jury duty or when subpoenaed as a witness.

I-9.12.2 Eligible Employees

Full-time or part-time employees working 35 hours or more per week

I-9.12.3 Jury Duty

An employee who serves on jury duty is entitled to leave with pay, regular compensation, and fees received for jury duty. The employee must report back to work as soon as jury duty is completed and must report back to work the day following completion of the jury duty. If jury duty occurs on a scheduled day off, the employee is not entitled to additional time off. Time on jury duty is not included in total hours worked per week.

When a second shift employee serves on jury duty, the employee will not be required to work on the day that jury duty occurs. When a third shift employee serves on jury duty, the employee will not be required to work the third shift that begins on the day prior to the day that jury duty occurs, regardless of the length of the shift.

I-9.12.4 Court Attendance

An employee who is subpoenaed or directed by proper authority to appear as a witness, the employee may choose one of the following options:

(1) Charge no leave and turn fees received in to the College, or
(2) Use vacation leave and retain any fees received.

In either case, the time is not considered as work time and is not included in the total number of hours worked per week.

An employee who is party (plaintiff or defendant) in a court procedure is not considered as a "witness"; therefore, vacation leave must be used, or leave without pay, for the purpose of attending court.

I-9.12.5 Job-Related Civil Leave and Other Job-Related Proceedings

Leave with pay is provided to all College employees to attend court or a job-related proceeding in connection with official job duties. When an employee attends court in connect with official duties, no leave is required and fees received as a witness shall be turned in to the College. If court is on a day that is normally an off-day, the time is working time and included in the total hours worked per week. When a second or third shift employee is required to attend court or a job-related proceeding in connection with official job duties, management shall determine the amount of time off regular duties as may be necessary.

I-9.13 Personal Observance Leave Policy

FTCC strives to be an employer of choice, including recruiting and retaining a diverse workforce and creating an inclusive environment. Because of our diversity, there are many different days of cultural and religious significance in our workforce. Moreover, some employees may have days of personal significance that are their own, outside of cultural and religious tradition. The College seeks to ensure that employees have an opportunity to observe a day of personal, cultural, or religious importance.

I-9.13.1 Amount of Earned Personal Observance Leave

A full-time non-temporary employee earns eight hours (one day) per fiscal year of Personal Observance Leave. A part-time non-temporary employee who works at least 86 hours per month for ten out of twelve months during the most recent prior fiscal year (July 1 through June 30) earns four hours per year (half day) of Personal Observance Leave.

I-9.13.2 Accumulation of Personal Observance Leave and Other Limitations on Use of Leave

Personal Observance Leave not taken by the end of the fiscal year (June 30) is forfeited. It shall not be carried over into the next fiscal year.

Personal Observance Leave has no cash value and cannot be converted into retirement credit. Faculty and staff shall not be paid for unused Personal Observance Leave at separation. This leave shall not be payable upon death of an employee during College service.

Personal Observance Leave shall not be applied to existing negative leave balances. This leave shall not be donated under the Voluntary Shared Leave Policy.

Personal Observance Leave shall not be used for the same purposes as Sick Leave.

I-9.13.3 Advancement of Personal Service Leave

Full-time non-temporary employees who are employed by the College on July 1 shall be credited with 8 hours of Personal Observance Leave on July 1. Full-time non-temporary employees who become employed by the College after July 1 shall be credited with 8 hours of Personal Observance Leave on the date they become an employee of the College. Part-time non-temporary employees who are employed by the College on July 1 of any year and who worked at least 86 hours per month for ten out of twelve months during the most recent prior fiscal year shall be credited on July 1 for four hours of Personal Observance Leave under this policy.

I-9.13.4 Specific Provisions for Personal Observance Leave

Personal Observance Leave may be used for any single day of personal significance. Personal Observance Leave must be used during a single work shift of the employee. If during any work shift an employee takes less than the total Personal Observance Leave earned for that fiscal year, the amount not taken during that single work shift is forfeited. Personal Observance Leave includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from an employee's own religious or cultural background.

To the greatest extent possible, the College will allow faculty and staff to use the leave at the time requested. However, the supervisor or manager may require that the Personal Observance Leave be taken at a time other than the one requested, based on the needs of the College. Employees must request and receive approval from their immediate supervisor prior to taking Personal Observance Leave.

Faculty and staff may use Personal Observance Leave prior to exhausting any accumulated compensatory time.

I-9.14 Bereavement Leave Policy

I-9.14.1 Amount of Bereavement Leave

A full-time non-temporary employee working or on paid leave for at least one-half or more of the regularly scheduled workdays of the month immediately prior to the death of the employee's immediate family member earns 24 hours (3 days) of paid bereavement leave when a member of the full-time employee's immediate family dies.

Definition of Immediate Family					
Spouse ***	Parent (Mother/Father)	Child (Daughter/Son)	Brother/ Sister	Grand/ Great	Dependents **
Husband Wife	Biological Adoptive Step Loco Parentis* In-Law	Biological Adoptive Foster Step Legal Ward Loco Parentis* In-Law	Biological Adoptive Step Half In-Law	Parent Child Step In-Law	Living in the employee's household
* A person who is in the position of place of parent.					
** Defined by the IRS as a person, other than the taxpayer or spouse, who entitles the taxpayer to claim a dependency exemption.					
*** See I-9.7.3.3 for definition of spouse.					

I-9.14.2 Maximum Amount of Bereavement Leave

The amount of bereavement leave granted to a full-time employee during any College fiscal year (July 1 – June 30) is 24 hours.

I-9.14.3 Accumulation of Bereavement Leave

Bereavement leave does not accumulate. Bereavement leave must be used within 6 months of the date of the immediate family member's death and is forfeited if not used within the 6-month period.

I-9.14.4 Verification of Bereavement Leave

The College may require acceptable documentation in order for an employee to use bereavement leave.

I-9.14.5 Bereavement Leave Charges (Non-Faculty)

The minimum amount of bereavement leave that may be taken is 15 minutes. Only scheduled work hours shall be charged in calculating the amount of leave taken.

I-9.14.6 Prorated Faculty Bereavement Leave

The amount of bereavement leave used by instructional personnel is calculated based on an 8-hour day with 15 minutes being the minimum amount of bereavement leave that can be taken. Instructional personnel absent a portion of the day will have such absence prorated by the number of hours they were scheduled to work on the date absence occurs. An example of such prorated absences follows:

An instructor is scheduled for 6 hours of instruction only completes 3 hours of instruction and does not complete the 3 hours remaining. The instructor in this case would be charged 3/6 of 8 hours or 4 hours of bereavement leave for the day. (Portions of an hour are rounded off to the nearest 15-minute increment.)

Prorating of absence on a percentage basis is applicable to instructors only. All other employees will be charged the actual number of hours or portions thereof that they are absent.

I-9.14.7 Transfer of Bereavement Leave

Bereavement leave is not transferable either when one becomes a College employee or when one leaves their employment with the College. Bereavement leave is not transferrable to any other type of leave and cannot be shared.

I-9.14.8 Bereavement Leave and Separation

Bereavement leave is not allowable in terminal leave payments when an employee separates from College service.

I-9.14.9 Retirement Credit of Bereavement Leave

Unused bereavement leave at the time of retirement does not count toward any retirement credit.

I-9.14.10 Other Provisions for Bereavement Leave

Depending on an employee's need, additional time may be requested as sick leave (see Sick Leave Policy) when a member of the immediate family dies. In the event of death outside the immediate family, vacation leave may be requested (see Vacation Leave Policy).

I-9.15 Paid Parental Leave Policy

Effective July 1, 2023, Fayetteville Technical Community College (FTCC) adopts State Board of Community Colleges Code, 1C SBCCC 200.100, Paid Parental Leave. Employees must refer to 1C SBCCC 200.100, Paid Parental Leave, for a complete description of the benefit, and/or to gain clarification for items either omitted or items that could be interpreted as contradictory to the SBCCC. FTCC will comply with the State Board Code that has been approved by the State Board of Community Colleges.

I-9.15.1 Purpose

Paid Parental Leave is designed to promote families' physical and mental health, increase worker retention, and improve employee productivity and morale.

I-9.15.2 Definitions

Employees should refer to 1C SBCCC 200.100, Paid Parental Leave, for definitions of the following:

- Child
- Parent
- Public Safety Concern
- Qualifying Event

I-9.15.3 Covered Employees

An employee's eligibility for Paid Parental Leave shall be determined based on the employee's months of service and hours of work as of the date of the Qualifying Event. Employees who become parents via childbirth, adoption, foster care, or another legal placement are eligible if all of the following conditions are met:

- Employee is full-time or part-time in a permanent, probationary, or time-limited appointment.
- For the immediate twelve preceding months, employee has been employed by FTCC without a break in service, as defined by 25 NCAC 01D .0114, in a permanent, time-limited, or probationary appointment.
- Employee must be eligible for Family and Medical Leave (FML) by being in a pay status for at least 1,040 hours in the previous twelve-month period.
- Employee cannot be in a temporary position.

Whether an employee exhausted FML does not affect eligibility for Paid Parental Leave.

I-9.15.4 Leave Available to Full-Time Employees

Full-time employees eligible for Paid Parental Leave may take, in their discretion, up to the following amounts of leave:

(1) Eight weeks of paid leave after a Parent gives birth to a Child.
(2) Four weeks of paid leave after any other Qualifying Event.

Each week of Paid Parental Leave shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

I-9.15.5 Leave Available to Part-Time Employees

Part-time employees, regardless of whether they work half-time or more, shall receive Paid Parental Leave if the employee meets all other requirements as a covered employee.

Part-time employees eligible for Paid Parental Leave may take, in their discretion, a prorated leave amount of:

(1) Four weeks of paid leave after a Parent gives birth to a Child.
(2) Two weeks of paid leave after any other Qualifying Event.

Each week of Paid Parental Leave shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

I-9.15.6 Specific Provisions for Paid Parental Leave

(1) The Paid Parental Leave provided under this policy shall not be counted against or deducted from an employee's sick, vacation, or other accrued leave. Eligible employees shall not be required to take FML during the period Paid Parental Leave is being used.

(2) Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave, as follows. The College shall not deny, delay, or require intermittent use of Paid Parental Leave to employees who give birth and seek to use the leave in one continuous period. For all other employees who did not give birth, the College may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a Public Safety Concern. If the College determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent because of a Public Safety Concern, the College shall provide Paid Parental Leave as soon as practical following the Qualifying Event.

(3) Whenever possible, eligible employees shall notify the College at least ten weeks in advance of their intention to use Paid Parental Leave. Absent unusual circumstances, employees shall be required to comply with College leave request procedures.

(4) Paid Parental Leave may be granted and used only once for a Qualifying Event within a twelve-month period. The fact that a multiple birth, adoption, or other legal placement occurs will not increase the total amount of Paid Parental Leave granted for that event.

(5) Unused Paid Parental Leave is forfeited twelve months from the date of the Qualifying Event.

(6) Paid Parental Leave shall not accrue or be donated to another employee.

(7) Employees shall not be paid for unused leave provided by this policy upon separation from the College. The leave provided by this policy shall not be used for calculating an employee's retirement benefits.

(8) If an employee requires leave before the actual birth, adoption, or placement due to medical reasons or to fulfill legal obligations, other available leave balances shall be utilized in accordance with College policies. Paid Parental Leave shall not be used prior to the Qualifying Event.

(9) This policy shall be effective for births and other Qualifying Events which occur on or after July 1, 2023.

I-10 <u>REPORT OF ABSENCE</u>

TimeClock Plus is used to report employee absences for all executives, administrators, and professional personnel who accrue leave. The absence will be entered by either the employee or his/her supervisor in TimeClock Plus. It is the responsibility of the individual employee and/or their supervisor to ensure that the report of absence is entered within three (3) working days following his/her return to work. Failure on the part of the employee to complete and submit the absence within three (3) working days following his/her return to work will automatically bar any complaint or objection on the part of the employee as to the amount of leave time entered by his/her supervisor.

I-11 EMPLOYMENT OF RELATIVES

I-11.1 Employment of Relatives

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 or personnel actions pertaining to the close relative. “Closely related” is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parent, step-child, step-brother, step-sister, guardian or ward. With respect to the concurrent service of closely related persons within the same academic department or other comparable college subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

I-12 EMPLOYMENT CONTRACTS AND PAY POLICIES

I-12.1 Employment Contracts

I-12.1.1 Appointment of Faculty

Recommendations are made to the President by the Senior Vice President for Academic and Student Services. The term of employment is governed by the type of contract specified. No employment contract of the College extends beyond one year. Contract periods run from July 1 thru June 30, unless otherwise specified as a shorter term. While the College hopes that it can offer employment contracts at the beginning of each fall semester to those employees under contract during the preceding Spring Semester, no employee shall have an expectation of continued employment beyond the date(s) stated in the employment contract. As governed by General Statutes, the Community College System does not have a faculty tenure system.

Period of Contract:

I-12.1.1.1 Annual Contract “I”

Such agreement shall serve as the employment contract of any employee, who with approval of the President, is selected to work in an instructional capacity for twelve (12) months including fall, spring and summer semesters. Employees employed pursuant to an Annual Contract I shall not earn any vacation leave. In lieu of vacation leave, the College grants four (4) weeks (twenty (20) work days) of administrative leave to employees who have been continuously employed since the first day of that academic year’s fall semester and whose employment continues through the last day of the summer semester. The College may grant additional days of administrative leave as indicated on the College’s official academic calendar. All administrative leave granted pursuant to this paragraph shall be used on the dates indicated on the College’s official calendar and shall not accumulate.

I-12.1.1.2 Annual Contract "II"

Such agreement shall serve as the employment contract of any employee who, with approval of the President, is selected to work during the fall and spring semesters in an instructional capacity. Employees employed pursuant to an Annual Contract II shall not earn any vacation leave. In lieu of vacation leave, the College grants five (5) paid days of administrative leave to employees under such contract who have been continuously employed since the first day of that academic year’s fall semester and whose employment continues through the last day of the spring semester.

The College may grant additional days of administrative leave as indicated on the College's official academic calendar. All administrative leave granted pursuant to this paragraph shall be used on the dates indicated on the College's official calendar and shall not accumulate. The College shall compensate any Contract II employee for any Administrative Leave earned if the Contract II employee is unable to take the Administrative Leave due to the employee's acceptance of work at the College during the Summer semester.

I-12.1.1.3 Annual Contract "III"

Such agreement shall include any employee who, with the approval of the President, is selected to work for a period not exceeding twelve months. Such employment will consist of up to forty (40) hours of assigned work weekly. Employees who are employed under an Annual Contract III for twelve months and who were employed during the previous College year, under the same contract, shall earn fifty-two (52) hours of administrative leave on July 1 and fifty-two (52) hours of administrative leave on January 1. All other employees employed for twelve months under an "Annual Contract III" shall receive twenty-six (26) hours of administrative leave after each ninety (90) days of employment. Employees working less than twelve (12) months under an "Annual Contract III" shall receive a pro-rata share of the administrative leave granted above to such employees, dependent upon previous service to the College as indicated above. All administrative leave granted pursuant to this policy shall be forfeited if not used during the fiscal year in which the leave is granted. Administrative leave must be scheduled with the approval of the Senior Vice President.

I-12.1.1.4 Annual Contract "IV"

Such agreement shall include any faculty member or other employee who, with the approval of the President, is selected to work for a period not exceeding twelve months. Faculty members or other employees employed pursuant to an Annual Contract IV shall not earn any vacation leave, but may be granted administrative leave days on such terms as are specifically indicated in the contract. For every twelve consecutive months worked pursuant to an Annual Contact IV, at least five and no more than ten administrative leave days may be granted. Administrative leave shall not accumulate and may only be taken with the approval of the faculty member's or other employee's immediate supervisor. An Annual Contract IV may include provisions that alter benefits of employment described in the College's Handbooks and Manuals, when such alterations are reasonably required to meet the specific needs of the College.

I-12.1.2 Part-Time Employment Agreements

A part-time employment agreement will be completed for all individuals who are employed part-time regardless of whether it is on an hourly or monthly basis or whether it is an addition to their regular full-time contract. Part-time employment agreements will be completed in accordance with the instructions contained on the form and submitted to the Office of Business and Finance not later than dates specified in the next paragraph. It is essential that all information listed and all forms required to be submitted for new employees be submitted at one time. Contracts received incomplete or which are not accompanied by required documents will be returned to the appropriate Vice President for correction.

Part-time employment agreements are required to be submitted to the Office of Business and Finance prior to commencement of work by an individual. However, to insure the individual is paid on the proper date, such agreements must be submitted to the Office of Business and Finance not later than the dates outlined on the following chart.

Type of Employee	Employment Agreement Received Not Later Than:
Part-time Curriculum Programs Hourly Employees Monthly Employees	Fifth day of the month following the month employment commences.
Non-Curriculum Programs	Fifth day of the month following the month employment commences.

In the event substitute instructors are required to be employed due to absence of the regular contracted instructor, a separate part-time agreement including all required documents must be furnished for the substitute instructor. Instructors will be paid only for those hours actually worked by them as individuals and will not be paid for hours not worked due to absence for whatever reason. Part-time employment agreements submitted for substitute instructors will be annotated at the top "SUBSTITUTE FOR (name of instructor)."

In those cases where a contract is submitted obligating funds for a substitute instructor, the Office of Business and Finance/Payroll Section must be notified that funds previously approved for payment of the instructor whom the substitute is temporarily replacing should be deobligated. In addition, when it is determined that all funds obligated for payment of part-time or overload employees are not needed, the Office of Business and Finance/Payroll Section must be notified that those funds are not required.

I-12.1.3 Professional Services Agreement

The "Professional Services Agreement" form (furnished by the Office of Business and Finance), will be used for contracting for professional services with any individual, private company, or government agency. Employees of the College are not permitted to sign a Professional Services Agreement; a part-time employment agreement must be completed for any additional services performed. Instructions for preparation of the agreement are contained on the reverse of the form. Upon completion of the services for which the contract is written, the contractor should submit a bill for services rendered through the appropriate director or supervisor to the Office of Business and Finance. The director or supervisor responsible will approve the invoice indicating all contractual services have been furnished.

I-12.1.4 Externally-Funded Grants and Contracts Policy

Fayetteville Technical Community College encourages its faculty and staff to participate in externally-funded grants and contract programs that reinforce and complement the mission of the College. The College accepts grants and contracts that are consistent with the mission of the College and the policies of the College's Board of Trustees and are in compliance with applicable federal and state laws, rules, and regulations. The College does not accept instructional grants or contracts that remove the College's responsibility of hiring instructors, planning and delivering instruction, and evaluating students. Faculty and staff may engage in externally-funded research, but must do so on a voluntary basis and must comply with the College's Faculty Workload Policy. A balance must be maintained between external professional activities and the responsibility of the faculty or staff member to fulfill his/her employment obligations to the College. A faculty member who engages in externally-funded research must notify his/her department chair prior to entering into an agreement with the external agency.

Position vacancy announcements for all positions funded by grant sources will specify that the position is a grant-funded position and will indicate the duration of the grant funding.

FTCC may pay salary stipends to regular full-time employees from grants and contracts if services provided are over and above regular duties and extend the employee's regular work hours. FTCC may pay a portion of a regular full-time employee's base salary from grants and contracts if the employee documents their time spent on grant-related functions through time and effort reporting. FTCC may pay interns to fulfill grant related duties. Intern hours shall be tracked using the College's electronic timekeeping system.

Grant funds may be used for salaries for less than 12-month faculty during the summer. Payment must be in accordance with the guidelines of the grant and in accordance with College policies and procedures.

Expenditures related to externally funded grants and contracts shall follow the College's Administrative Procedures as listed in I-13, Sound Fiscal and Management Practices; I-20, FTCC Purchasing Guidelines; I-21, Property Control and Central Supply; and I-22, Cash Management Policy. The College will administer accepted externally funded grants according to the grantor restrictions, assuming grantor restrictions meet the above referenced policies. The College will comply with the Code of Federal Regulations for federally funded grants, including but not limited to, Allowable Cost Principles for Reasonable Costs (Section 200.404) and Allocable Costs (Section 200.405).

Cash and receivables related to externally funded grants and contracts shall follow the College's Administrative Procedures as listed in I-22, Cash Management Policy.

Restricted externally funded grants and contracts shall be recorded in the College's financial records consistent with the College's financial policies and procedures. Restricted assets are accounted for using fund type 02 in the College's internal Colleague accounting system and recorded in the College's financial statements as restricted net position.

All reporting related to externally funded grants and contracts shall be submitted timely. The responsible person for external reporting of required reports shall be determined before any grant expenditures are incurred. Program Management over an externally funded grant or contract will be assigned to an appropriate employee by College management by matching the grant requirements with the skills and knowledge of College personnel. The department receiving an externally funded grant or contract is responsible for the day-to-day grant activities. The Office of Business and Finance administers all accounts receivable and accounts payable functions over externally funded grants and contract in the same manner as other internally funded activities. The President has the ultimate responsibility for externally funded grants or contracts.

The College will use an indirect cost policy approved by the U.S. Department of Health and Human Services for grants, contracts, and other agreements. The approved indirect cost rate will be used to substantiate claims for indirect cost under applicable grants and contacts.

I-12.2 Pay Policies

I-12.2.1 Faculty and Staff Pay Policy

Entry-level faculty and staff salaries are determined by a combination of experience and academic preparation based on a scale administered through the Human Resources Office. The marketability factor is also considered for faculty in determining entry-level salaries in high demand areas. This scale is validated annually by the FTCC Compensation Committee which has the responsibility to maintain and update the FTCC Pay Plan and Policy. Faculty and staff salaries are reviewed annually.

I-12.2.2 Payment of Personnel NOT to Exceed Contractual or Part-Time Employment Agreement

Employees or contractors will not be paid in excess of the hourly or daily rate specified in the agreement nor in excess of the total hours and funds specified. In the event an employee's contract or agreement is to be increased, the Office of Business and Finance will be advised of such increase by either a memo or revised contract indicating the number of hours and hourly rate for which obligated funds are to be increased. Employees' daily and monthly time reports which are received indicating hours worked in excess of total funds obligated will be reduced by the Pay Section, Office of Business and Finance, and the individual paid in accordance with total funds obligated.

I-12.2.3 Overtime - Instructional Personnel

Curriculum Programs instructional personnel may be paid special assignment pay for extra time worked under the policy outlined. See the Faculty Handbook for complete information.

I-12.2.4 Overtime - Non-Teaching Employees

Personnel employed in any position exempt from the Fair Labor Standards Act (FLSA) are not eligible for any overtime compensation. Any full-time, non-instructional employee exempt from the FLSA shall be eligible to work as an instructor for the College and receive additional remuneration for such work pursuant to a written contract for instructions. Instructions pertaining to payment for overload instructional duties are contained in the Faculty Handbook.

Employees who are non-exempt from the Fair Labor Standards Act overtime provision shall not work any overtime hours unless such work is approved in writing by their supervisor before the overtime is performed. In the event overtime is approved, compensation for overtime shall be as follows:

(1) Supervisors are authorized to provide time off for any employee who works overtime, which is defined as physically working more than forty hours during any one work week. Such time off will be granted on the basis of one and one-half (1-1/2) hours off for each overtime hour worked. Supervisors are strongly encouraged to schedule time off for the employee in the same pay period during which an employee works overtime. When overtime work is performed in a pay period during which time off is not and/or cannot be given, employees shall take time off as near the pay period as possible, but no later than 120 days from the pay period in which the overtime was earned. In the event employees have not taken earned time off within 90 days of working the overtime hours, the employee's immediate supervisor shall schedule such time off to ensure the time off is utilized within the 120 days permitted. In the rare event that time off cannot be taken within the required 120-day period due to unforeseen time-constraints and essential work requirements, the College supervisory chain may submit a request for exception to the President. The written explanation must be initialed by the appropriate (Senior) Vice President and if approved by the President, the College shall pay the employee at a rate of one and one-half times the regular rate of pay, and the earned time off for which pay is received, shall be void.

(2) The College President is authorized to approve overtime pay at a rate of one and one-half times the regular rate of pay in lieu of earned time off, when President reasonably believes such overtime work is necessary for the efficient operation of the College when supported by the (Senior) Vice President's explanation.

In the event an employee earns time off as a result of working overtime, the Employee shall be required to take the earned time off prior to taking any other type of leave (I.e. sick leave, annual leave, bonus leave, community service leave, etc.) granted by the College. Supervisors shall monitor and ensure overtime work earned is properly requested by the employee prior to approving leave in TimeClock Plus.

The Employee and his/her supervisor are jointly responsible for reporting any overtime hours worked or earned time off taken on the employee's monthly TimeClock Plus time sheet. TimeClock Plus calculates the overtime hours under the employee's accruals.

All faculty and staff are responsible for being aware of what constitutes overtime and must work to avoid overtime. Employees who are not exempt from the Fair Labor Standards Act must not engage in any type of work beyond their normal business hours. For example, during non-work hours, non-exempt employees must not check or respond to work e-mails and text messages, must not conduct research required by their job, must not eat lunch at their desk during their lunch hour, must not teach a class as an adjunct instructor, must not come into their offices during non-working hours, including weekends and holidays to perform any work-related activities such as office clean-up or filing of documents, etc. and must not engage in any similar activity on behalf of their supervisor or the College. Employees that violate this policy may be subject to disciplinary action and supervisors must not allow such work to occur without prior written approval of overtime as discussed previously in this policy.

I-12.2.5 Pay Period

All employees of the College will be paid in accordance with pay dates established by the state. Typically, payment is made on the last working date of the month.

I-12.2.6 Monthly and Daily Time Reports

It is imperative that monthly and daily time reports for all employees required to submit such reports be furnished to the Office of Business and Finance as outlined below in order for employees to be paid on time. Due to necessary processing time, payroll will be cut off on established dates to ensure that the majority of employees are paid promptly and on time rather than delayed due to the failure on the part of some employees to submit required information when due.

I-12.2.6.1 Employees "Daily and Monthly Time Reports"

Employees "Daily and Monthly Time Reports" pertaining to personnel listed below must be submitted to the Office of Business and Finance on or before the date indicated unless notice is received to the contrary.

Type of Payroll:	To Be Submitted By:
Corporate & Continuing Education Part-time Faculty, Work Study	10th day of month following the month for which time is reported
College and vocational work study	10th day of month following the month for which time is reported
All others	5th day of month following month for which time is reported

I-12.2.6.2 Full-time Employees

Full-time Employees except executive, administrative, and professional employees (including instructors and academic administrative personnel) who are not employed on a contract basis will be required to complete their Time Sheet in TimeClock Plus on a weekly basis. Failure to submit required time in TimeClock Plus will result in the employee not being paid the following month until such time as the required timesheet is received. All time worked, as well as all time not worked due to vacation or sick leave taken by the employee will be reported. The timesheet must be approved by both the employee and employee's supervisor certifying that the information reported is true and correct. It is essential that all information be reported correctly and accurately as this is the basic document to support all pay received and all vacation or sick leave charged to the employee's leave account.

Full-time personnel employed on an annual contract basis will not be required to submit monthly time reports and will be paid their regular monthly salary unless the Office of Business and Finance is notified in writing by the individual supervisor that the employee is not entitled to payment.

I-12.2.7 Payroll Status Changes

No changes in an individual status, such as tax deductions or other authorized payroll deductions, will be accepted for processing after the 15th of each month if employed full-time. Changes for part-time employees must be turned in by the 5th day of the month.

I-12.2.8 Secondary Employment

Full-time employment with Fayetteville Technical Community College requires a substantial commitment of one's time and energy to the College. While the Board does not encourage its employees to seek additional employment, full-time faculty or other full-time employees must obtain the President's approval prior to engaging in any secondary employment. The President must obtain the Board's approval prior to engaging in any secondary employment.

Approval of secondary employment shall be requested by submitting a completed Secondary Employment Approval Form (FTCC Form S-3) to the employee's immediate supervisor and the supervisor shall route the form through the supervisory chain for approvals. Secondary employment should be requested at least two weeks before the secondary employment begins and must be requested at the beginning of each semester. If a request for secondary employment is granted, approval may be withdrawn at any time.

Secondary employment shall not:

- Derogate from the employee's obligation to commit time, skills, and attention to the employee's primary position at the College.
- Create a conflict of interest with the employee's primary job.
- Interfere with the employee's ability to make decisions or be objective with the primary job.
- Involve use of any College time, property, equipment, etc. unless the secondary employer has a written agreement with the College for the use of College property and/or equipment.

Secondary employment is defined as any type of employment, including self-employment, for which remuneration is received. Volunteer work, or work not performed for some sort of remuneration, is specifically excluded from this policy.

This policy is not applicable to part-time faculty or other part-time employees; no approval of secondary employment is required for part-time employees.

I-12.2.9 Supporting Pay Documents

Federal W-4 and State NC-4 forms (Tax Withholding Statements), copy of employee's Social Security card, U.S. Justice Department Form I-9 (Employment Eligibility Verification) and appropriate contracts and time reports are required to be on file in the Office of Business and Finance before an individual can be paid. If such forms are not furnished, the employee will not be paid until such time as missing documents are furnished.

I-12.2.10 Salary Reductions/Furloughs

The salary or hourly rate of pay of any or all employees (full-time or part-time, whether contractual or at-will) may be reduced if the College is lawfully ordered to reduce salaries or hourly rates of pay by any branch of the federal, state, or local governments. To the extent permitted by law or lawful order, the College Administration may offer any employee whose salary is reduced as a result of a lawful order, leave in an amount proportional to the reduction in salary. The College President or designee may limit when employees may use said leave in accordance with the operational needs of the College.

I-13 SOUND FISCAL AND MANAGEMENT PRACTICES

The Board of Trustees adopts policies that assure sound fiscal and management practices. Sound fiscal and management policies include the following:

(1) The College shall spend funds prudently and consist with the College's approved budget.

(2) The College shall demonstrate stewardship of state financial resources by effectively executing the College's budget to ensure that the percentage of state current operating funds remaining unexpended does not exceed five percent or five times the system-wide percentage, whichever is greater.

(3) The College shall ensure that institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative fund balance after the posting of all accrual entries shall be reviewed. In the event the negative balance is not due to a planned reason, the College shall develop a plan to rectify the negative balance, and the information shall be reported to the Board of Trustees at its first scheduled meeting following year-end.

(4) The College shall track expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the North Carolina Community College System Accounting Procedures Manual.

(5) The College shall provide financial reports to the Board of Trustees at intervals determined by the Board of Trustees. Scheduled financial reporting is as follows:

August: Student services budget, miscellaneous general funds budget, athletic budget, biannual pension spiking report
September: Foundation audit reports
October: Write-offs of uncollectible funds report
November: College prepared financial statements report
January: Annual internal equipment audit report
February: Biannual pension spiking report
March: State budget update
April: Recommended county budget for subsequent fiscal year
May: Scholarships paid from self-supporting funds report
June: Status of childcare center

Other financial reports shall be presented to the College's Board of Trustees when available. These reports include, but are not limited to the annual state budget, annual salary and benefit changes, policy updates, changes in tuition and/or fees, capital project reports, and financial statement/other audits.

(6) The College shall maintain a system of internal controls as prescribed by G.S. 143D-7.

(7) The College shall not overdraw accounts. The College shall ensure bank accounts are reconciled, and identify any discrepancies and a plan for resolution within 30 business days from the end of the prior month. In the event the College fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board of Trustees at its first scheduled meeting following the month of non-compliance.

(8) The College shall submit complete and accurate financial statements to the North Carolina Office of the State Controller by the prescribed deadline.

(9) The College shall ensure that audits are conducted consistent with G.S. 115D-20(9) and G.S. 115D-58.16.

(10) The College shall address any finding identified in audits, compliance reviews, SACSCOC reviews, and other monitoring reviews.

(11) The College shall actively seek to fill leadership and other supervisory positions in a timely manner with individuals of high competence.

(12) The College shall monitor faculty and staff turnover by providing a biannual employee vacancy report for information to the Board of Trustees during the October and April meetings.

I-14 PROFESSIONAL DEVELOPMENT

See the Employment and Affirmative Action Manual for a complete discussion of professional development.

I-15 EVALUATION OF EMPLOYEE PERFORMANCE

Employees of FTCC are evaluated annually by their supervisors. Complete information on evaluation of employee performance can be found in the Employment and Affirmative Action Manual.

I-16 EVALUATION OF PROGRAMS

FTCC PROGRAM REVIEW POLICY

Fayetteville Technical Community College has a systematic, Program Review process allowing for internal assessment of all educational programs and support services. The self-study approach used for this assessment complies with all elements of the review policy required by the State Board of Community Colleges.

The review critically evaluates a program's stated outcomes and use of supporting data to measure whether or not the program is fulfilling its goals and adequately supporting the College's mission. The self-study process requires supporting documentation and analysis of future trends, employer training needs, and internal verification of accreditation requirements and standards. The results of the self-study will facilitate continuous improvements and directly correlate to the College's Institutional Goals and five-year Strategic Plan. The self-study also becomes a baseline measurement of where the programs are currently with action plans to move the program where the program managers and faculty would like to take the programs over in the next three years. The program review, using fill-in form P1, will provide collectively agreed upon achievement targets, qualitative and quantitative measurements, self-study analysis of those measurements to report actual findings, and if necessary development of projected action plans for achieving future objectives. The program review is not intended to replace the College's formal assessment activities maintained in the Watermark® Assessment Management System. The self-study conducted on a three-year cycle is intended to provide additional information to supplement the quantitative/qualitative evidence housed in Watermark®.

I-16.1 Students' Evaluation of Support Services

Students' evaluations of support services will be conducted each semester as part of the students' evaluations of instructors and courses (see Performance Evaluation Manual, V-3). The survey questionnaire used for instructor/course evaluations will include questions to assess students' satisfaction with the quality of educational support services and resources.

The Office of Institutional Effectiveness and Assessment will collect the data and will disseminate the results to the Executive Council and to the appropriate support area supervisors at the end of each semester. The support area supervisors will review the results and incorporate plans for improvement into the next strategic planning cycle. The Executive Council will monitor implementation of improvements and achievement of goals.

I-16.2 Procedure for Review of Academic Agreements

Fayetteville Technical Community College (FTCC) recognizes its responsibility to assure the integrity and quality of educational opportunities offered through agreements with others. Agreements are of varying foci and complexity and shall be regularly scrutinized against the FTCC mission/purpose statement. Agreements and contracts that permit curriculum instruction to be provided to FTCC students by some person or entity not employed by FTCC and which result in credit for the instruction being granted on the student's FTCC transcript, shall be given elevated scrutiny. Generally, the following contracts and agreements shall be examined to determine whether elevated scrutiny is required: Consortium Agreements, Contract Agreements, and Affiliation Agreements.

Definitions

Affiliation Agreements - These agreements exist to allow FTCC students to participate in student clinical/practicum experiences at various agencies. Most often, these agreements result in FTCC students receiving instruction from FTCC employees at a clinical site away from the FTCC campus. Because most affiliation agreements result in students receiving instruction from FTCC instructors, generally these agreements are not expected to require an elevated level of scrutiny.

Consortium Agreements - These agreements exist when two or more North Carolina community colleges share in the responsibility to develop courses and programs that meet mutually agreed-upon standards of academic quality. Consortium Agreements are typically formalized as Instructional Service Agreements and require elevated scrutiny only if FTCC grants curriculum credit on the student's FTCC transcript for instruction provided by someone other than an FTCC employee.

Contract Agreements - These agreements which may include Dual Enrollments, Articulations, and Memoranda of Understanding exist when one college agrees to the receipt of a course or program offered by another institution. These agreements receive elevated scrutiny only if FTCC grants curriculum credit on the student's FTCC transcript for instruction provided by someone other than an FTCC employee.

Review Procedures

Academic Agreements will be reviewed annually by a review committee consisting of the Vice President for Legal Services and Risk Management, the Vice President for Human Resources and Institutional Effectiveness and the Academic Program Deans. The Academic Program Deans will rotate annually as the Chair of the Committee and coordinate the scheduling of committee meetings and ensure appropriate reviews are conducted on an annual basis.

Academic agreements will be reviewed to assure agreements are:

(1) Current (Note: Have been reviewed within the past year by the Academic Program of the institution most closely connected to the agreement)

(2) Agreements posted on the Institutional Effectiveness and Assessment web page are properly executed by duly designated officers at both institutions.

(3) Agreements continue to support the mission and purpose statements of the institution.

Elevated scrutiny of Academic Agreements shall include confirmation of the following:

(1) The agreement:
 a. clearly establishes the educational nature of the agreement.
 b. defines administrative and academic responsibilities.
 c. delineates the period of the agreement.
 d. sets conditions under which renewal or renegotiation of the agreement may take place.
 e. clearly defines the courses, programs, and services in the contract
 f. describes the mechanism for continued involvement of all parties

(2) Students are fully informed of the nature of programs offered through consortium agreements.

(3) Outcomes are assessed by the appropriate academic department, reviewed, documented and used as a basis for assuring quality and making decisions about maintaining, modifying, or discontinuing agreements.

(4) Verification that any notices/reports required by approval and/or accrediting bodies have been submitted and/or updated as changes in the agreement are negotiated by the parties to the agreement.

I-17 COMMUNICABLE DISEASE POLICY

Fayetteville Technical Community College is committed to assure, as far as possible, that each employee and student enjoys safe and healthful work and/or study conditions. To this end, the College offers the following information for students and employees.

Persons infected, or reasonably believed to be infected, with communicable diseases shall not be excluded from enrollment or employment, or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution.

Persons who know, or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, so as to protect themselves and others. In this respect, employees should report this information to the Vice President for Human Resources and Institutional Effectiveness, curriculum students report to the Associate Vice President for Student Services, and Continuing Education students report to the Associate Vice President for Continuing Education. All information will be kept confidential except to those persons, determined by the Vice President for Human Resources and Institutional Effectiveness, or the Associate Vice Presidents for Student Services/Continuing Education accordingly, having a need to know. These persons will be informed after the individual is advised that such action will be taken.

I-17.1 Students

I-17.1.1 Admission Requirements

I-17.1.1.1 Curriculum Programs

Students who enter a health program or other program with potential exposure to blood or other body fluids will be required to have begun or completed all immunizations as specified in the pre-entrance medical record prior to admission. Student records will be maintained by the office of the Dean of Health Programs. Those students who reject immunizations could jeopardize their ability to fulfill clinical requirements. The student will also be required to sign a statement releasing FTCC from any liability related to the failure to have the immunizations.

I-17.1.1.2 Continuing Education Programs

Students who enter Continuing Education Health Programs or other programs with potential exposure to blood or other body fluids will be required to have documentation of mandated immunizations prior to attending clinical sessions. Student records will be maintained by the office of the Director of Emergency and Protective Services. Those students who reject immunizations could jeopardize their ability to fulfill clinical requirements. The student will also be required to sign a statement releasing FTCC from any liability related to the failure to have the immunizations.

I-17.1.1.3 Currently Enrolled Students

Students enrolled prior to Fall Quarter, 1992, will be required to have begun or completed the HBV immunizations only if the clinical agencies used for clinical experiences require all affiliating students to have the immunizations.

I-17.1.2 Students or Applicants Currently Infected

(1) Any applicant or currently enrolled student in a Health or related program who has **HIV or hepatitis B infection or other bloodborne disease** will be individually evaluated and all enrollment decisions concerning the individual shall be based upon a consideration of the following factors:

   a. the potential harm that the individual poses to other people,
   b. the ability of the individual to accomplish the objectives of the course curriculum, and
   c. whether or not a reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the objectives and tasks of the course or curriculum in question without significantly exposing the individual or other persons to the risk of infection.

(2) All students who **have a known bloodborne disease** will be assessed as needed by a **college-approved** physician in keeping with the current standards, requirements, and recommendations of the Centers for Disease Control and in keeping with the provisions of this policy.

(3) The evaluation of an applicant or currently enrolled student **with a known bloodborne disease** will include a physician's statement of the individual's health status as it relates to the individual's

ability to adequately and safely accomplish the essential objectives of his/her course or curriculum.

The physician’s statement must also indicate the nature and extent of the individual's susceptibility to infectious diseases often encountered when accomplishing the objectives of the individual's course or curriculum.

(4) All health care workers are required to adhere to universal precautions, including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.

The College will give the following instructions **to all health or related students as well as** any student who is identified as **positive for bloodborne disease**. These instructions are consistent with CDC Universal Guidelines used by affiliating agencies.

a. Good personal hygiene must be followed at all times with special emphasis on good hand washing technique.

b. Gloves must be worn for any direct contact with patients and/or with any blood or body fluids.

c. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves. (A release from a physician will be necessary before the student can resume direct patient care duties - refer to #3).

d. The student must be made aware by the College of the potential risks associated with patient care, and the student will, at all times, follow **recommendations regarding positive HIV/HBV for health care workers** from the affiliating clinical agencies.

e. In each instance, a determination must be made as to an appropriate and limited release of the student's **positive bloodborne disease** status to the student's clinical instructor or department head in order that performance may be adequately reviewed and supervised on an ongoing basis. When a student is known to be HIV/HBV positive, the student's college approved physician and the department head of the Health or related program will carefully evaluate whether or not someone in the clinical agency needs to be told of the student's positive bloodborne disease status. The student will be advised of this release of information.

f. In the event a patient is exposed **to a student's blood or body fluids**, the student will immediately report the incident to the clinical instructor, **who will, in turn, report the incident to the infection control nurse/site physician**. **The clinical instructor will complete an accident/incident report and send it to the College Health Services Coordinator. This procedure of reporting applies to ALL students regardless of their HIV/HBV status. A health student is ethically obligated to undergo testing for a blood pathogen when a patient has been clearly exposed to the student's blood or body fluids.**

g. Health care workers should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.

I-17.2 Employees (Includes contracted worker, volunteer, intern, or other non-regular worker)

The College will institute a program to protect employees from infectious diseases by implementing the following Department of Health and Human Services recommended steps.

I-17.2.1 Classification of Work Activity

Positions throughout the College have been categorized into three risk categories (I, II, III) consistent with the following designations.

(1) 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.

(2) Category II - Tasks that **USUALLY INVOLVE NO EXPOSURE** to blood, body fluids, or tissues, because of the nature of the tasks, but 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.

(3) Category III - Tasks that **INVOLVE NO EXPOSURE** to blood, body fluids, or tissues. Category III work usually involves 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.

I-17.2.2 Control Measures

Exposure risks should be evaluated and one or more of the following controls instituted as appropriate:

(1) Universal Precautions - Control procedures that treat all human blood and other potentially infectious materials as if they are infectious.

(2) Engineering Controls - The use of available technology and devices to isolate or remove hazards from the worker. Examples would include puncture resistant sharp containers, splash guards, mechanical pipetting, and self-sheathing needles.

(3) Work Practice Controls - Alterations in the manner in which a task is performed in an effort to reduce the likelihood of a worker's exposure to infectious materials.

(4) Personal Protective Equipment - Using specialized clothing or equipment to protect workers from direct exposure to potentially infectious materials.

I-17.2.3 Vaccinations

Category I and II employees are required to have all required vaccines prior to employment. In extraordinary situations, new employees may begin vaccines immediately after employment, if approved by the appropriate Vice President. The employment process will reflect required vaccines with documentation (certified copies) of shot records. Shot records will be maintained by the following offices.

Faculty/Staff Shots	Maintained By
Continuing Education Faculty	Director of Emergency & Protective Services
Funeral Service Education Faculty	Dean of Public Service & Applied Technology
Plant Operations Staff	Director of Facility Services
Health Faculty	Dean of Health Programs

I-17.2.4 Post-Exposure Evaluation and Follow-Up

Following a written report of an exposure incident, and coordination with the Health Services Coordinator, the College shall make available to the employee a confidential medical evaluation and appropriate OSHA recommended follow-up actions for the incident.

I-17.2.5 Infectious Waste Disposal

Disposal of all infectious waste shall be in accordance with applicable Federal, State, and Local regulations.

I-17.2.6 Tags, Labels, and Bags

OSHA approved tags shall be used to identify the presence of an actual or potential biological hazard.

I-17.2.7 Housekeeping and Laundry Practices

Recommended housekeeping and laundry practices will be followed as applicable.

I-17.2.8 Annual Training and Education of Employees

All Category I and II employees will be expected to participate annually in a training and education program provided by the College.

I-17.2.9 Recordkeeping

The Health Services Coordinator shall track any worker's reported exposure incident to potentially infectious materials. Proper records will be maintained by Campus Safety in the Security Office including the OSHA 200 Occupational Injury and Illness Log.

I-17.2.10 Employees or Applicants Currently Infected

(1) Any applicant or current employee who has **HIV or Hepatitis B infection or other bloodborne disease** will be individually evaluated and all employment decisions concerning the individual shall be based upon a consideration of the following factors:

a. the potential harm that the individual poses to other people,

b. the ability of the individual to accomplish the objectives of the employment position, and

c. whether or not a reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the objectives and/or tasks of the position in question without significantly exposing the individual or other persons to the risk of infection.

(2) All employees who **have a known bloodborne disease** will be annually assessed by a physician in keeping with the current standards, requirements, and recommendations of the Centers for Disease Control and in keeping with the provisions of this policy.

(3) The evaluation of an applicant or current employee **with a known bloodborne disease** will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely accomplish the essential objectives of his/her position.

The physician's statement must also indicate the nature and extent of the individual's susceptibility to infectious diseases often encountered when accomplishing the objectives of the individual's position.

(4) All health care workers are required to adhere to universal precautions, including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.

I-17.3 Disclaimer

The foregoing policy and procedures are based upon the latest information developed by FTCC and do not purport to be, or to include, all the latest or most definitive information available. FTCC makes no such claim and offers no assurance that this is the case. This material is informational only and not contractual. Information in this area changes virtually daily, and students, employees, and any others affected by this policy or procedures, are responsible for keeping themselves informed and to take any necessary precautions for their own safety and the safety of others relating to any communicable disease.

I-18 TERMINATION OF EMPLOYMENT

I-18.1 Voluntary Termination of Employment

(1) All employees who voluntarily terminate their employment with this College are expected to give a minimum of two (2) weeks' notice prior to the effective date of resignation. The institution reserves the right to accept the resignation on the date tendered when normal, minimum notice is not furnished for other than valid reasons, as determined by the President of the institution. In such cases the employee will be dismissed for failure to comply with rules and regulations of employment or, in the case of instructors, for breach of contract as outlined below.

(2) Instructional personnel, who terminate their employment prior to completion of their contract for other than valid reasons as determined by the President of the institution, will be considered formally dismissed for breach of contract on the last date actually worked by such employee, regardless of the effective date of resignation. The College shall also reserve the right to sue for recovery of any overpayment which might have occurred if it is so desired to take such action.

(3) Full-time employees who terminate their employment immediately following a holiday, weekend, or other administrative type absence will be considered to have terminated their employments on the last day they actually worked. If a holiday falls at the end of the month and the employee is in pay status through the last available workday, pay is received for the holiday.

(4) Full-time employees who terminate their employment either voluntarily (or involuntarily), with or without prejudice, shall be entitled to payment for any annual leave accrued to their credit in accordance with regulations pertaining to payment for unused annual leave (maximum of 240 hours).

(5) **All** employees who are voluntarily resigning or giving notice of retirement must complete FTCC Form R-2 FT or R-2 PT (Resignation or Retirement Memorandum for Full-Time or Resignation Memorandum for Part-Time) notifying the supervisory chain of their intent. Directions for completion are included on the form.

I-18.2 Discipline and Involuntary Termination of Employment

Institutional policies and procedures are stated in the FTCC **Employment and Affirmative Action Manual**.

I-18.3 Grievances and Appeals

Employee grievance and appeal procedures are stated in the FTCC **Employment and Affirmative Action Manual**.

I-18.4 Reduction in Force Policy and Procedure

Reduction in Force policy and procedure are stated in the **FTCC Employment and Affirmative Action Manual**.

I-19 PROCEDURES FOR TRAVEL ALLOWANCES

Revised January 30, 2023

Purpose of Regulations:

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 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.

All travel is contingent upon the availability of funds in the proper budget line item.

I-19.1 Reimbursement Policy

Employees of this College when traveling on official school business are authorized reimbursement of actual expenses incurred during such travel subject to the following:

(1) All travel for which reimbursement is furnished either from state or local funds must be approved by the appropriate supervisor, the President or his designee for all employees. The College President's travel must be approved by the Board of Trustees or a senior administrator as designated by the Board (i.e. Executive Vice President, Chief Financial Officer or Chief Academic Officer).

(2) Reimbursement for official travel is authorized only for travel from the individual's duty station (job location to which assigned) to the destination where official duty is to be performed and return to the individual's duty station.

I-19.2 Reimbursement for Transportation

Employees traveling on official school business are authorized reimbursement for cost of transportation as indicated below:

I-19.2.1 Travel by Air Coach, Rail Fare

Actual cost of travel by air coach, rail fare including cost of Pullman when overnight travel is involved or commercial bus.

I-19.2.2 Travel by Private Car

1) Employee should use a college owned vehicle if available to maximize efficiency. Employee’s department budget will be charged 33 cents per mile to reimburse county funds.

2) If college owned vehicle is not available, employee may utilize State Term Contract 975B Vehicle Rental Services to rent a vehicle through Enterprise Rent-A-Car, National Car Rental, or Hertz.

3) If employee elects to use a personal vehicle actual mileage can be reimbursed using the IRS rate of 67 cents per mile. Effective April 21, 2021, the *State Budget Manual* removed the requirement of the 100-mile distinction for mileage reimbursement. All miles traveled by personal vehicle may be reimbursed at the same rate.

Note: No reimbursement will be made for rental insurance purchased.

When an employee has a physical handicap, which requires specialized equipment for operation of a motor vehicle, he/she is authorized reimbursement at the standard mileage reimbursement rate as set by the Internal Revenue Service regardless of the number of persons traveling.

I-19.2.3 Out-of-State Travel

When an employee elects to use his private automobile for travel in lieu of commercial carrier, he will be reimbursed according to the rates above, or air coach rate, whichever is less, with subsistence expense being reimbursable only for the period required for air travel. Employees traveling by private auto in lieu of commercial carrier must list the actual mileage traveled.

I-19.2.4 Use of Private Automobile

Reimbursement of costs incurred through use of a private automobile will be for direct mileage between points on the employee's itinerary. Mileage rates include all charges incurred (gas, repair, etc.) except tolls and parking. The actual cost of tolls and parking are reimbursed with a receipt.

I-19.2.5 Travel Between Duty Station and Air Terminal/Parking

Reimbursement for travel between the employee's duty station and the nearest airline terminal and for appropriate parking is authorized as follows:

(1) Airport Limousine/Shuttle - round trip limousine fare. Actual cost when supported by receipt.

(2) Taxi - Actual cost when supported by receipt.

(3) Private Automobile - Reimbursement rate will be set according to travel code I-19.2.2 for a maximum of two round trips with no parking charge or for one round trip with parking charges. Receipts are required for airport parking claims.

I-19.2.6 Travel to and From Destination Air Terminal

Reimbursement for travel to and from the airline terminal at the employee's destination is authorized as follows:

(1) Airport Limousine/Shuttle - one round trip. Actual cost supported by 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 limousine/shuttle service is available - one round trip limousine fare. When limousine/shuttle service is not available - actual fare to and from the airline terminal.

I-19.2.7 Travel on Official Business

Travel on official business at the point of destination is authorized for actual cost of taxi, bus, or limousine service when commercial transportation is used for travel from the traveler's duty station. If private auto is used, reimbursement will be at the rate authorized for travel from the traveler's duty station.

I-19.2.8 Official School Travel

All official school travel, other than local, must be approved in writing prior to the trip. The form to be used is "Request for Travel." If more than one employee desires to travel to the same meeting, travel expense reimbursement will be approved on the basis of only one vehicle per four or five travelers per state travel regulations. No reimbursement will be allowed to those driving without prior approval.

I-19.3 Reimbursement for Subsistence

Reimbursement from state funds is limited to a maximum of $135.60 for a 24-hour period when traveling in-state and $154.90 for a 24-hour period when traveling out-of-state unless prior approval for costs in excess of the maximum specified is obtained. Out-of-state travel status begins the day the employee leaves the state and remains in effect through the day the employee returns to the state.

I-19.3.1 Maximum Reimbursement

Maximum reimbursement from state funds for daily subsistence is indicated below.

	In-State Travel	**Out-of-State Travel**
Meals	**State**	**State**
Breakfast	10.10	10.10
Lunch	13.30	13.30
Dinner	23.10	26.30
Total Daily Meals	46.50	49.70
Lodging **(actual, up to)**	89.10 plus tax	105.20 plus tax
DAILY TOTAL	$135.60	$154.90

Excess lodging expenses, both in-state and out-of-state, will be paid from state funds only. Authorization for excess lodging expenses must be received in advance from the President or his designee. The "Request for Travel" form is used for this purpose.

Daily Travel (overnight) - Employees may receive an 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 for reimbursement the employee must meet the following criteria:

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 meals, including lunches if travel does not involve an overnight stay. Exceptions to this are as follows:

(1) 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 a conference, seminar, or workshop unless the lunch is a preplanned part of the formal agenda and/or is included as part of the registration fee.) Employees claiming reimbursement under this provision shall be allowed the statutory rate or actual for lunch, whichever is less. Receipt for meal must be attached to the travel reimbursement form.

(2) A College employee may be reimbursed for meals, including lunches, when the meal is included as 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; and the congress must provide written notice or an invitation to participants. Employees claiming reimbursement under this provision shall be allowed the statutory rate or actual, whichever is less. Before a travel reimbursement can be issued, authorization to travel must have been secured prior to travel and attached to the request for reimbursement form. Receipt for meal must be attached to the travel reimbursement form.

I-19.3.2 Overnight Lodging

If overnight lodging is necessary and accomplished, reimbursement from state funds is authorized up to the maximum specified provided a hotel/motel is utilized and a receipt for such payment is furnished. In cases where the traveler is accompanied by his/her spouse, the total reimbursement authorized for daily lodging when such costs exceed $89.10 or $105.20 as appropriate will be based on single room rate. Employees who stay overnight with relatives or friends will not be reimbursed for lodging. Daily hotel/motel allowances are to be reported as incurred on the date on which the night's lodging actually occurs, not the date payment for lodging is made.

I-19.3.3 Tips

Reimbursable gratuities or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. For further guidance, the following information is provided when calculating a tip:

- Airports: baggage handling/Skycaps=no more than $2 per bag; shuttle drivers: no more than $2 per bag.
- Parking/auto related: valets=$2 per car when collecting the car, taxi or ride sharing service drivers no more than $5 per trip.

Tips for room service and other hotel services are not reimbursable. The costs of laundry, entertainment, alcoholic beverage, “set-up,” between-meal snacks or refreshments, and other personal expenses are not reimbursable.

I-19.3.4 Telephone Calls

<u>Reimbursement (voice transmission)</u>: 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.

<u>Long Distance (voice transmission)</u>: 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.

<u>Allowable Personal Phone Calls (voice transmission)</u>: 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.

<u>Employee Emergency Calls (voice transmission):</u> Employees may be reimbursed for (a) personal long-distance phone 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 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.

<u>Mobile Telephones (voice transmissions)</u>: 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 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), individual(s) called, and the nature of the call(s), and submit the telephone bill to their supervisor for approval. If the supervisor approves the call(s) as official college business, the College will reimburse the actual billed cost of the call(s) from non-state funds.

<u>Use of Telephone with Computer Hook-ups (data transmission)</u>: Employees traveling on official college business needing to transmit data via their computer should use the most efficient manner available. Prior to reimbursement, the employee's supervisor must approve. Documentation and justification must be attached to the request for reimbursement. Reimbursement may be made from state funds for data transmissions.

I-19.3.5 Registration Fees/Tuition Costs

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)). Registration fees may be paid by the employee or the College.

(1) 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.

(2) 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.

(3) Registration fees shall be distinguished from tuition fees. Tuition expenses which generate CPUs must be coded to expenditure object 53980X - Employee Education Expense.

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. Items such as tours and social activities should not be included in the costs. Requests should be accompanied by brochures, fee schedules or other pertinent information. Meals, lodging and other costs should be listed separate from the registration and/or tuition costs under the appropriate expense lines.

I-19.3.6 Travel Authorization

(1) **In-State Travel**- All in-state travel by college or non-college employees on college business (including members of the Board Trustees and students) must be approved in writing by the College President or his/her designee prior to departure. The College President's travel must be secured and approved by the College's Board of Trustees prior to departure as outlined in Section I-19.1(1) above. In addition, written authorization must be secured in advance from the College President or his/her designee for excess lodging and registration fees.

(2) **Out-Of-State Travel** - All travel out-of-state but within the continental United States (specifically excluding Alaska and Hawaii) by college or non-college employees on college business (including members of the Board Trustees and students) must be approved in writing by the College President or his/her designee prior to departure. The College President's travel must be secured

and approved by the College's Board of Trustees prior to departure as outlined in Section I-19.1(1) above.

(3) **Out-Of-Country Travel**- All travel out-of-country (including Alaska and Hawaii) by college or non-college employees on college business (including members of the Board Trustees and students) must be approved in writing by the College President or his/her designee prior to departure. The College President's travel must be secured and approved by the College's Board of Trustees prior to departure as outlined in Section I-19.1(1) above.

(4) **Blanket Authorization**

a. Blanket Authorization for the College President only - G.S. 115D-20(1) requires the College President to report to the College's Board of Trustees. Therefore, the 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.

b. Blanket Authorization for all others, excluding the College President - A "Blanket Travel Authorization" form must be approve for those employees who travel to conduct college business on a routine basis and claim mileage reimbursement only. The "Blanket Travel Authorization" form contains the following information:

- name of the person traveling;
- 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 campuses, etc.;
- dates of travel (for example July 1, 200x - June 30,200x);
- source of funding, and;
- any other information necessary to justify traveling on a routine basis.

The "Blanket Travel Authorization" form may be completed and approval secured annually. The "Blanket Travel

Authorization" form must be approved prior to departure for all routine travel for which reimbursement is issued.

(5) **Travel Involving Reimbursements Other Than Mileage**- "Request for Travel" form must be completed and approved for all travel not covered under Blanket Authorization (i.e. overnight trips, out-of-state travel, request for excess, etc.) an must include the following:

- name of the person(s) traveling;
- destination(s) and purpose for which the trip will be made;
- dates of travel;
- source of funding (including the department/unit);
- mileage and/or airfare, hotel and/or registration fee costs, and any other information necessary to justify the trip must be attached/included with the "Request for Travel" and;
- excess request (if needed) with justification.

The "Request for Travel" form must secure approval 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.

I-19.3.7 Travel Advances for Occasional Travel

Advance travel allowances must be in the form of a check and made payable to the employee who will be making the trip. The advance will not exceed the maximum state allowances for subsistence, registration, and other expenses to be incurred by employees of this College for official travel may be made to such employees upon request if the allowable expenses - subsistence and registration - equal or exceed $200.00. Advances may be issued to an employee no more than five (5) working days prior to the date of departure. Travelers will be expected to pay all required expenses and fees including registration from such advances. 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 "Request for Travel" form). The advance request should be made on the Estimated Travel Advance Worksheet. The "Request for Travel" form should also indicate when an advance is requested. Requests should include dates, place, and purpose of travel for which advance is requested including any extra expenses such as registration or tuition. If the request is approved, it will be forwarded at least three (3) weeks prior to the travel to the Office of Business and Finance for determination of amount of advance travel authorized and issuance of advance travel payment at the appropriate time. A log of advances must be maintained, reflecting advances and repayment of advances.

I-19.3.8 Request for Reimbursement of Travel Expenses

(1) Request for reimbursement of travel expenses for local travel, travel performed within a distance of 30 miles round trip from the employee's duty station, and for which one is not authorized reimbursement for any expenses other than mileage will be submitted on form "Daily Log for Local Travel (State Funds)." Request for reimbursement should be prepared and forwarded on a monthly basis to the appropriate supervisor and the President or his designee for their approval. The original will then be submitted to the Office of Business and Finance for payment.

(2) Request for reimbursement of travel expense for distances in excess of 30 miles and/or which include requests for reimbursement of subsistence and/or other expenses should be prepared and forwarded upon completion of the trip, or, in the case of employees making a number of trips during the month, not later than the end of the month during which travel is performed and expenses incurred. Receipts are required to support all claims for reimbursement of common carrier fares when paid by the traveler, hotel/motel lodging expense, toll charges, registration fees, rental car, taxi fares and parking claims. Request for reimbursement for mileage only should have a "Blanket Travel Authorization" Form attached and a "Request for Reimbursement of Travel Expenses" form for subsistence and/or other expenses should have a "Request for Travel" form attached.

(3) All reimbursement requests must be filed for approval and payment within 30 days after the travel period for which the reimbursement is being requested.

I-19.3.9 Cancellation of Authorized Travel Plans

It is assumed that when travel plans are authorized and made, it is the intention of the employee or other College representative to fulfill those travel plans. It is especially important that the person complete the travel plans in situations where the College has paid nonrefundable travel advances for such items as registration. When **<u>non-refundable</u>** advances are lost, it is reasonable to expect a full and complete written justification be attached to the travel reimbursement request form; or, in the absence of such, full reimbursement be made to the College by the responsible party.

I-19.3.10 Travel and Allowances - Part-Time Instructors

(1) Temporary or part-time curriculum and extension instructors who travel more than 15 miles to or from the official duty stations of the College (Main Campus, Spring Lake Campus, the Horticulture Educational Center and local High Schools) for the purpose of teaching curriculum and extension courses may be paid mileage expense in justified cases approved in writing by the institution's president or his designee. Note: This policy is not intended to reimburse normal commuting expenses.

In order for part-time instructors to qualify for travel reimbursement, the following guidelines must be adhered to:

a. official travel from a local high school to another local high school
b. official travel from a local high school to any of the FTCC campuses
c. official travel from any of the FTCC campuses to a local high school
d. official travel between any of the FTCC campuses
e. the time between the conclusion of one teaching assignment and the start of another teaching assignment on the same day cannot exceed two (2) hours

NOTE: Part-time instructors cannot claim mileage from home to any class location or from any class location to home.

EXAMPLE 1: A part-time instructor teaches an 8:30 a.m. Huskins class at Jack Britt High School and travels to Spring Lake Campus to teach an 11:00 a.m. (ends at 12:00 p.m.) traditional curriculum class and travels to Pine Forest High School to teach a 3:00 p.m. Huskins class.

The instructor may file for travel reimbursement for the mileage from Jack Britt High School to the Spring Lake Campus. The instructor will not be paid mileage from the Spring Lake Campus to Pine Forest High School because the limit of two hours is exceeded.

The instructor will not be paid travel reimbursement from home to Jack Britt High School and will not be paid travel reimbursement from Pine Forest High School to return home.

EXAMPLE 2: A part-time instructor teaches an 8:00 a.m. class (ends at 9:00 a.m.) on Main Campus and then travels to the Spring Lake Campus to teach a 10:00 a.m. class (ends at 11:00 a.m.).

The instructor will be paid travel reimbursement from the Main Campus to the Spring Lake Campus.

The instructor will not be paid travel reimbursement from home to Main Campus and will not be paid travel reimbursement from Spring Lake Campus to return home.

Please submit the travel reimbursement forms per the instructions found in Section I-19.3.8 above.

(2) Subsistence and lodging for temporary or part-time curriculum and extension instructors may be paid when it is deemed more economical for the employee to stay overnight rather than to charge transportation costs on successive days.

I-20 FTCC PURCHASING GUIDELINES

When initiating requests for supplies and equipment, the following guidelines should be followed. The Purchasing Procedures Manual and Procurement Card Manual provides a complete overview of FTCC's purchasing policies. These can be found in the Faculty and Staff section of the College's website under Handbooks, Manuals, & Plans.

I-20.1 Purchasing Method

As of April 15, 2004, Fayetteville Technical Community College became an active participant in the North Carolina eProcurement System. eProcurement allows registered vendors to conduct business directly with state agencies via the Internet. Suppliers who wish to receive FTCC purchase orders must register their company online with eProcurement. During the registration process, suppliers will be asked to specify their preferred method for receiving purchase orders (email or fax) and to provide billing information. While there is no registration fee, suppliers will be charged a 1.75% marketing fee for all applicable goods purchased through eProcurement. Services are not subject to the marketing fee. Companies may register on the NC eVP (electronic Vendor Portal) website at https://vendor.ncgov.com/login.jhtml. eProcurement customer service is available at 888-211-7440.

FTCC employees need access to the North Carolina eProcurement System in order to submit requisitions for approval. Please contact the Procurement Office for access to this system.
Once a need is determined by a user at the College, the user should submit a requisition through the eProcurement system. The commodity, printing, or contractual service needed will usually fall under one of the categories given below:

- Small Purchases ($25,000 and below)
- Informal Purchases (more than $25,000 and up to $50,000)
- Formal Purchases (more than $50,000)
- Correction Enterprise Preference (1st preference for all orders)
- Statewide Term Contract (2nd preference on all orders)
- Nonprofit Work Centers for the Blind and the Severely Disabled (3rd preference on small and informal purchase)
- Open Market Solicitations (bids where there are no established contracts for product or service)

FTCC began the Procurement Card (P-Card) Program to enable employees to make small purchases more quickly and efficiently by minimizing paperwork and processing time. P-Cards are for official use only and shall be used in accordance with guidelines established within the FTCC Procurement Card Manual. A P-Card is issued to full-time employees, not including temporary employees. The use of the P-Card does not, in any way, eliminate the need to comply with FTCC Procurement policies, procedures, and regulations. Employees must follow the small purchase threshold policy and the order of purchasing preferences established by North Carolina statue and laws. If there is a question about a purchase or a vendor, please contact the Procurement Office before using your P-Card.

I-20.2 State Contract Purchases

Correction Enterprises

The Department of Public Safety has a preference statute (G.S. 148-134) that controls the sale of prison industry products and prohibits the sale to the private sector. Pursuant to this statute, the College must give preference to products made at Correction Enterprises, and offered for sale to state entities and community colleges. This preference is provided for all procurement dollar thresholds.

Products available from the private sector, that are also offered by Correction Enterprises, shall be purchased from the private sector only when it is determined that the Correction Enterprises product will not satisfy the standard specifications, the reasonable requirements needed by the entity, or the goods will not be available when needed. The procurement file should contain documentation from Correction Enterprises stating that the items cannot be supplied. Competitive bidding shall not apply to goods available from Correction Enterprises.

Statewide Term Contracts

Statewide term contracts have been established by State Purchase and Contracts. These contracts should be the first source of supply, after Correction Enterprises option, for any item that is on contract. Any item available on state contract has been through a formal bidding process with Purchase and Contract, so bids on this level are not usually required. Contract information is available on the Internet at: https://ncadmin.nc.gov/government/purchase-contract-quick-links/statewide-term-contracts. These contracts should be utilized whenever possible. Equipment or supplies listed on state contract must be purchased from vendors listed on the contract in accordance with state laws or a detailed written justification must be furnished stating why the items on contract are unacceptable.

Nonprofit Work Centers for the Blind and Severely Disabled

Session law 2021-180, Section 20.12 (a) through (c) amended G.S. 143-129.5 requires that P&C annually canvass nonprofit work centers for the blind and severely disabled to determine what goods and services they offer and to secure contracts with non-profit work centers to make those goods and services available to the state entities that require them.

G.S. 143-48.2 was also amended to require purchases from those contracts so longs as:

1) The purchase of goods does not exceed the agency's general delegation.
2) The goods or services are not available from a STC.
3) The goods are not available from Correction Enterprises.
4) The goods or services must be of suitable price and quality, as determined by the college.

When needed goods or services are not available from Correction Enterprises, the College must determine whether those items can be supplied pursuant to the STC established with the non-profit work centers for the blind and severely disabled.

I-20.3 Procurement Thresholds – Determination of Bid Requirements

Small Purchase: A complete order totaling $25,000 or less, excluding tax but including shipping, installation, training or any other related costs, and including the amount of any extensions or renewals. State term contracts, including Correction Enterprises and non-profit centers for the blind and severely disabled, should be used for small purchases, if applicable and mandatory. For items not on state term contracts, departments should attempt to get quotes/bids from at least 2 vendors. It is recommended to receive quotes/bids from 3 vendors in order to get the best price available. Wise spending and budget accountability are everyone's responsibility; therefore, always seek the best price available. Please keep in mind that complete orders totaling more than $25,000 should not be divided into smaller purchases to prevent following the informal or formal threshold policies.

Informal Purchase: A complete order totaling more than $25,000 and up to $50,000, excluding tax but including shipping, installation, training or any other related cost, and including the amount of any extensions or renewals. State term contracts, including Correction Enterprises and the non-profit centers for the blind and severely disabled should be used for informal purchases, if applicable and mandatory. For products and services not on state term contracts, it is required to solicit competitive quotes or bids from at least 3 vendors. When submitting orders in this price range that are not on state term contract, please submit complete specifications and/or literature as well as names, phone numbers, and email addresses of your suggested vendors. Requests for Quotations may be sent out by the Purchasing Office and are usually sent to a minimum of three (3) vendors. Incorrect or incomplete information may result in the delay of the procurement or procurement of an incorrect item.

Formal Purchase: A complete order (not IT related) totaling more than $50,000.00, excluding tax but including shipping, installation, training and any other related costs, and including the amount of any extensions or renewals. State term contracts, including Correction Enterprises but not including the non-profit centers for the blind and severely disabled, should be used for formal purchases, if applicable and mandatory. All orders not on a state term contract are required to be competitively bid on the States IPS website and will be reviewed and approved by the Department of Administration, Division of Purchase and Contract prior to executing the contract. Please provide complete specifications and a listing of suggested vendors. Bids will be returned to the College for review of specifications and a recommendation for award. IT IS YOUR RESPONSIBILITY WHEN YOU REVIEW THE BIDS AND INFORMATION RECEIVED TO MAKE SURE THAT THE ITEM THAT YOU RECOMMEND FOR PURCHASE MEETS THE SPECIFICATIONS THAT WERE REQUESTED.

Purchasing Flexibility

G.S. 115D-58.14 Purchasing Flexibility: Community Colleges may purchase supplies, equipment, and materials from noncertified sources that are available under State term contracts, subject to the following conditions:

- The purchase price, including the cost of delivery, is less than the cost under the state term contract;
- The cost of the purchase shall not exceed the bid value benchmark established under G.S. 143-53.1; and
- The items are the same or substantially similar in quality, service, and performance as items available under state term contracts.

Substantially similar is defined as having comparable, but not identical characteristics in terms of quality, service and performance as items available under state term contracts.

I-20.4 Purchase Order Requirement

A purchase order is required before a purchase is made or before receipt of materials and/or services, except when purchases are allowed to be made through the FTCC Procurement Card (P-Card) program. FTCC is not responsible for payment of purchases obtained without prior authorization. EMPLOYEES PURCHASING MATERIALS OR SERVICES WITHOUT PRIOR WRITTEN OR VERBAL AUTHORIZATION FROM THE PROCUREMENT OFFICE MAY BE HELD RESPONSIBLE FOR PAYMENT OF SUCH PURCHASES. The Procurement Office provides final approval of purchases through the requisition process in eProcurement before the order is submitted to the vendor. If an emergency purchase order is needed, please call the Purchasing Office or come by the office with your approved request for supplies and we will process your order.

Employees should request supplies required at least ten (10) days prior to the time when the materials are needed. For orders that are to be placed with out-of-town vendors, a lead-time of four (4) weeks should be allowed. If items are to be bid, please allow approximately ninety (90) days for the requests for quotations to be sent out and received back for review.

I-20.5 Receiving Reports

Faculty or staff members who are requesting supplies and equipment should receive a pink receiving copy of the completed purchase order at the time the order is issued to the vendor.

Upon receipt of item(s) ordered, each instructor or staff member may be required to sign a delivery ticket. When the material has been received, the pink receiving copy must be signed by the instructor or staff member noting the date and quantity of item(s) received and then returned to the Purchasing Office within two (2) days. The receiving copies must be returned per instructions. Faculty or staff members who consistently fail to comply with this procedure may be prohibited from future ordering. If an item is broken, backordered, or partially shipped, please immediately advise the Purchasing Office.

I-20.6 Hand-Carry Purchases

All hand-carry purchases should be handled in the same manner and in accordance with the same regulations as regular purchases with the exception that the Purchasing Office should make a notation on the purchase order that the items will be picked up by end user and if requested, indicate a phone number to call for notification when items are ready for pick-up. A copy of the purchase order should be printed and forwarded to the end user to take with them to pick up items approved for purchase. Only items listed on the purchase order should be picked up. Any changes should be approved by the Purchasing Office prior to purchase.

When the faculty or staff member picks up the goods from the purchase order, be sure to also acquire a copy of the receiving document. The receiving copy and any receipts/invoices should be returned to the Purchasing Office as soon as the goods have been picked up.

I-20.7 Emergency Purchases

An emergency is a situation that endangers lives, property, or causes the immediate discontinuation of a vital program such as those essential for health and safety and can only be rectified by immediate, on-the-spot purchase (or rental) of goods or services.

Purchases of an emergency nature should be made in the same manner as purchasing regular orders, except the person desiring the necessary supplies may hand-carry the requisition to the appropriate chairperson, dean, and any other necessary person for approval, and then to the Purchasing Office. Or, after receiving all required approvals, the appropriate Dean or AVP can call the

Purchasing Office and request an emergency purchase order number be assigned and then forward the request for supplies through campus mail. Regardless of the emergency nature of the purchase, the purchasing guidelines described above should be followed.

Careful planning on the part of all employees should eliminate many of the so-called emergency purchases. Instructional supply funds are allocated to each instructional department. The proper and judicious expenditure of such funds is the responsibility of the instructional department. Supplies listed on state contract must be purchased from vendors listed on the contract in accordance with state law. Therefore, careful planning in the procurement of supplies is a must.

I-20.8 Stockpiling

Only those supply items required for the normal operation of the College should be purchased. Purchasing items during one fiscal year primarily to expend funds for goods to be held in inventory for use during the following fiscal year is not authorized nor permitted. All individuals requesting supplies or services should certify that the items requested are required for normal operations of the office or department during the current fiscal year, and are not being purchased for the purpose of stockpiling.

I-20.9 Professional Service Agreement

A Professional Service Agreement (form P-16) is a form used to contract for professional services with any individual, private company, or governmental agency. This form can be found in the Faculty and Staff section of the College's website under Faculty & Staff Forms. The appropriate dean, director, coordinator or other supervisor contracting for professional services will prepare this agreement and route through the appropriate chain of command for approval.

For assistance, please call the Office of Procurement and Equipment.

I-21 PROPERTY CONTROL AND CENTRAL SUPPLY

I-21.1 Property Control and Inventory

The importance of properly maintaining and accounting for state-owned property is described in the following quote and can be found in the State Regulations governing the use of state-owned equipment:

"Liability for all State-owned equipment will rest initially with the President of the Institution; secondly, on the appropriate administrative officer and the local Board of Trustees. The President shall be responsible for the replacement of any loss or damage due to negligence, misuse, unauthorized loan, rental or sale of all State-owned equipment. Equipment is to be used for instructional purposes only."

Although the President is ultimately responsible for all equipment, the Department Chairperson/Coordinator is directly responsible for the security of the equipment. Even though the equipment may be on loan, it remains the duty of the person who is assigned the equipment to assure that the equipment is secure. Any loss or theft due to negligence by the person assigned the equipment may result in that person being required to replace the equipment.

The President's responsibility, out of necessity, is in turn vested in each employee having equipment assigned for his/her use. It is necessary, therefore, to have a few simple rules to follow:

(1) Stress the importance for the proper care of equipment to students.

(2) Stress the use of proper tools, both hand and power, to do a given job.

(3) Employees are responsible to regularly make visual checks of equipment to see that items are in good working condition, both from an operational and safety aspect.

(4) Employees are responsible for conducting internal audits of equipment at reasonable intervals to ensure the security of the equipment.

These rules apply to all College owned equipment, both state and local, including items purchased through Surplus Property and/or any other means.

I-21.1.1 Damage or Loss of Equipment

Report any damage to or loss of equipment to the Property Control Office, Executive Director of Procurement and Equipment, Senior Vice President for Business and Finance, and Security.

I-21.1.2 Removal of Equipment from Premises

No equipment is to be removed from the premises without prior written permission from the President or his designee.

I-21.2 Central Supply Office

Faculty and staff may request office supplies for necessary administration of their instructional duties by submitting a "Request for Office Supplies." In the event special items not listed on the request are required, such items should be listed on the blank lines furnishing justification for such special items. Under no circumstances are supplies to be used for other than administrative purposes for the College. In other words, orders placed to the Central Supply Office are not to be issued to or used by students and/or anyone not employed by Fayetteville Technical Community College.

The request for supplies may be by email and/or hand carried. Orders by email will be filled by the Central Supply Office and returned to the appropriate department within five working days. Deliveries are scheduled through Housekeeping. Hand carried orders may be picked up by the appropriate department between the hours of 8:00 a.m.-12:00 p.m. and 1:00-4:00 p.m. The Central Supply Office will be closed the last four working days of each fiscal year for inventory.

In case of any discrepancies in orders filled, please notify Central Supply immediately.

I-21.3 Disposal of Surplus and/or Obsolete Equipment

Continuing enhancements to educational programs caused by technological advances and the intensive use of equipment for instruction have resulted in several categories of state-owned equipment no longer being needed by an institution. Items identified for disposal include serviceable equipment in excess of the needs of the institution, sale through the State Surplus Property Agency, cannibalized equipment, and items inoperable through normal wear.

When an item is found to be in one of the above categories, action should be taken to have this item removed through one of the above methods.

A Disposal of Surplus and/or Obsolete Equipment (Form D-2) should be forwarded through the appropriate supervisors to the Property Control Office reporting equipment available for disposal. The D-2 Form should include the following information:

(1) Description of equipment.

(2) Item number of equipment, if available.

(3) Condition - whether operable or inoperable and if the item would work with reasonable repair.

(4) Reason for disposition.

(5) Suggested sale price, if sold.

Upon receipt of this information, the Property Control Office will initiate action in order to have the item removed from inventory files. When approval from the Senior Vice President for Business and Finance is obtained, the Property Control Office will inform the appropriate person of action to take concerning disposal. Departments are responsible for submitting work orders to have the items delivered to the Property Control Office.

I-21.4 Cannibalization of Equipment

This section provides guidance for the cannibalization of school owned property that has become unserviceable due to obsolescence or excessive wear, but which still has serviceable component parts that can be used if repaired, modified, or used for parts with equipment.

(1) The Department Chairperson/Coordinator will initiate a Disposal of Surplus and/or Obsolete Equipment Form (Form D-2) and forward it through proper channels to the Property Control Office. The Property Control Office will obtain approval/disapproval from the Senior Vice President for Business and Finance. Upon approval/disapproval, the Property Control Office will notify the Department Chairperson/Coordinator. Note: Approval from the Senior Vice President for Business and Finance must be obtained prior to cannibalization.

(2) If permission to cannibalize equipment is granted, the Department Chairperson/ Coordinator is responsible for documenting both the use of parts removed and the disposition of the residual components. Equipment parts or residual components may not be used for personal gain.

(3) Identifiable parts resulting from cannibalization having a value of $5,000 or more should be reported by the Department Chairperson/Coordinator to the Property Control Office via memo attached to the Disposal of Surplus and/or Obsolete Equipment Form (Form D-2). The Property Control Office will place these items on inventory and assign them a new inventory number.

(4) Residual Parts:

a. Residual parts will be tagged with a 5" x 8" card, signed by the Department Chairperson/Coordinator, noting items removed for cannibalization per the Senior Vice President for Business and Finance approval. Tagged parts will then be turned in to the Property Control Office.

b. Items such as broken wood, plastic, or glass with no further value may be destroyed by the Property Control Office in a suitable manner and location (county landfill, city dump, etc.). Extreme care should be taken not to throw away any item having usefulness or which can be repaired for use.

I-21.5 Loss or Theft of Equipment

Each individual in the institution should exert maximum effort to safeguard property of the institution from loss or damage by observing the rules and regulations of the institution. It is the responsibility of the Department Chairperson/Coordinator to ensure the security and safekeeping of all items for which he/she is responsible. All precautions necessary should be taken to ensure that the equipment is kept as secure as possible. The Department Chairperson/Coordinator can be held responsible for the replacement of items lost or stolen, if it is found that this action was a result of his/her negligence. The importance of security must be stressed. However, it is recognized that there will be items of equipment that will be lost or stolen even when established safeguards are properly followed.

When the loss or theft of equipment is suspected, the person discovering the loss or theft should immediately initiate a reasonable search for the missing equipment to verify its status. If the search fails to turn up the equipment, the missing item should be immediately reported to the Property Control Office, Executive Director of Procurement and Equipment, Senior Vice President for Business and Finance, and Security (by telephone or other means). This verbal report should include all information required to prepare a written report confirming the verbal report. A written report should be prepared and forwarded through the appropriate supervisors and the President before submitting to the Property Control Office. The President will make final approval or disapproval of the recommended action.

A report on stolen equipment will be prepared using the Loss or Theft of Equipment Form (Form L-18), which may be obtained from the FTCC Faculty/Staff Forms webpage. The following information is required to complete the form:

(1) Description of equipment.

(2) Item number if known.

(3) Date item was discovered missing.

(4) Last known location of missing item.

(5) Facts which relate to the discovery and your attempt to relocate the missing item.

(6) Measures you intend to take to prevent recurrence or to insure the safety of equipment under your control.

I-22 CASH MANAGEMENT POLICY

I-22.1 Cash Management Policy

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 monies 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.

The Vice President (VP) for Business and Finance is responsible for the development, approval, and overall administration of the cash management plan and internal control procedures. The Associate Vice President (VP) for Business and Finance and Supervisors/Managers/Directors are responsible for maintaining these procedures within their specific assigned areas. Various management reports display compliance with the cash management procedures. Unauthorized deviations from these procedures are reported to the VP for Business and Finance. The VP for Business and Finance plays an active role in reviewing and approving documents prior to processing. The Associate VP for Business and Finance serves as designee in the absence of the VP for Business and Finance. In the absence of both personnel, the Executive Director of Disbursements or Director of Student Accounts and Fiscal Controls serves as designee. Internal control procedures are reviewed annually using either the Office of the State Controller's (OSC) EAGLE process, or a modified version of EAGLE. The College performs an annual review of its internal control processes and upon completion, a certification letter is signed stating its performance. This letter also recognizes the College's responsibility for establishing and maintaining a strong and effective system of internal control. All personnel of the College are responsible for the effective operation of these procedures and their personal adherence to established guidelines.

Copies of the Cash Management Plan and internal control documentation are maintained in the Office of the VP for Business and Finance and are available online for review.

Plan Requirements

The objectives of cash management over receipts are stated as follows: 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.

  a. Receipting Procedures:

    1. <u>Receipts received via mail:</u> The Purchasing Department logs checks received in the mail and distributes the checks and check log to the Accounts Receivable (A/R) Department. The Senior Accounting Technician or A/R Manager verifies the checks were logged in properly and distributes checks to the appropriate Business and Finance employee for matching to billed invoices, and/or preparing a transmittal for receipting. This individual gives the check and supporting documents to a Cashier for receipting. The receiving party initials the check logbook, indicating receipt of the check. Copies of the receipt are provided to the initiating party to show completion of the receipt process. Segregating multiple aspects of the receipting process in conjunction with providing all parties with receipt documentation provides adequate internal control over this process. A Senior Accounting Technician outside of the

A/R Department or the Executive Director of Disbursements matches the logbook with the daily recap of receipts to verify that all checks have been receipted and notes the receipt numbers beside the checks in the logbook.

2. Receipts from the Bookstore Sales and Café Sales: Bookstore purchases are receipted on Bookstore point of sale terminals. Café sales are receipted on Café point of sale terminals. The Bookstore prepares a daily cash report that includes receipts from the Bookstore sales and Café sales. Security personnel transport the report, audit tapes from the cash terminals, and monies to Office of Business and Finance. A Cashier verifies and receipts the funds through a non-A/R receipt. A copy of the receipt is forwarded to the Bookstore for verification. A copy of the Bookstore report, associated manual charge tickets and refund slips are given to a Cashier for posting to accounts. A Cashier maintains the report, copies of charge tickets, and refund slips.

3. Receipts from Tuition and Fees: Student tuition and fees for registration are either paid in person to Cashiers at designated locations on main campus, using a miscellaneous payment link for prior term balances, or online through Self-Service. The web payment system is interfaced with Ellucian. Tuition and fee balances for sponsored students are transferred to the appropriate third party. Cashiers work in an on-line A/R receipting process, which is interfaced with curriculum records. Each Cashier is responsible for balancing his/her own drawer with the system-generated cashier recap report.

4. Receipts from Continuing Education: Continuing Education (CE) fees are collected by an Office of Business and Finance Cashier located in the CE Records and Registration Office. The system allows electronic payments for some on-line courses. These payments are deposited directly to the bank, and a Cashier receipts the payments to the appropriate account. In addition, students can register and pay for some Continuing Education classes online through Ellucian's Instant Enrollment feature. Posting to the general ledger is done by summary posting the following business day. CE fees may be collected on student registration data forms or group receipt forms in outlying areas, which are receipted in Ellucian, typically on the following business day. These forms and monies are given to an Office of Business and Finance Cashier. A Cashier verifies the monies with the total receipts.

CE monies are receipted through A/R receipts. Sponsor charges are manually entered into the appropriate third-party account. Security personnel carry the forms and monies in a locked bag to the Office of Business and Finance. Charge authorizations are given to the Cashiers for invoice processing.

5. Receipts from Graduation Fees: Curriculum graduation fees are paid online through Self-Service, which is receipted to a student A/R account through the interface with Ellucian. In limited cases, curriculum graduation fees may be paid directly to a Cashier and receipted through student A/R or non-A/R receipt, depending on the graduation fee (graduation or extra announcements). Non-curriculum graduation fees are paid to a Cashier and receipted with a non-A/R receipt. Fees charged by students to a third party are charged in the system and transferred to the appropriate third party. Third party charges are given to a Cashier for invoicing. When payment is received, a Cashier receipts the monies through A/R receipting.

6. Receipts from Transcripts: Fees paid for transcript requests are paid online through the National Student Clearinghouse Transcript Ordering Center (eTranscripts) or directly to a cashier. The link to the clearing house is located on Self-Service and the FTCC website page for Official Transcripts. When the fee is paid through the National Student Clearinghouse, a weekly payment is submitted by electronic funds transfer (EFT) directly to the bank. When payment notice is received, a Business and Finance employee prepares a journal entry to record the cash deposited to the bank. The journal entry is approved by the A/R Manager or the Director of Student Accounts and Fiscal Controls. The journal entry is keyed by the Administrative Assistant II to the VP for Business and Finance, a Senior Accounting Technician, or Employee Benefit Specialist. When the fee is paid directly to a Cashier, the Cashier receipts the payment with a non-A/R receipt.

7. Receipts from Parking Fines: Parking fines are receipted by the Office of Business and Finance Cashiers through student A/R accounts. Funds receipted as parking fines are forwarded to the Office of State Budget and Management by the 10th day of the following month.

8. <u>Receipts from the Library:</u> The library submits fines collected, lost book fees, book sales, transparency fees, and copier monies on forms created specifically for the library. Each week, library monies are transported by Security personnel to the Office of Business and Finance. A Cashier verifies the monies and receipts them with a non-A/R receipt. A receipt copy is forwarded to the library for verification.

9. <u>Receipts from the Dental Department:</u> Receipts for dental services rendered are receipted through a stand-alone software package in the Dental Department. Security personnel transport the monies and reports to the Office of Business and Finance on a daily basis. A Cashier verifies the money and the system generated daily report. The monies are receipted with a non-A/R receipt. A receipt copy is forwarded to the Dental Department for verification.

10. <u>Receipts from the Fitness Center:</u> Fitness Center testing and membership fees are received from students and receipted by a Cashier using a non-A/R receipt.

11. <u>Receipts from the Culinary Arts Department:</u> The Culinary Arts Department has periodic lunches and dinners prepared by students in the program. Sales of tickets are completed using a pre-numbered multi-part ticket at the Office of Business and Finance. A Cashier receipts the monies through a non-A/R receipt. Receipt copies are provided to the Culinary Arts Department prior to each event

12. <u>Receipts from the Horticulture Technology Department:</u> The Horticulture Technology Department holds annual plant sales. A Bookstore or Business and Finance Cashier is sent to the Horticulture Education Center during plant sales to receipt monies with a non-A/R receipt. The monies are transported by Security to Business and Finance in a locked bag.

13. <u>Receipts from the Athletics Department:</u> When a general admission fee is collected at home athletics events, Security transports a locked bag containing the tickets, lockbox, and cash count sheets to the cashier scheduled for the event. The Cashier handles all cash and ticket transactions for the event. All paying customers receive a pre-numbered event ticket for admission to the event, and the matching ticket stub is maintained by the cashier. At the end of each event, the Cashier completes a cash count sheet to report tickets sold and monies received. The locked bag is transported by

Security to Business and Finance. A Cashier receipts the event monies through a non-A/R receipt and accounts for all pre-numbered tickets.

14. <u>Receipts from State and Federal EFTs:</u> The State and Federal Governments frequently make payments by electronic funds transfer (EFT), which are deposited directly to the bank. When payment notice is received, a Business and Finance employee prepares a journal entry to record the cash deposited to the bank. The journal entry is approved by the A/R Manager, Director of Budgets and Grants, Director of Financial Reporting, Director of Student Accounts and Fiscal Controls, Executive Director of Disbursements, Associate VP for Business and Finance, or VP for Business and Finance. The journal entry is keyed by the Administrative Assistant II to the VP for Business and Finance, a Senior Accounting Technician, or Employee Benefits Specialist. If money must be moved between funds, a worksheet is processed (typically by the same individual who prepared the journal entry to record the cash deposited) for a check to be written. The worksheet is approved by an individual permitted to approve the journal entry. When the check is received from Accounts Payable (A/P), a Cashier receipts the check into the appropriate third-party account to clear the charges.

15. <u>Receipts from Salon and Spa Services:</u> Receipts for Salon and Spa Services are receipted through a stand-alone software package in the Salon and Spa Services Center. At the end of each shift, the monies are counted and balanced to the sales report and service tickets. Security personnel transport the monies and reports to the Office of Business and Finance on a daily basis. A Cashier verifies the monies and system-generated reports. The monies are receipted with a non-A/R receipt. A receipt copy is forwarded to the Salon and Spa Services Center for verification.

16. <u>Receipts from Military Business Center:</u> Receipts for Military Business Center events can be made online or paid directly to the Military Business Center by check prior to an event. Payments made online are processed via Authorize.net. When payments are processed via Authorize.net a settlement report is run the next business day and receipted as a non-A/R receipt. A copy of the settlement report and the receipt is e-mailed to the NC Military Business Center for verification. Any payments received by the Military Business Center are totaled, entered on a cash count sheet, and hand delivered by

Security to a Cashier. A Cashier will verify the payments with the cash count sheet and receipt the payment with a non-A/R receipt. A receipt copy is forwarded to the Military Business Center for verification. If the Military Business Center collects payments at an event, they use a pre-numbered carbon copy receipt book to log the payments. The payments, receipts, and a cash count sheet are delivered by Security to a Cashier as soon as they return from the event. A Cashier verifies the monies with the receipts and cash count sheet. A Cashier receipts the payments with a non-A/R receipt. A receipt copy is forwarded to the Military Business Center for verification.

17. Receipts from the Payment Plan: Payments made by students under the automatic tuition payment plan are made to a third-party vendor that manages the payment plan. The third-party vendor deposits the payments to the College's bank. A Cashier downloads a file from the third-party vendor website to use with a process in Ellucian to update student accounts for the payment. Payments made by students under the prior-term balance payment plan are made to a third-party vendor that manages the payment plan. The third-party vendor deposits the payments to the College's bank. A Cashier downloads a file from the third-party vendor website to use in order to manually receipt and update student accounts for the payment.

18. Receipts from Barbering and Massage Therapy Services: Receipts for barbering and massage therapy services are accounted for by pre-numbered service tickets at the Barbering and Massage Therapy Clinic. The pre-numbered service tickets are totaled at the end of each shift and compared to the total monies collected. A copy of the service tickets, a cash count sheet and the monies are transported to the Office of Business and Finance by Security personnel on a daily basis. A Cashier verifies the monies and service tickets. The monies are receipted with a non-A/R receipt. A receipt copy is forwarded to the Barbering and Massage Therapy Clinic for verification.

19. Receipts from Payroll and Benefits: Employees who are overpaid or whose gross pay is less than the cost of benefits must pay out of pocket. Payments made by employees are made in person at the Cashiers Office in the Administration Building and also via a miscellaneous online payment link. The Cashier receipts the payment through a non-A/R receipt to the general ledger account identified by Payroll and

Benefits. A copy of the receipt is forwarded to Payroll and Benefits as confirmation of the payment.

20. Receipts from Vending: Cash receipts for Vending Machines are collected by the Coordinator of Auxiliary Services, a Bookstore staff member, and/or the designated A/R Senior Accounting Technician. Security is present at all times during the collection of vending funds. Security personnel transports the cash to the Office of Business and Finance. The Director of Student Accounts and Fiscal Controls, A/R Manager and/or the Assistant A/R Manager verifies funds collected and creates a cash count sheet for each vending machine. A cashier receipts the funds with a non-A/R receipt. A copy of the cash count sheet is given to the A/R Manager to update the 365 Retail Market portal (portal for vending machine activity) for cash funds collected. The cash count sheet is compared to the amount of funds shown as collected in the 365 Retail Market and any discrepancies are investigated. The cash collections occur every two to four weeks depending on the amount of funds in the vending machines. The Director of Retail and Auxiliary Operations monitors the cash sales in each vending machine and contacts the Office of Business and Finance when a machine reaches the $500 level. When this happens, a cash collection occurs for that machine. Credit card receipts are processed through a Nayax credit card terminal located on the vending machine. An ACH payment is received by 365 Retail Market once a week for credit card transactions. A cashier receipts the funds with a non-A/R receipt. The 365 Retail Market is updated automatically when payment is submitted to the College.

21. Receipts from Prepared Food Sales: Cash receipts for Prepared Food Sales are collected by the Secretary at the Spring Lake Campus. Security personnel transport the starting cash funds in a secure lockbox to the Secretary at the Spring Lake Campus by 11:00 a.m. Monday – Thursday. After the lunch hours, the Secretary completes a cash count sheet to reconcile the funds collected with the number of subs sold. Security personnel transport the funds in a secure lockbox and the cash count sheet to the Office of Business and Finance. A Cashier verifies and receipts the funds through a non-A/R receipt. A copy of the receipt is sent in the security bag to the Secretary at the Spring Lake Campus for verification the following sub sale day.

b. A Senior Accounting Technician in A/R or designated backup runs all computerized cash balancing processes and reports. The daily cash balancing and reports are processed the following business day. These processes and reports generate the postings to the general ledger. The Cash Analysis Summary Report serves as the report of daily receipts. Deposit numbers, beginning and ending receipts numbers, overage and shortage for the day, and cumulative overage or shortage are entered on this report. Deposit slips are prepared for cash deposits and Security personnel transport all deposits to the bank on the morning of the following business day. Deposit slips are verified daily by 2:00 PM for the deposit made that morning. Checks are transmitted to the bank using a digital check scanner by a Senior Accounting Technician via the internet. The A/R Manager reviews the cash receipts on a daily basis for accuracy and reliability. The A/R Manager also reviews the Cash Analysis Summary Report before submitting it to the designated Financial Accountant for recording. In the absence of the A/R Manager, the Director of Student Accounts and Fiscal Controls, or the Associate VP for Business and Finance can perform these functions. State deposit information is electronically transmitted daily to the System Office in Raleigh by 8:30 AM on the day the deposit is submitted to the bank. The Historical Cash Analysis, Aged AR Balance Report, and the Certification of Deposit Report are filed at the end of each month. The Cash Analysis Summary Reports, deposit slips, and any supporting documents are filed in expandable files by date and kept in the vault. End-of-month closing occurs on the first business day of the following month, with State certifications submitted by 8:30 AM and bank deposits verified by 2:00 PM. This procedure results in a deposit-in-transit for receipts that occur on the last day of each month.

c. There are no State Treasurer approved exceptions to the Daily Deposit and Reporting Act.

d. A fee of $35.00 shall be assessed for all returned checks.

e. All refunds of returned items are receipted back to original code as refund of expense.

f. The A/R Manager, Assistant A/R Manager, or Director of Student Accounts and Fiscal Controls approves the process of reversing and reapplying payments in instances where payments were applied incorrectly.

g. Monies are secured overnight in appropriate vaults or locked storage areas on College property.

h. The College's credit card transactions related to curriculum tuition and fees, continuing education payments through Ellucian's Instant Enrollment, and payments for Military Business Center events are processed via e-commerce. E-commerce transactions automatically settle at midnight daily. Credit card payments made online for specific online continuing education courses and processed by Authorize.net are automatically settled at midnight daily. Debit and credit card payments for the Salon and Spa Services Center are manually settled after each shift using a stand-alone swipe terminal. Credit card transactions for the Bookstore are settled at the end of each day through the Payware Connect system. Settlement reports from each area that processes credit cards are included with monies submitted to the Cashier for receipting.

i. The College conducts a minimum of two unannounced cash counts throughout the year. All change funds are counted and compared to the general ledger balance. Any overages or shortages are documented and included in a report to the VP for Business and Finance. At year-end, the A/R Manager conducts a cash count as part of the fiscal close-out procedures.

(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 agencies', departments' or institutions' cash management plan. (Please note that individual community colleges are not subject to the Statewide accounts receivable policies and procedures. However, to insure compliance, individual community colleges must include their specific accounts receivable policies and procedures.)

a. A/R Billing:

Curriculum and Continuing Education invoices are prepared by Accounting Technicians using computer-generated invoices, when possible. Special forms received from the sponsors, or Excel/Word invoice templates that have been created by the Accounting Technicians, are used when other invoicing methods are not feasible. The Accounting Technicians maintain a copy of all invoices. The A/R Manager or Director of Student Accounts and Fiscal Controls will review and sign off on all invoices prior to the invoice being mailed or submitted electronically. An Accounting Technician processes Continuing Education invoices billed to the Army using Wide Area Workflow. The AI Portal is the invoicing system used by the Senior Accounting Technician to bill the Department of Defense for military spouse financial assistance. The invoicing Accounting Technicians prepare transmittals and sponsorship statements when checks, ACH payments, and credit card payments are received. Both the transmittal and the check/credit card information are forwarded to a Senior Accounting Technician in A/R for receipting to the appropriate account. Receipts are posted to the correct sponsor account and a copy of the receipt is returned to the invoicing Accounting Technician to be kept as part of the backup documentation. Receipts to any receivable accounts are posted in summary at the end of the day.

b. Collection Techniques to Include Past Due Accounts, Collection Guidelines and Collection of Interest:

1. Returned Checks:

a. An initial phone call is made notifying the check writer of the delinquency.

b. A certified letter detailing date, purpose, and amount of the debt is mailed. The party is advised of the State policy regarding grades, transcripts, and registration of future classes. This letter gives a deadline for collection that stipulates procedures FTCC will follow if payment is not made.

c. Returned checks for which the driver's license number of the check maker is available are sent to the Cumberland County Worthless Check Program when not paid by the deadline. The County issues a warrant and collection is attempted.

d. Returned checks are submitted to the debt-set-off unit with the North Carolina Department of Revenue and the College’s third-party collection agency when not paid by the deadline.

2. Unrestricted Student Loans and Outstanding Financial Aid Debts: A letter detailing semester, reason, and amount of debt is mailed. The party is advised of the State policy regarding transcripts and registration of future classes. This

letter gives a deadline for collection that stipulates procedures to prevent additional collection actions.

3. Third party sponsors are mailed an invoice for the amount students have charged. For invoices using FTCC's template, the invoice explains that payment is to be made within 30 days from the date of the invoice.

4. Provision of State services to delinquent debtors:

   The College notifies other State agencies of debts owed to the College by employees of other State agencies in accordance with N.C. General Statutes.

5. Use of Debt Setoff Program:

   All accounts that are unpaid after two written notices from the Office of Business and Finance and have a balance of at least $50.00 are submitted to the N.C. Department of Revenue's Debt Setoff Program for collection, as required by N.C. General Statute Chapter 105A.

6. Use of Collection Agency:

   All accounts that are unpaid after three written notices from the Office of Business and Finance and have a balance of at least $50.00 are submitted to the College's third-party collection agency for collection. Debts are submitted to the collection agency after the succeeding term is complete and after all attempts to collect by FTCC. Any debtor that has signed a note for a payment arrangement and has complied with the payment arrangement will not have their account submitted to the collection agency.

7. Loan Interest:

   For Unrestricted loans that become delinquent, interest shall accrue on the unpaid balance of the loan at a rate of 3% per annum.

c. Allowance for Doubtful Accounts:

1. At year-end, the Executive Director of Disbursements, Director of Student Accounts and Fiscal Controls, Director of Financial Reporting, or Associate VP for Business and Finance calculates the allowance for doubtful accounts for

appropriate accounts based upon the College's prior collection history.

2. A year-end adjusting journal entry is prepared by the Executive Director of Disbursements, Director of Student Accounts and Fiscal Controls, Director of Financial Reporting, or Associate VP for Business and Finance to adjust the allowance for doubtful accounts to the actual balance at year-end and the offset is bad debt expense in each appropriate fund.

d. Write-offs:

1. Write-off procedures are in place to write off outstanding balances. Accounts that have no payment activity in the most recently ended fiscal year and have gone through all the collection procedures are considered for write-off. Additionally, accounts go through two tax seasons for accounts that have been submitted to the Debt Set-Off Unit with the North Carolina Department of Revenue before being considered for write-off.

2. Write-offs are submitted at the College's October Board of Trustee's meeting for their approval.

3. Upon approval from the Board of Trustees, the Director of Financial Reporting properly records the write-offs on the College's books.

(4) 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.

a. Federal funds are drawn down for Pell grants, Direct Loans, Supplemental Educational Opportunity Grants (SEOG), Federal College Work Study Programs, and any other Federal grants awarded.

1. Federal Pell Grants and Direct Student Loans: No more than three days prior to a financial aid disbursement, funds are drawn down based upon the respective general ledger accounts. The general ledger accounts are updated via an approved Financial Aid Transmittal Posting report (FATP), which is generated by a Senior Accounting Technician or Financial Accountant. In the absence of the Senior

Accounting Technician and Financial Accountant, the Director of Financial Reporting may process the FATP report. The Executive Director of Disbursements obtains a copy of the Common Origination and Disbursement (COD) report, which reflects accepted disbursements by the Department of Education. The Executive Director of Disbursements draws down funds via the G5 Systems after the COD report has been balanced with the general ledger and approval has been obtained. Approval is received by the VP for Business and Finance or the Associate VP for Business and Finance.

2. FSEOG: The Executive Director of Disbursements prepares a worksheet to calculate the Federal portion and administrative cost allowance. These funds are drawn down via the G5 System no more than three days prior to the disbursement. Approval is received by the VP for Business and Finance or the Associate VP for Business and Finance.

3. Federal College Work Study: After payroll is computed, the Executive Director of Disbursements calculates the federal portion and administrative cost allowance for these salaries. A worksheet is prepared to use as a source document for drawing down these funds. These funds are drawn down via the G5 System no more than three days prior to payday, which is the last business day of the month. Approval is received by the VP for Business and Finance or the Associate VP for Business and Finance.

b. The documents referenced above are used as the source documents for drawing down funds through the Department of Education's G5 System website by the Executive Director of Disbursements. In the absence of the Executive Director of Disbursements, a designated Financial Accountant or the Associate VP for Business and Finance performs the duties of the Executive Director of Disbursements. In this situation, the Associate VP for Business and Finance gives approval to the Financial Accountant. The Associate VP for Business and Finance receives approval from the VP for Business and Finance. Once data is input into the appropriate G5 screens, a confirmation of acceptance of the request is printed. This confirmation shows the award numbers, the amounts requested for each award, and the deposit date into the College's bank account.

c. The Executive Director of Disbursements prepares a journal entry to post the funds in the College's general ledger once the funds are received. The funds are verified on the College's monthly bank statement and through online banking. The Associate or VP for

Business and Finance approves this journal entry. The approved journal entry is given to the Administrative Assistant II to the VP for Business and Finance, a Senior Accounting Technician, or Employee Benefits Specialist to be posted into the College's computerized accounting system.

(5) State agencies shall accept electronic payments, (credit/debit cards [merchant cards] and electronic funds 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 policies and procedures (**http://www.ncosc.net/SECP/SECP_Policies.html**).

a. The College receives credit card payments via the Internet for Curriculum tuition/fee payments and Continuing Education courses that can be registered and paid using Ellucian's Instant Enrollment feature. ACI/Official Payments Corporation processes payments made for each of these types of payments. Authorize.net processes a few specific on-line Continuing Education courses and the North Carolina Military Business Center events payments. All credit card payments made via the Internet are deposited directly to the bank.

b. The Office of the State Controller (OSC) has approved for the College not to participate in the statewide Electronic Payment (credit card) Acceptance Project. The College has a contract with a local bank to handle its banking services. The College demonstrated to the OSC that it was more economically feasible to allow the local bank to administer the College's credit and debit card processing.

c. The College receives EFTs from the following agencies: US Treasury Defense Finance and Accounting Service, US Department of Education, Veteran's Affairs Regional Office, VAEd Treasury, College Foundation of North Carolina, National Student Clearing House, and North Carolina Office of the State Controller on behalf of the following agencies: North Carolina Community College System, North Carolina Crime Control and Public Safety, North Carolina Department of Administration, North Carolina Department of Correction, North Carolina Department of Health & Human Services, North Carolina Department of Insurance, North Carolina Department of Revenue (NCDR), DAK Resins, and 365 Retail Market.

In addition to adhering to these guidelines, the College employs proven techniques, which improve cash handling. Some of these techniques may include:

- Receipt of Federal grant payments by wire transfer when possible.
- 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 of Raleigh are made with cash concentration banks designated by the State Treasurer.
- 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.

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.

a. Disbursing Procedures:

1. Approved voucher packets are given to A/P personnel to enter the invoices in Ellucian through the voucher maintenance program, separate the invoices by fund, and alphabetize. A/P prints a voucher register and a voucher summary report, and runs a tape that accumulates all of the amounts of the approved voucher packets. A/P personnel compare the tape total to the Voucher Register total to ensure that all of the approved voucher packets are correctly entered in the Ellucian system. A/P initials and dates the tape. The tape is attached to the voucher register. Voucher registers are run weekly.

2. A/P personnel and A/P supervisors do not have Ellucian system rights to add vendors to the College's vendor listing. This prevents College personnel who process vouchers, print checks, and mail checks from adding fictitious vendors to the

vendor listing. (Note: A system feature does allow A/P personnel to change a vendor name or address in the system when entering vouchers. This would not add the vendor to the College's vendor listing, but does give A/P personnel the ability to re-direct an approved payment to a fictitious payee. Additional control procedures have been noted below to minimize this risk.) Purchase orders are received through the purchase order maintenance program.

3. Voucher packets consisting of (requisition, if applicable), purchase order (if applicable), receiving report, and invoice are prepared and given to a Financial Accountant, Executive Director of Disbursements, Associate VP for Business and Finance, or VP for Business and Finance to review and approve. Except for student refund vouchers, payments of $2,500 or over require the approval of the Associate or VP for Business and Finance, the Executive Director of Disbursements, or the Director of Financial Reporting. In the absence of all of the regular approving personnel, the Director of Student Accounts and Fiscal Controls or the Director of Budgets and Grants are authorized to approve all voucher packets. Approvers check voucher packets to ensure the following: account coding is correct; payee per invoice agrees with payee per requisition and purchase order; amount per invoice agrees with amount per requisition and purchase order; purchase order is dated prior to invoice; invoice is mathematically correct; discounts have been taken; and receiving report has been signed by the custodian.

4. General expense check processing is scheduled weekly. Financial Aid checks are processed approximately 4-5 weeks after the first day of classes for each semester, and approximately biweekly throughout the remainder of each semester. On occasion, Accounts Payable personnel must be able to process checks outside the weekly check runs in order to meet payment and processing deadlines. Checks processed at times other than the scheduled check runs are referred to as "manual" checks. Voucher packets for manual checks must be approved in the same manner as any other check, prior to keying in the system by A/P. A voucher register is not run for manual checks. Checks are printed and a check register is generated. A/P runs a tape, which accumulates all of the amounts of the approved voucher packets for manual checks (typically one or two per run). A/P personnel compares the tape total to the manual check register total to ensure that all of the approved voucher packets are correctly

entered in the Ellucian system. A/P initials and dates the tape. The tape is attached to the manual check register. Manual checks are run on an as needed basis.

5. Voucher registers and voucher summary reports, with attached tapes, and the related approved voucher packets are given to a staff member who does not work in the A/P department, or to the Executive Director of Disbursements. This person verifies that each voucher packet has been approved and then traces the packets to the voucher summary, agreeing payee on the approved packet to payee on the summary, and also verifying amounts. This person also runs a tape on the voucher packets and ensures the amount they calculate agrees with A/P's tape and the voucher register report. This process serves as a double check of the A/P Technician's balancing and acts as a compensating control for the risk that exists as a result of the Ellucian system feature that allows A/P to change the name and address of payees when entering vouchers in the Ellucian system. The reviewer initials their tape, the voucher summary report, and an A/P Balancing Checklist to provide evidence of their review.

6 Voucher registers and voucher summary reports, with attached tapes, and manual check registers, with attached tapes, are given to the Associate or VP for Business and Finance, who initial voucher registers, voucher summary reports, manual check registers, and attached tapes. All registers and summaries, with tapes, are returned to A/P when approved.

7. After checks have been printed, A/P prepares a packet which includes the voucher register, voucher summary, check register, and a disbursement signature ticket. This packet is reviewed by the Executive Director of Disbursements or Associate VP for Business and Finance. The disbursement ticket is initialed indicating the information on the ticket agrees to the check register, including the bank account, the check range, the amounts and the positive pay upload confirmation. The check register is also reviewed and initialed by the Associate or VP for Business and Finance to verify the total has not changed from the previously approved voucher register and summary. The Associate or VP for Business and Finance also initial the disbursement for signature ticket. The disbursement for signature tickets and tapes are given to the designated Financial Accountant. The Financial Accountant

verifies that the amounts per the tickets agree with the amounts per the tapes and attaches the tapes to the tickets. The ticket amounts are totaled on a monthly basis by the Financial Accountant. The Financial Accountant maintains a running balance of the State fund balance based on tickets provided by A/P and fund notifications received from the State. The Financial Accountant also maintains a running balance for the County and Institutional accounts based on tickets provided by A/P and any incoming fund notifications from other sources.

8. Checks require two signatures, the President and the VP for Business and Finance. Facsimile signatures are used. A/P Accounting Technicians print and post checks. The fund check numbers are logged in the A/P Check Run log. State check information is uploaded to the North Carolina Department of State Treasurer for Positive Pay. County and Institutional checks are uploaded to the College's bank for Positive Pay. Once uploads are completed, checks can be released provided funds are available.

9. Employees and vendors can choose to have their reimbursement or payment made via ACH rather than by a check. ACH disbursements for these purposes are limited to a maximum of $10,000 per disbursement. Any change to this maximum amount requires the approval of the VP for Business and Finance. The Accounting Technician prints reports to identify which disbursements are by ACH and which disbursements will be by check. If a disbursement contains both paper checks and ACH disbursements, a Voucher Summary Reconciliation will be prepared. The Accounting Technician in Accounts Payable prints the checks for employees and vendors who did not choose to receive an ACH disbursement. An Accounting Technician in a separate area processes disbursement that will be made via the ACH system. Both Accounting Technicians verify that the total of ACH and checks agree to the Voucher Summary Reconciliation. A check register is printed for checks and an E-Check Detail report is printed for ACH disbursements. The Accounting Technician(s) initials the Voucher Summary Reconciliation and lists the transaction number related to uploading ACH disbursements and checks to positive pay. The Voucher Summary Reconciliation is given to the designated Financial Accountant for approval prior to uploading any ACH disbursements. If the Financial Accountant is absent, the Executive Director of

Disbursements, Director of Budgets and Grants, Executive Director of Procurement and Equipment, or Director of Financial Reporting may approve the ACH disbursement. Once the ACH disbursements are uploaded to the bank, the entire packet is given to the Executive Director of Disbursements to verify the completed upload of ACH disbursements agrees to the approved amount to upload. The entire packet is then given to the Associate VP for Business and Finance or the VP for Business and Finance for final approval. A copy of the Voucher Summary Reconciliation is given to the designated Financial Accountant for balancing and is used for the same purpose as the Disbursement for Signatures ticket described in #8 above. Accounting Technicians may use a Disbursement for Signatures ticket rather than the Voucher Summary Reconciliations for disbursements by a single payment type such as an ACH disbursement or checks.

For ACH disbursements involving State funds, disbursements are posted to the State General Ledger. However, the State Core Banking System is not able to process ACH disbursements. Therefore, State ACH disbursements are paid initially from Institutional Funds and are reimbursed by a State wire transfer at the end of the month. Journal entries are prepared to record the transactions occurring from the different funds so the General Ledger is accurate throughout the month.

10. At the end of each month, A/P runs a final check register for each fund. These system-generated registers include all checks from the check runs and the manual check runs for the month. The payroll remittances are on a separate register. The final check register is given to the designated Financial Accountant. The Financial Accountant compares the total on the final Check Registers to the total that accumulates throughout the month from all tapes submitted by A/P as payments approved by the Associate or VP for Business and Finance. This control is designed to ensure that no additional checks are paid during the month, which have not been included in an approved voucher register or manual check register. The Financial Accountant must contact A/P and resolve any differences between the Financial Accountant records of approved disbursements and the disbursements per the final check registers. The Financial Accountant initials the final monthly check registers to indicate approval.

11. Vouchers for student refunds (curriculum and continuing education) checks are created outside of A/P by an Accounting Technician. Refunds to third party sponsors are processed the same as student refunds and are typically issued by check or back to credit card. The Accounting Technician runs a Refund of Receipts Detail Report and/or a Refund of Financial Aid Detail Report for all refunds to be disbursed by check, ACH or back to credit cards. Approval of this type of refund is not subject to the approval restrictions as other invoices. In addition to the VP for Business and Finance and the Associate VP for Business and Finance, the Financial Accountant and Director of Financial Reporting are authorized to approve all student refund vouchers resulting from financial aid transmittal posts. In addition to the VP for Business and Finance, Associate VP for Business and Finance, and Director of Student Accounts and Fiscal Controls, the A/R Manager and Assistant A/R Manager, in the absence of the A/R Manager, is authorized to approve all non-financial aid student refunds resulting from dropping or withdrawing from classes. The Accounting Technician in A/P enters each automated voucher report on a Summary Reconciliation spreadsheet to total all vouchers. The Accounting Technician prints a Voucher Register and verifies that the total of disbursements on the Voucher Register agrees to the total of all automated vouchers recorded on the summary reconciliation. The Accounting Technician in A/P prints reports to identify which refunds are by check, ACH and back to credit cards. The Accounting Technician in A/P prints the checks for students who did not choose to receive an ACH refund and for those not being refunded to a credit card. This Accounting Technician also prints the E-payment Refund Register for those refunds going back to a credit card. After verifying the total of the refunds by check, refunds by ACH and refunds back to credit cards agree to the Voucher Summary Reconciliation and the Voucher Register, the Accounting Technician runs the E-payment Refund Register in update mode. An Accounting Technician in a separate area processes refunds that will be made via the ACH system. Both Accounting Technicians verify that the total of ACH, checks, and refunds to credit cards agree to the Voucher Summary Reconciliation. A check register is printed for checks and an E-Check Detail report is printed for ACH refunds. The Accounting Technician(s) initials the Voucher Summary Reconciliation and lists the transaction number related to uploading ACH refunds and checks to positive pay. The Voucher Summary Reconciliation is given to the designated

Financial Accountant for approval prior to uploading any ACH refunds. If the Financial Accountant is absent, the Executive Director of Disbursements, the Director of Financial Reporting, the Director of Budgets and Grants, or the Executive Director of Procurement and Equipment may approve the disbursement. Once the ACH refunds are uploaded to the bank, the entire packet is given to the Associate VP for Business and Finance or the VP for Business and Finance for final approval. A copy of the Voucher Summary Reconciliation is given to the designated Financial Accountant for balancing and is used for the same purpose as the Disbursement for Signatures ticket described in #8 above. Accounting Technicians may use a Checks for Signatures ticket rather than the Voucher Summary Reconciliations for disbursements by a single payment type such as an ACH or checks.

Large registers are stored electronically on the server. All hard copy documents of this process are kept by an Accounting Technician in A/P for safekeeping.

12. Vouchers for payroll remittance checks are created outside of A/P by the Payroll and Benefits Supervisor. The remittance voucher registers are approved by the VP for Business and Finance prior to being released to A/P. The VP for Business and Finance signs and dates the tape with the total of the remittances. The Associate VP for Business and Finance approves these documents in the absence of the VP for Business and Finance. When A/P writes the check, they submit a ticket with the total of the checks and the number of checks with the signed and dated tape to the designated Financial Accountant to include in the monthly total of checks referred to in number 9 above.

13. Payroll exception reports are reviewed monthly.

    The Executive Director of Disbursements runs a monthly "New Hire" query from Ellucian that generates a report listing new hires that have been entered for that month into the Ellucian payroll system. The Benefits Specialist enters new hires names into the North Carolina Directory of New Hires (web site) from part-time contracts and full-time employment packets, which generate the New Hire data entry report. The Benefits Specialist compares these reports. Discrepancies are brought to the attention of the Executive Director of Disbursements and Associate VP for Business and Finance.

In the case the Benefits Specialist is unavailable, part-time new hires will be entered by the Payroll and Benefits Supervisor and full-time new hires will be entered by the Sr. Accounting Technician.

The Executive Director of Disbursements runs a monthly query from Ellucian that identifies any changes made to an employee's Ellucian record for a given time period. The Benefits Specialist compares the information generated from the query with the Payroll Full-Time and Part-Time master list and social security cards, paying special attention to name changes. This report is reviewed and approved by the Payroll and Benefits Specialist and Executive Director of Disbursements. Discrepancies are brought to the attention of the Executive Director of Disbursements and Associate VP for Business and Finance.

Full-time payroll is prepared monthly by the Payroll and Benefits Supervisor. It is reviewed and approved by the Executive Director of Disbursements. The Executive Director of Disbursements reviews the full-time payroll by ensuring there is adequate documentation for all changes to the payroll master file and for temporary changes to the current month's payroll (ex: leave without pay). The Executive Director of Disbursements verifies documentation and mathematical accuracy.

Part-time payroll is prepared monthly by a Senior Accounting Technician. It is reviewed and approved by the Payroll and Benefits Supervisor. The Payroll and Benefits Supervisor verifies that supporting documentation exists for all part-time payroll expenses (ex: approved time sheets) and also checks for mathematical accuracy.

All full-time employees are paid via direct deposit. Direct deposit is offered to all part-time employees. Employees on direct deposit can access their advices on-line through Self-Service. Part-time employees who do not elect direct deposit receive their checks in the mail. Payroll registers are approved by the VP for Business and Finance.

14. Checks are mailed to vendors, students, and employees. General expense check copies are attached to invoices and filed in the vault.

b. Bank Statement Reconciliation:

1. The Institutional/Federal, County, and Money Market accounts are reconciled monthly (no later than the 20th of the month) either by a Buyer in Purchasing or a Financial Accountant. After completion, the reconciliation is reviewed and signed off by the VP for Business & Finance. The State disbursing account is reconciled at the NCCCS with a list of the outstanding checks sent to the College monthly. A Buyer in Purchasing logs into Ellucian and marks the State checks that have cleared the bank during the prior month. This is to be completed no later than 10 days after the Outstanding Check Register has been received from the NCCCS Assistant Manager of State Aid.

2. The College's Short-Term Investment Account (STIF) with the State Treasurer is reconciled monthly by a Buyer in Purchasing or a Financial Accountant. The designated Financial Accountant downloads the STIF bank statement from CORE Banking, following the close of each month, and gives it to the person reconciling the account. The Financial Accountant compares this balance with the balance in the general ledger by running a GL year-to-date trial balance on the STIF cash accounts on the Ellucian system. This balance is also compared to the book balance kept by the designated Financial Accountant to ensure agreement after reconciling items are verified. The VP for Business and Finance reviews and approves the reconciliation. The STIF checkbook is kept in a locked drawer in the vault.

3. Deposits are reconciled with various manual reports, such as the credit card deposits and cash payments recorded on deposit logs from A/R, and an EFT log from the designated Financial Accountant. Interest amounts deposited are compared to manual journal entries recording the disposition of the interest.

4. Returned checks on the bank statement are reconciled with the returned checks journal entries.

5. Encoding errors are checked by comparing the amount of the check on the bank statement to the Voucher Register computer printout of checks written from Colleague. If an encoding error is found, then the image of the canceled check is printed from the statement or from online banking and is filed with the bank reconciliation. A bank representative is

notified via email of the encoding error so that a correction can be made.

6. Service charges for credit card transactions are reconciled to the credit card fee journal entry.

7. Finally, the bank balance on the statement is reconciled to the book balances kept by the designated Financial Accountant to ensure agreement after reconciling items are verified.

8. Bank statement reconciliations are kept in a locked fireproof file cabinet in the Office of Business and Finance.

c. Escheating:

On an annual basis once dormancy period is met, unclaimed property shall be reported and remitted to the State Treasurer pursuant to G.S. 116B.

Once property is identified, a good faith effort is made to locate the owner. If the owner completes an affidavit to replace a check, then any check under the amount of $10 can be cashed by a Cashier.

Before November 1st of each year, the remaining unclaimed property is remitted to the State Treasurer.

(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 College for goods received or services rendered shall be paid neither early nor late but on the discount date or the due date to the extent practicable.

(5) 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 OSC.

(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.

a. Electronic Transfer of Salary:

Electronic transfer of salary for direct deposit is made available for College employees. A check in the amount of the total direct deposit is deposited into a local bank two days prior to payday in order for the funds to be in the employee's account on payday.

b. Electronic Transfer of Funds for Flexible Spending Accounts:

Payroll deductions for the section 125 Flexible Spending Accounts for unreimbursed medical expenses and dependent childcare are made each month from those employees participating. These deductions are deposited into a designated account at a local bank. The College uses a third-party provider to administer this plan. Plan activity is verified each month.

(7) State administered procurement cards should be used to provide employees with food, lodging, and other applicable subsistence in emergency situations.
(For OSC policy, see: https://www.osc.nc.gov/11006-state-disbursing-policy-expenditures-emergency-situations)

- The Department of Administrative Division of Purchase and Contract completed an audit of the College’s procurement function in March 2013 and approved implementation of a procurement card program. The College implemented procurement cards for twenty cardholders in December 2013.

- As of March, 2024, there were ninety-two cardholders. Individual cardholders are responsible for reviewing every transaction on their card and completing the following actions: upload receipts and associated pre-authorization documentation, update transaction.

- Procurement card activity is reconciled within the Bank of America Works program throughout the month by Procurement personnel including Buyer, Senior Buyer, Procurement Supervisor, Assistant Director of Procurement, or the Executive Director of Procurement and Equipment. The monthly Bank of America statement is also reconciled by Procurement personnel. This monthly reconciliation report is reviewed and approved for payment by the Assistant Director of Procurement or the Executive Director of Procurement and Equipment and the VP for Business and Finance.

- In order to maintain separation of duties, the electronic transfer of funds from the College to Bank of America is completed by the Assistant A/R Manager, A/R Manager, or Benefits Specialist.

(8) "Delegation of Disbursing Authority" agreements must be kept current. Regardless of whether changes have occurred since the last submission, "Delegation of Disbursing Authority" agreements must be submitted annually for OSC approval.

The Delegation of Disbursing Authority for Fayetteville Technical Community College was approved by the State Controller.

Techniques helpful in controlling disbursements include:

- The establishment of special check runs for making large disbursements to ensure that payment is made on the due date and not before.

- The management of inventory and supply levels to stock the minimum necessary to conduct business without disruption.

I-22.2 Investment Management Policy

The investment goals of the College are to conform within the guidelines of Cash Management Statutes 147-86.10, whereas the College shall devise techniques and procedures for the receipt, deposit and disbursement of monies coming into its control and custody which will maximize interest-bearing investment of cash and to minimize idle and nonproductive cash balances.

The Board of Trustees of Fayetteville Community College, by law, is granted decision-making authority for the Investment Management Plan. The Cash Management Proposal is used to solicit bids from all local banking institutions. The restrictions and directions, which must be adhered to in the cash management of the College, are as cited in North Carolina General Statutes 115-D-58.6 and 159-30. The College may deposit funds in the Short-Term Investment Fund (STIF) accounts, an interest-bearing account in the State Treasurer's office.

I-23 INSTITUTIONAL SERVICES

I-23.1 Live Projects

I-23.1.1 General

The live project concept exists to enhance the learning process in certain educational programs. These projects are intended to supplement the classroom experience by affording students selected opportunities to learn by doing. All live projects should relate directly to the instruction being received in the classroom and ultimately to the skills and competency objectives of the curriculum in question.

I-23.1.2 Applicable Criteria

The live project concept shall apply, but not necessarily be limited to, the following curricula: Civil Engineering Technology, Culinary Technology, Horticulture, and most Vocational programs.

I-23.1.3 Selection of On-Campus Projects

Generally, on-campus projects are to be selected and approved by the Department Chairperson. Priority should be given first to students; second to faculty and staff; third to all others. Selection of Off-Campus Minor Projects.

"Minor" projects are defined as those projects which involve only one curriculum. Normally, they can be completed within a semester. A "Work Agreement" form (available in Deans' Offices) and a "Release, Covenant Not to Sue, and Indemnity Agreement" (available in Deans' Offices) form are to be completed on all such approved projects before work can begin.

These projects are selected and recommended by the appropriate Department Chairperson.

I-23.1.4 Selection of Off-Campus Major Projects

"Major" projects are defined as those projects which involve more than one curriculum. Normally, they require more than one semester for completion.

Interested parties must complete an "Application for Off-Campus Live Project" form (available in Deans' Offices). This form should be submitted to the appropriate Program Area Dean no later than June 1 for a project to be considered for the subsequent school year. All applications will be considered for the subsequent school year. All applications will be reviewed by a selection committee consisting of the appropriate Program Area Dean, the Chairperson of the Carpentry department, and the Chairperson of the Masonry department. Recommendations are made by this committee to the Associate Vice President for Curriculum Programs who presents recommendations to the Senior Vice President for Academic and Student Services. Major projects will be reviewed by representatives of the local contractors' association and approved by the President and Board of Trustees. As in the case of minor projects, a "Work Agreement" form and a "Release, Covenant Not to Sue, and Indemnity Agreement" form must be completed before work can begin.

I-23.1.5 Criteria for the Selection of Major Projects

(1) Education Value - Construction must be paced for optimum teaching and learning.

(2) Type of Construction - Project should integrate all of the building trades curricula.

(3) Size - Projects should be approximately 5,000 square feet or less.

(4) Distance - Site must be within Cumberland County.

(5) Non-Profit Status - Only requests from non-profit organizations will be considered.

I-23.1.6 Construction and Renovation Projects

Resources can be extremely limited and numerous competing priorities impact College demands. In order to place construction and renovation needs into the College planning and budget cycles, the following procedures will be followed.

A Construction and Renovation Project Approval Form and Facilities Decision Package Form for each desired project will be completed by December 15 and forwarded thru channels to arrive at the Vice President for Administrative Services by January 31 of the following year. The Vice President for Administrative Services, in coordination with the Executive Council, will prioritize proposed construction and renovation projects. These projects will be considered by the Senior Vice President for Business and Finance in defining Capitol Improvement(s) budget needs for the coming fiscal year.

Once the budget is established, approved/funded projects will begin through the Office of the Director of Facility Services.

Periodically, unforeseen projects may be required after priorities have been established. These will be approved through this process on a case-by-case basis, based upon available funds.

I-23.2 Food Services

The Trojan Eatery is available on campus for the convenience of students, staff, and faculty. The Café is located in the Student Center. Normal hours of operation are from 7:30 a.m. until 1:30 p.m. but hours may vary.

A variety of heat-and-eat foods are available for purchase and the Café brings in pre-packaged foods from local restaurants for purchase. Microwaves are also provided for all to use. Personnel using the cafeteria are requested to clear the tables used of all utensils and other trash items upon completion of the meal and departure from the cafeteria area.

The cafeteria is operated as a self-supporting activity and receives no financial assistance from either state or local funds. Any profit resulting from the operation reverts to the College to be used at the discretion of the Board of Trustees

Vending machines are located in most of the buildings on campus.

I-23.3 FTCC Bookstore

The FTCC Bookstore is located in the General Classroom Building on the main campus and operated by the College for the service of students, community, staff, and faculty. The store receives no state, county, federal, or local funds to cover the cost of operation; therefore, it is required to cover the entire cost of its operation from the revenue derived from sales. Hours of operation are posted at the entrance of the Bookstore as well as on its website: **https://bookstore.faytechcc.edu**. Normal operating hours are from 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays. Hours are subject to change based on campus events, the needs of the business, holidays, and to accommodate higher traffic during the beginning of semesters.

The FTCC Bookstore carries a wide variety of products. Textbooks and course materials are typically available for purchase thirty (30) days prior to the beginning of a semester. Normally financial aid becomes available for purchases ten (10) days prior to the start of the semester. Some textbooks are returned to the publisher beginning with the 6th week of each semester if the text is not required for the next semester. For summer term courses, texts are returned at the beginning of the 3rd week of the term. The need to purchase any items after they are returned to the publisher will require special order and are subject to publisher availability.

It is the policy of this College that all items required to be purchased by students while attending this College must be listed on the required book and supply list for the course and that such items should be available to students through the bookstore. Instructors are prohibited from requiring students to purchase any book or other supply item unless it is prescribed on the book list for the course in question and are prohibited from purchasing books or tools from other sources and reselling them to students.

I-23.3.1 Refund Policy

(1) The original cash register receipt is required for ALL refunds and exchanges.

(2) STUDENTS ARE ALLOWED FOURTEEN (14) CALENDAR DAYS BEGINNING WITH THE FIRST DAY OF CLASS TO RETURN TEXTBOOKS FOR A REFUND OR CREDIT.

After the initial return period ends, students are allowed three (3) business days from the date or purchase for returns.

Books for one day courses are not returnable.

(3) Textbooks may be accepted for 100% refund or credit only if these items have not been used, damaged, or marked in.

(4) Textbooks and textbook packages containing access codes or CD's are not returnable if the CD has been opened or access code used.

(5) No cash refunds will be given. Purchases made via cash or check will be refunded in the form of a check issued by the Business Office.

Purchases made via financial aid will be refunded back to the student's financial aid account.

Credit and debit purchases will be credited to the card used to purchase items.

*Continuing Education book purchases made via check or cash will be refunded in the form of a check issued by the Business Office.

(6) Clothing and gift items which are in new condition may be exchanged only.

I-23.3.2 Policy for use of Bookstore Operating Profits

In accordance with 115D-58.13 and 115D-5(al) for budgeting, accounting, and expenditure of funds generated through bookstore operating profits, the Fayetteville Technical Community College Policy shall be to require a markup on textbooks and all other items sufficient to generate a reasonable profit as determined by the Board of Trustees. The Board of Trustees will periodically review its mark up on textbooks and the use of profits to assure that student costs are held to a minimum. The policy of the FTCC Board of Trustees, as required by North Carolina State Statutes and the State Board of Community Colleges, requires that bookstore funds may be used as follows:

(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:

a. Student aid and/or scholarships.

b. Other expenditures of direct benefit to students (e.g., funding of positions for financial aid and student activities, etc.).

c. Other similar expenses authorized by the Board of Trustees (e.g., new faculty positions for startup of new programs, counselors, equipment, construction, etc.).

All expenditures shall be consistent with the mission and purpose of Fayetteville Technical Community College.

I-23.4 Printing and Duplicating Services

Hours of operations are 7:30 a.m. to 5:00 p.m. The Print Shop is available for pick-up and drop-off **only** between 12:00 p.m. and 1:00 p.m.

A complete printing and duplicating service is available, providing black and white as well as multi-color printing and finishing of said materials. A complete typesetting service is also available. There are no minimum amounts of copies for any print request.

Quick copy is our black and white duplicating service provided by the Print Shop. The Print Shop is available for “print on demand” emergencies provided that the equipment needed is available.

The Print Shop will make every effort to complete all printing requests within 24 hours of receipt of the work, within reason.

Staff and faculty members desiring any printing needs should prepare a written Printing and Duplicating Request Form (Form P-2) specifying the material to be reproduced, size, quantity, etc. and attach a copy of the item to be reproduced, then turn the request in to the department secretary. Persons are encouraged to submit requests for reproduction far enough in advance to sufficiently ensure delivery by the date and time required. Based upon the quantity required from the Print Shop, the manager and staff will determine the method of reproduction.

Printing and Duplicating Request Forms (Form P-2) can be found on the FTCC Faculty/Staff Forms webpage and can be emailed to ePRINTSHOP@faytechcc.edu. A PDF or similar platform file must be sent with this request.

The Print Shop has many different capabilities including wide format banners and posters, NCR forms, envelope and mailing material, stickers, window applications, booklet making, padding, etc. It is recommended that you present your requests through the manager’s office as soon as possible so planning is not delayed.

I-23.4.1 Copyrights

Copyright is a property right which is designed to encourage creative processes by securing for an author the benefits of his or her original work of authorship for a limited time. US Code, Title 17 - Copyrights et sec., states this right as law. Fayetteville Technical Community College fully supports in all aspects of the College's activities adherence to the amended Copyright Act of 1976.

Under the Act, copyright protection adheres to the original work of authorship in a tangible medium of expression, including paper, canvas, film or any other medium through which the work can be perceived or communicated, including the Web.

It is illegal and against the policy of Fayetteville Technical Community College to use copyrighted materials in violation of the copyright law, license agreements, or copyright owner's permission. Adherence to the copyright law is the responsibility of the employees and students of the College, and they may be liable for any infringement. Each division of the College is responsible for monitoring copyright compliance within its own area. The College forbids the duplication of copyrighted materials in lieu of purchasing the legal copies.

If you would like more information about the Copyright Law and answers to your most frequently-asked questions concerning your rights and responsibilities, you can contact the Media Center of the Library and request a copy of the document: Simple Discussion and Most Frequently-Asked Questions About Copyright.

I-23.4.2 Intellectual Property Rights

Fayetteville Technical Community College values an active intellectual environment where creative ideas develop into creative products that enhance the educational offerings of the College. The College recognizes that such creative products are protected by intellectual property rights. Because College employees and students may create original works of a printed or other nature or produce inventions or discoveries the College has established the following policy to clarify intellectual property rights for all parties involved.

(1) DEFINITIONS

a. **Intellectual Property:** Any creative work which qualifies for protection under the copyright or patent laws of the United States of America. Title 17 of the United States Code defines federal copyright protections, describes protections granted original works of authorship, and outlines the process for protecting such works. Title 35 of the United States Code defines patent protection, describes inventions and discoveries protected by law, establishes conditions for patentability, and spells out the process for the granting of patents.

b. **Independent Works:** Intellectual property created by an employee or student of the College when the employee or student created the intellectual property outside of the course or scope of his/her employment and without the support of the College. An independent work must meet the following criteria:

- The work is the result of individual initiative. It is not the product of a specific contract or assignment made as a result of employment with the College;

- The work is not a product of the employee's job duties;

- The work is produced by an employee at times the employee is not expected to be fulfilling the employee job responsibilities; and,

- The work is produced by an employee or by any person (including students of the College) without funds, resources, or facilities owned or controlled by the College.

c. **College-Supported Works:** Intellectual Property created or produced by an employee or student of the College within the scope of his/her employment or intellectual property created or produced with the support of the College. For the purpose of this policy, support of the College is defined to mean any support given by or taken from the College of a material or financial nature. Support includes, among other things, instruction, the use of college facilities, college funds, colleges resources, grant funds provided by the College, release time, salary supplements, and leave with pay. College support is intended to be interpreted broadly. Any intellectual property which is created pursuant to a contract with the College is deemed a "Work for Hire" and shall be a College-Supported work.

(2) **Ownership of Intellectual Property**

a. **Independent Works:** Unless ownership is specifically granted to the College, the College possesses and claims no ownership of an Independent Work. The creator of an independent work qualifying for copyright or patent protection under the appropriate U.S. Code owns all intellectual property rights to that work. This includes the right to voluntarily transfer intellectual property ownership, in whole or in part, through a formal written agreement signed by the creator of the independent work.

b. **College-Supported Works:** Unless otherwise provided for in a written agreement, the College owns all intellectual property rights in a College-Supported Work that qualifies for copyright or patent protection. This includes the right to voluntarily transfer intellectual property ownership, in whole or in part, through a formal written agreement.

(3) **DISTRIBUTION OF REVENUES AND OTHER BENEFITS:** The College retains and controls any and all rights to license or sell any Intellectual Property owned by the College. Any licensing or sales of

Intellectual Property must be by written agreement. Any revenues which are generated from Intellectual Property owned by the College shall be Institutional funds. Such revenues may be used to support any College department or division instrumental in the creation of the Intellectual Property, or budgeted in accordance with the needs of the College. Revenues may be shared with any employee responsible for creating the intellectual property in accordance with a written agreement as described below.

(4) **WRITTEN AGREEMENT:** Notwithstanding the College's ownership rights in a College-Supported Work, the President may enter into a written agreement with an employee or student for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support. In all such cases, the agreement shall provide that the College will have a perpetual license to use the work without compensation to the employee for such use.

The College recognizes that the research and development of an idea frequently requires the expenditure of time and money as well as the use of lab space, equipment, or other campus facilities. In order to assist worthy projects, Fayetteville Technical Community College may enter into a written agreement with a College employee or student whose research or other work has demonstrable merit in order to assist that individual. Examples of assistance are: financial assistance for the purchase of supplies, payment of patent fees, and other costs deemed necessary to the successful development of the individual's idea, concept, design, or invention. In all such cases, the agreement shall provide for the College a basis of ownership, or an agreement to reimburse the College for its costs and support as agreed upon by the employee or student and the College Board of Trustees. In no circumstances, however, shall the College agreement deprive, diminish, or abrogate the rights of the College as specified herein.

(5) **GRANT-SUPPORTED WORKS:** Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the College, the ownership provisions of the grant shall prevail.

(6) **CONSULTING:** Subject to prior approval by the College and to the provisions of College policies, College employees may consult for outside organizations. Any consulting agreement should include a statement that the employee has obligations to the College as described in this Intellectual Property Policy, and this policy should be attached to the consulting agreement. In the event that there is any conflict between the consultant's obligations to this Intellectual Property Policy and that consultant's obligations to the entity for which

he/she consults, the obligations to this Intellectual Property Policy shall control.

(7) **Intellectual Property Committee:**

a. **PURPOSE:**

i. Policy Development — The Committee shall monitor and review technological and legislative changes affecting intellectual property policy and shall report to relevant faculty, staff, and administrative bodies, when such changes affect existing policies. The committee shall serve as a forum for the receipt and discussion of proposals to change existing institutional policies related to intellectual property.

ii. Rights Determination — Disputes over ownership, and the attendant rights, of intellectual property will be reviewed by the Intellectual Property Policy and Rights Committee. The committee shall make an initial determination of whether the College or any other party has rights to the work qualifying for copyright or patent protection and if so, the basis and extent of those rights. The committee shall also make an initial determination on resolving competing claims to ownership when the parties cannot reach an agreement on their own.

iii. Management Recommendations — The committee will review the merits of College-owned intellectual property and make recommendations for its management, including development, patenting, and exploitation.

b. **MEMBERSHIP:** The Intellectual Property Policy and Rights Committee will be composed of members appointed by the President and equally apportioned between faculty, staff, and administration. The committee members shall elect a chair from among themselves each year.

c. **RIGHT OF APPEAL:** When a person claiming to be a creator of intellectual property covered by this policy disagrees with the decision of the Intellectual Property Policy and Rights Committee on issues including but not limited to ownership rights, he/she may appeal to the College President.

I-23.5 Computer Software Policy

Fayetteville Technical Community College licenses the use of computer software from a variety of outside companies. The College does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it. Employees and students shall use the software only in accordance with the license agreement.

With regard to software usage on local area networks, Fayetteville Technical Community College shall use the software only in accordance with the license agreement.

Any Fayetteville Technical Community College employee or student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action, dismissal from the College, and/or legal prosecution. Employees or students having knowledge of any misuse of software or related documentation at Fayetteville Technical Community College shall notify his/her supervisor, instructor or appropriate College official. College officials will conduct periodic random audits of selected computers to insure compliance with license agreements.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damage of as much as $100,000 per infraction and criminal penalties including fines and imprisonment. The College does not condone the illegal duplication of software or the use of illegally duplicated software. Any individual violating this policy shall be personally responsible for any damage or penalty incurred by such violation.

I-23.5.1 Acquisition of Computer Software

(1) Identification of software needs is the responsibility of the various academic program areas and administrative departments. The purchase of software for use in individual College offices should be based on frequency of use and its necessity for accomplishing the mission of the office.

(2) The appropriate Associate Vice President or administrative department manager must approve all software purchases.

(3) All software requests are to be forwarded to Management Information Services for review.

(4) Software purchased by the College is received from the vendor by Management Information Services. Before the software is released to the requestor, inventory documents are prepared. All software and upgrades are loaded by the MIS staff.

(5) Software obtained from sources other than direct College purchase (e.g. gifts through the FTCC Foundation) is to be inventoried and added to the College's software directory before it is authorized for use. Personal software is not to be loaded on FTCC computers.

I-23.5.2 Inventory of Computer Software

(1) Management Information Services has the responsibility for maintaining records on all computer software used at the College. Only software licensed to FTCC may be installed on any College-owned or leased computer.

(2) An inventory file containing copies of the software license agreement, FTCC purchase order, and a software assignment sheet specifying the specific computer on which the software is loaded, will be maintained for all software titles. All changes in software assignments are to be coordinated with Management Information Services.

(3) Software that is no longer being used should be returned to Management Information Services for possible reassignment or disposal.

I-23.5.3 FTCC Website Guidelines

All links to the FTCC website (http://www.faytechcc.edu) must be approved by the College Webmaster prior to establishment of the links.

Standards for all FTCC web pages are maintained by the Webmaster and the Executive Director for Marketing and Public Relations.

I-23.5.4 Compliance with Policy/Procedures

(1) Employees utilizing personal computers either in an administrative or an instructional capacity shall ensure that the software used is consistent with Fayetteville Technical Community College's Computer Software Policy.

(2) Employees assigned responsibility for the College's personal computers shall also be responsible for the software on the computers. Employees shall use reasonable effort to safeguard software.

(3) Periodic random software audits of computers owned by the College will be made to insure compliance with all licensing agreements.

(4) Employees who violate the College's Computer Software Policy and/or Procedures shall be subject to disciplinary action and/or dismissal from the College.

I-23.6 Computer Resources Policy

FTCC computer resources will be allocated and priorities assigned in accordance with the College's Strategic Planning and Budgeting Process.

I-23.7 Prior Approval Required for Printed Material

To develop continuity in the marketing of Fayetteville Technical Community College, the Executive Director of Marketing and Public Relations requests that all brochures, flyers, and advertisements dealing only with the marketing of the College be approved by that office before submission to the Print Shop.

I-23.8 Furnishing of Supplies and Services to Outside Agencies

The Print Shop has received an ever-increasing number of requests from outside agencies to furnish supplies and services such as printing, collating, and typesetting on both a reimbursable and non-reimbursable basis. In order that all school agencies operate on the same basis and no misunderstanding as to what and to whom such supplies and services may be furnished, the following administrative policy has been established.

Supplies and services for other than school activities are authorized to be furnished only to federal, state, county, or city governmental agencies, or agencies receiving their primary support from such governmental organizations. These are furnished on a reimbursable basis provided such supplies and/or services can be furnished or performed without hindrance to the regular program of the school. Supplies and/or services may not be furnished or performed for private agencies or activities regardless of the fact that they may be a non-profit organization. This policy is not applicable to construction projects engaged in the construction trades classes of the College. Reimbursement for such supplies and services will not be less than actual cost of materials and labor plus a machine usage charge as established for each job.

I-23.9 Fund Raising Policy

Fayetteville Technical Community College (FTCC) shall solicit and accept cash, in-kind gifts, and grants which are consistent with state and federal laws and supportive of the College's programs, mission, goals, and purposes. The

President of FTCC shall exercise primary responsibility for coordinating and regulating efforts to secure gifts and grants for the College. The Office of Resource Development is responsible for planning, initiating, and evaluating fund raising activities for the College. While all staff and faculty members are encouraged to assist in raising funds, no individual or department of the College may accept gifts or grants unless authorized to do so by the President or his designee.

(1) Cash gifts are solicited and accepted by the Fayetteville Technical Community College Foundation, Inc., for the benefit of Fayetteville Technical Community College, through an annual fund-raising plan which includes three campaigns: Campus Fund Drive, Community Fund Drive and Alumni Campaign. The College's Director of Resource Development and Alumni Affairs, as Executive Director of the FTCC Foundation, Inc., and in conjunction with appointed committees, develops, implements, and evaluates the fund-raising plan.

(2) In-kind gifts accepted on behalf of the College by the FTCC Foundation, Inc. are passed on to the appropriate College department upon receipt by the Foundation. The Foundation provides an acknowledgment form to the donor for tax purposes. In accordance with IRS regulations, the Foundation does not assign a value to in-kind gifts. The Foundation may dispose of in-kind gifts not currently needed for the mission, goals, and purposes of the College.

(3) Grant proposals are reviewed by the Grants Management Committee prior to the proposal's development and submission. A Grant Proposal Information Sheet will be completed for each proposal and reviewed by the Committee.

(4) Fayetteville Technical Community College and the FTCC Foundation, Inc., reserve the right to refuse any donation that might jeopardize their tax-exempt status.

I-23.10 Management Information Services

The College owns and operates both a local area network (LAN) and wireless area network (WLAN) that connects the College's computing hardware and services. Internet access is provided to the College by the North Carolina Research and Education Network (NCREN). Computing hardware refers to any device that is connected to the College network, such as desktop systems, mobile computing devices, servers, and printers. Computing services refers to shared applications that are available to individuals using the network, including but not limited to, Microsoft Office 365 email, Gmail student email services, voice and telecommunication systems, and the Ellucian Colleague administrative computing system. Management Information Services (MIS) is responsible for the management, administration, and upgrades of the local area network, shared applications, voice telecommunications, and systems.

Fayetteville Technical Community College (FTCC) has standards and guidelines in place that define roles, responsibilities, and acceptable use of the College's network. As mandated by FTCC's local standards and guidelines which are based on directives defined in the **North Carolina Department of Information Technology** manual approved March 2020. These operating procedures apply to all FTCC faculty, staff, students, and guests.

The College utilizes software that has been licensed and/or purchased by FTCC and the North Carolina Community College System (NCCCS) for use by the College. Software applications may be loaded on servers for use by many individuals or loaded and run on individual PCs or workstations. Server-based software applications are owned by the College and include the Colleague system used for business and student record processing. (See Computer Software Policy, Administrative Procedures Manual).

I-23.10.1 Acquisition of Computer Hardware and Software

NOTE: (See Purchasing Guidelines, Administrative Procedures Manual for updates)

(1) Identification of computer requirement needs is the responsibility of the various academic program areas and administrative departments. The purchase of hardware and software for use in individual college offices should be based on frequency of use and its necessity for accomplishing the mission of the office.

(2) Recommendations by Faculty and Staff should be made to the Technology Committee who will review the request then forward to the Associate Vice President for MIS for review and approval.

(3) Computer hardware and software purchases are subject to FTCC’s regular procurement regulations, but also require and additional level of from MIS. The appropriate Associate Vice President or administrative department manager must approve all hardware and software purchases after review with the Associate Vice President for MIS.

(4) Hardware and software purchased by the College is received from the vendor by Management Information Services. Before the hardware and software are released to the requestor, inventory documents are prepared. All hardware and software acquisitions will be installed by MIS.

(5) Hardware and software obtained from sources other than direct purchase (e.g., gifts through the FTCC Foundation) are to be inventoried and added to the College's hardware and software directory before it is authorized for use. Personal software is not to be loaded on FTCC computers. If personal software is loaded on FTCC equipment it will be immediately removed. Supervisors will be notified in writing by the Associate Vice President for MIS, and appropriate action taken to address the violation.

(6) MIS has the responsibility for maintaining inventories and maintenance records on all computing hardware, peripherals, and software licenses purchased by the College.

(7) Hardware and software that is no longer being used should be returned to MIS for proper disposal. (See Property Control and Inventory, Administrative Procedures Manual).

I-23.10.2 PC Replacement Plan

The PC replacement plan is intended to replace all computers that are obsolete and do not meet the recommended minimum industry or College standards. This plan enables the College to keep up-to-date with changing technology. The minimum standard consists of one computer replacement per position every 4 years.

In **March** of each year, the MIS department will generate an annual list of obsolete computers and distribute this listing to the Vice Presidents (VPs) and Deans. The VPs and Deans will use this list for review, consideration, and inclusion in the budgeting process. The purchase of new computing equipment will begin when the budget allocation process is completed by the Office of Business and Finance.

Based on departmental budget constraints, obsolete computer listing and the computer replacement hierarchy (below), obsolete computers will be replaced.

I-23.10.2.1 Computer Replacement Hierarchy

- Computer Labs/Classrooms
- General
- Specialty
- Faculty
- Staff

I-23.10.2.2 Goals of PC Replacement Plan

(1) Ensure that all computer labs and classrooms have adequate computing resources to support student learning.

(2) Maximize return on investment of available resources by purchasing in larger quantities.

(3) Ensure that entire campus has appropriate and equitable distribution of computing resources to meet operational and academic requirements.

(4) Ensure that all faculty and staff members who use computing resources for their work have access to a primary computer of sufficient capability to complete functions and tasks required by their job in fulfillment of their work responsibilities.

(5) Annually review minimum standards to assess obsolescence of primary office computers for all installed software and equipment.

(6) Minimize repair cost of equipment reaching the end of its useful life through replacements.

(7) Assesses recycled computers for possible re-deployment or disposal if determined obsolete.

(8) Forecast future replacements by considering historical computer purchases, assignment needs, serviceability of existing inventory, and the anticipated hardware requirements of future computing hardware and software resources.

I-23.10.2.3 Minimum Standard Purchasing Configuration

COMPUTER MINIMUM HARDWARE PURCHASING PARAMETERS (Proponents: AVP for MIS)		
	CLASSROOM/OFFICE WORKSTATIONS	**LAPTOPS**
1. Processor/ Operating Speed	Intel® Core™i7-9700 3.0GHz 8 MB Cache, 65W - (2.0GHz)	Intel® Core™ i7-8565 U-0GHz)
2. Memory	16GB, DDR4 Non-ECC (See Note 5)	8.0GB, DDR4-2400 SDRAM, 2 DIMMS (See Note 5)
3. Monitor & Video Card	21-inch-Wide Flat Panel NVIDIA GeForce GT730 2GB DP DVI GT 730 2GB (as needed)	15.6” Standard
4. Hard Drives	256 GB SSD	256 GB SSD
5. DVD Drive	Optional	Optional
6. Keyboard	USB Keyboard, No Hot Keys	Not-applicable
7. Mouse	USB optical mouse with scroll	Not-applicable
8. Uninterrupted Power Source (UPS)	Not-applicable (each work station does require surge suppression)	Not-applicable (each work station does require surge suppression)
9. Removable Media	Available USB Ports	Available USB Ports
10. Operating System	Microsoft Windows 10 Enterprise with current patches	Microsoft Windows 10 Enterprise with current patches

Revised: April 2021

Note:

(1) Printer purchases shall be fully compatible with designated standard hardware and operating systems.

(2) Purchase of sound cards must be sound blaster compatible.

(3) All purchases of network cards must be verified by MIS to ensure consistent specifications.

(4) Maintaining technical support for workstation – three (3) year parts and on-site labor (next business day).

(5) Software specifications should be reviewed by MIS prior to purchase to ensure that memory will support the software.

(6) Request for ‘dual monitor’ configurations require approval by department supervisor.

MINIMUM COMPUTER HARDWARE PURCHASING PARAMETERS (LASER PRINTERS) (Proponents: AVP of MIS)		
	CLASSROOM WORKSTATIONS	**OFFICE WORKSTATIONS**
1. Power Consumption	115 Volts AC 840 Watts (Printing) 18 Watts (Stand-by)	115 Volts AC 840 Watts (Printing) 18 Watts (Stand-by)
2. Interface	USB/Network Ready	USB/Network Ready
3. Fonts	Resident fonts Times Roman, Courier, San Serif; 10-17 CPI; ability to accept downloadable soft fonts from software (memory limit only)	Resident fonts Times Roman, Courier, San Serif; 10-17 CPI; ability to accept downloadable soft fonts from software (memory limit only)
4. Memory	512 MB	512 MB
5. Print Speed	55 pages per minute	40 pages per minute
6. Printing Orientation	Portrait and Landscape	Portrait and Landscape
7. Text/Graphics Resolution	1200 DPI per page	1200 DPI per page
8. Paper Accepted	Maximum: 8.5 X 14 in. Minimum: 3 7/8 X 7.5	Maximum: 8.5 X 14 in. Minimum: 3 7/8 X 7.5
9. Number	Minimum: one per classroom	1 per faculty office complex 1 per admin workstation

Revised: April 2021

I-23.10.2.4 Exceptions

Purchase exceptions for special needs or requirements, such as Macintosh/Apple computers or other computer vendors, will be evaluated by MIS on a case-by-case basis.

If the budget allows, we recommend purchasing of enhancements in the following order: additional RAM, a faster processor, a larger hard drive, and/or a larger monitor. Since each department has unique computer requirements, please contact MIS Support Services for assistance determining what hardware configuration will best suit academic or work requirements.

I-23.10.3 General Acceptable Usage Guidelines

These guidelines apply to all individuals that use Fayetteville Technical Community College computing and networking resources. All College owned or operated computing resources and services are intended for use by the students, faculty, staff, and authorized individuals, to achieve the College's mission. Access to College owned or operated computing resources impose responsibilities on individual users to ensure that those resources are protected and appropriately used. All individuals are expected to use good judgment and exercise responsible and ethical behavior when using these resources. The College publishes Acceptable Use Guidelines, (refer to Tech Handbook), to inform users of responsible behaviors in general terms. These guidelines should not be viewed as an exhaustive list of all required or unacceptable behaviors by users. To assist, the following guidelines are provided:

(1) Computer hardware, software, and services are the property of the College and are to be used for the purpose for which they are assigned. They are not to be used for any commercial purpose or non-college-related activities.

(2) Only hardware that has been approved and installed by the College's MIS department can be connected to the College's internal networks.

(3) Only peripherals that have been approved and installed by the College's MIS department can be connected to the College's computing resources.

(4) Connection or use of any device on college computing resources that disables or reconfigures network drive mappings or network services is strictly prohibited. If violations occur, associated computer accounts will be immediately disabled. Supervisors will be notified of violations by the Associate Vice President for MIS and personnel action may result.

(5) Only software approved and installed by the College's MIS department can be used on College computer resources for official work, academic research, independent study, professional development, and service on behalf of the college.

(6) All computer software purchased and licensed by the College is protected by the U.S. Copyright Laws and legal licensing agreements. Individuals are not permitted to install software, with the exception of currently installed software updates, on computers and are not authorized to copy or distribute installed software to any other individual or device.

Unacceptable Uses

FTCC technology resources shall only be used for legal purposes and shall not be used for any purpose, which is illegal, immoral, unethical, dishonest, tarnish the reputation of FTCC, inconsistent with the mission of the College, or any purpose that may subject the College to potential liability. Unacceptable uses include, but are not limited to, the following:

(1) Unauthorized use of assigned or another's computer accounts, access codes, passwords, or network identities, including email addresses.

(2) Posting, sending, or intentionally accessing pornographic, sexually explicit, offensive material, or content that is contrary to the mission of the College.

(3) Unauthorized access to FTCC's information systems, the Internet, or other networked or non-networked computers.

(4) Behavior that constitutes harassment, libel, slander, cyberbullying, fraud, or misrepresentation.

(5) Misrepresentation of the College via the Internet through the use of websites, social network applications, or other Internet-based tools.

(6) Destruction of or damage to equipment, software, or data belonging to the College or to others.

(7) Disruption or unauthorized monitoring of electronic communications and electronically stored information.

(8) Infringement of copyright or trademark laws or intellectual rights of others.

(9) Use of College's logo without prior approval of the Public Relations Office.

(10) Violation of computer system security, i.e. connection of unauthorized devices to the College's network.

(11) Use of wireless access points, ad-hoc wireless devices, or any wired networking devices to redistribute the College's network, bandwidth, or access.

(12) Intentional distribution of computer viruses, trojan horses, time bombs, worms, or other rogue programming.

(13) Inappropriate use of communications in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications, abuse of network utilities, etc.).

(14) Use of computing facilities for business purposes unrelated to the College and its mission.

(15) Academic dishonesty.

(16) Violation of software and hosted license agreements.

(17) Violation of privacy or the release of any confidential or proprietary information about the College, its current or former students, or its employees.

(18) Use of FTCC technology resources to send or redistribute unsolicited bulk email. Storing sensitive and protected data unsecured on non-approved solutions including third-party hosted solutions and local media including but not limited to: FTCC-issued mobile devices, USB flash drives, portable hard drives, or any other devices.

MIS has the responsibility to monitor, filter, log, and block network activities and locations, to include email, as required to ensure that all computer resources perform optimally and are safe from technology threats.

I-23.10.4 Computer Workstation and Mobile Computing Device Guidelines

These guidelines apply to all individuals that use or are assigned computer workstations and desktops, academic lab workstations and desktops, and mobile computing devices that are connected to the College's network. Computers attached to the College's network are installed and configured by MIS. The intent of these guidelines is to minimize unauthorized access, misuse, and reduce the likelihood of computer viruses being introduced to the College’s network and attached computer resources.

(1) Desktop systems connected to the College resources are installed and configured by MIS. Individuals are not permitted to change

configuration settings that define hardware, operating system, and network environments.

(2) Every PC desktop, workstation, or mobile computing device will have a password-protected screen saver that engages after no more than 30 minutes of inactivity. Disabling this feature on any College computer resource is prohibited.

(3) Computer hardware must be logged off after use or the monitor screen must be locked when leaving the immediate area, except as authorized by MIS.

(4) Individuals must log in to all network resource prompts using assigned login ID during boot operations for authentication.

(5) Virus protection is administered by MIS on all College computer resources. Individuals are not permitted to remove, disable, or reconfigure antivirus software and/or other filters.

(6) Passwords and access information must not be stored in clear text on desktop systems.

(7) Cell phones are not to be configured and used as “hot spots” on any desktop/mobile computing device system, while on FTCC property, except as authorized by MIS. Cell phones should not be plugged into USB ports for charging batteries.

(8) Use of any wireless system is prohibited unless installed and configured by MIS.

(9) Individuals that have assigned computer workstations are responsible for **saving and backing up** all critical data stored on that workstation to a designated network storage area. Inventories of all critical business data stored on assigned workstations should be documented.

(10) Application software that has been installed to support College business activities shall not to be deleted, reconfigured, or disabled on any computer workstation.

I-23.10.5 Mobile Computing Device Loan Guidelines

With the growing need for instant communication and data access, the use of mobile computing device computers is becoming a more desired solution to traditional desktop personal computers. These guidelines will serve to define areas of responsibility and acceptable use of mobile computing device computers for instruction and/or administrative work on campus.

(1) For the purpose of clarity, the word "mobile computing device" is defined as: any other College issued computing device (including FTCC-issued cell phones), its peripherals, and accessories.

(2) Prior to being given possession of mobile computing device, the employee must complete a Mobile Computing Device Assignment Agreement. Use of the mobile computing device will be governed by the provisions of the Management Information Services section of the Administrative Procedures Manual, and its subsections.

(3) FTCC employees will not access content of user files subject to the following types of exceptions: the user gives prior consent, the College has ensured the security or operating performance of target systems or networks, the College has reasonable concern that a violation of College policy or applicable law has occurred or risk exists, or the College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction. While general content review will not typically be undertaken, necessary monitoring of electronic information may occur for these reasons and others. For these reasons, the College cannot guarantee the privacy of electronic communications. All network, computing, and communication activities including VPN, may be logged for e-discovery and forensic purposes.

(4) Employee shall be personally responsible and liable for the mobile computing device. If the mobile computing device is lost, the employee will reimburse FTCC the fair market value of the mobile computing device. If the mobile computing device is damaged due to the neglect of the employee, employee shall reimburse FTCC the cost of repair or the fair market value of the mobile computing device, whichever is less. If the mobile computing device is stolen and the employee failed to take reasonable measures to protect the mobile computing device from theft, employee shall reimburse the College the fair market value of the device. Reasonable measures to protect the mobile computing device from theft include, but are not limited to, keeping the mobile computing device in the employee's possession when it is in use, and when it is not in use keeping in a locked home or office where it is not visible from the exterior of the home or office. If theft of the mobile computing device occurs on FTCC property, the assigned user shall contact both FTCC Security Office and MIS immediately. If theft of the mobile computing device occurs while off campus, local law enforcement authorities shall be contacted and a report filed with

that law enforcement agency. A copy of the incident report should be given to FTCC Security Office within 72 hours. The FTCC Security Office is responsible for notifying the Office of Property Control and MIS of the incident.

(5) Assigned user agrees to return mobile computing device to MIS as needed or requested via work order for trouble shooting, maintenance/repair, and software updates.

(6) Mobile computing devices are subject to periodic physical inventory verification by Property Control and/or by the appropriate Division/Department Chair, Dean, or Director. Within seven (7) business days of any request by Property Control or a Division/Department Chair, Dean, or Director, employee shall return the mobile computing device to Property Control (or as otherwise directed) for inventory verification. Failure to return the mobile computing device within seven (7) business days of the employee's receipt of a request from Property Control shall result in the employee's warning with possible forfeiture of the mobile computing device assigned for the remainder of the current semester and subsequent terms. If not returned within fourteen (14) business days of written request by MIS, the mobile computing device shall be deemed as unreasonably lost by employee and employee shall reimburse the College the fair market value of the mobile computing device.

(7) Upon voluntary or involuntary separation from Fayetteville Technical Community College, the employee/user shall return the assigned mobile computing device to the MIS Support Office located in Advanced Technology Center, Room 159. Failure to return the device during the checkout process shall give FTCC the right to pursue all legal remedies available to it for property recovery and the employee shall be responsible for reasonable legal costs incurred by FTCC in its efforts to recover the mobile computing device owned by the College.

(8) The Mobile Computing Device Assignment Agreement will be kept on file in the MIS Support Office. A copy of the Mobile Computing Device Assignment Agreement will also be kept with the assigned Mobile Computing Device at all times. This agreement is binding and enforceable for the duration of employee's employment with the College. A copy of the signed agreement will also be kept on file in the appropriate Division/Department Chair office and Property Control office.

(9) Mobile Computing Device Checkout Workflow: Mobile computing devices will be received by the FTCC warehouse. Property Control will assign and attach equipment number to the mobile computing device. The device will then be sent to MIS for setup. An agreement form will be generated by MIS with form sent to appropriate Department/Division Chair, Dean, or Director who will channel the form and get appropriate signatures. The form will then be returned to MIS. Upon receipt of the signed agreement, MIS will clear the mobile computing device for pickup by the assigned instructor/staff member. The original agreement will be kept on file in the MIS Support Office. Copies of the Mobile Computing Device Assignment Agreement will be kept on file in appropriate Division/Department Chair office and the Property Control office.

(10) Inventory Processing: Physical inventory verification shall be requested twice yearly by Property Control or as often as deemed necessary by the Property Control office and/or the Office of Business and Finance.

(11) Mobile Computing Device Check-in Workflow: Upon voluntary or involuntary separation from FTCC, employee will return mobile computing device, peripherals, and accessories to MIS prior to ending employment with the College. During checkout processing, MIS staff will cross-reference Mobile Computing Device Agreements on file and verify that the assigned device is signed back into MIS department's inventory. The Human Resources' checkout form will then be checked-off and signed by the appropriate Management Information Services representative. The mobile computing device will be securely stored in MIS until equipment is reassigned.

I-23.10.6 Wireless Network Standards

Wireless network resources are provided by Fayetteville Technical Community College (FTCC) to support its ongoing mission of being a learning-centered institution. The primary purpose of FTCC's wireless network is to support academic endeavors of its students, faculty, staff, and other authorized users. While access enabled by the wireless network promotes efficient use of time and resources, it is a convenient supplement to the College's wired network infrastructure, computer labs, classrooms, and faculty/staff offices on campus. The wireless network cannot be used to access FTCC's administrative computing system (Ellucian Colleague) nor any servers within the College's network.

(1) Prior to accessing the FTCC wireless network, users will be required to accept the terms of the Wireless Network Acceptable Use Guidelines.

(2) Users of the FTCC wireless network will be required to authenticate a user status of the network by supplying a login ID and password.

(3) Authorized users will not share passwords with others who are or are not authorized users and are responsible for notifying MIS if they find that their account login information has been compromised in any way.

(4) Authorized users must comply with all federal, state, and local laws that apply. Users shall not use the FTCC wireless network to intentionally gain unauthorized access to any systems or sensitive information.

(5) Authorized users must assure computing devices connected to the FTCC wireless network have current operating system patches installed. The user must also ensure that up-to-date antivirus software/virus definitions are installed and working.

(6) FTCC reserves the right to permanently remove any device from the campus network if said device is found to cause degradation or disruption of service to the network.

(7) Authorized users of the FTCC wireless network will not utilize a wireless enabled device or wireless access point to extend the FTCC approved coverage areas of the FTCC wireless network.

Service Expectations:

The wireless network is intended as a supplement to the wired network and is intended primarily for use with portable electronic devices. It is not intended to be a user's sole connection to the FTCC network. The wireless network should not be expected to provide the same quality of service as the FTCC wired network. When reliability and performance are critical, students should use the computer labs. Faculty/staff should use FTCC issued desktop computers connected to the wired network in their offices for core operations and tasks.

User Expectations:

Users should be able to access the FTCC wireless network from most areas on campus and most auxiliary sites – (SLC, HEC, BTEC, BSDC, EDC, LEEM, CUSF, CUSL, TTB).

Technical Support:

The MIS department does not provide support for private wireless devices or the use of personal computing equipment that is not issued by FTCC. As a courtesy, limited configuration, instructions for user's portable electronic devices can be obtained from the contacting MIS Support Services.

Compliance:

This standard applies to all Users of the FTCC wireless network. Users of the FTCC wireless network are responsible for taking appropriate steps to manage risks and protect wireless devices from viruses, spyware, and other malicious software that may compromise the FTCC network infrastructure.

Security:

FTCC is not responsible for the loss or theft of personal mobile computing devices owned by individuals. Users are responsible for the security of personally owned computing devices while on FTCC's campuses.

I-23.10.7 Internet/Email Usage Standards

FTCC's Internet/email usage standards apply to all individuals that use College resources for email and Internet services. Acceptable email and Internet usage are limited to activities that conform to the purpose, goals, and mission of the College and are designed to teach users about job duties and responsibilities. Internet and email services may not be used for personal use during working hours, except when engaged in minimal personal transactions which do not diminish the employee's productivity, work responsibility, or ability to perform tasks for the College. All College email and Internet activities are monitored by the College and the North Carolina Educational Research Network (NCREN/MCNC).

Internet/email must not be used **by employees** to create, display, advocate, or transmit threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material including broadcasting unsolicited messages or sending unwanted mail.

(1) Individuals shall not use College resources to access the Internet for any illegal activities.

(2) Individuals shall not attempt to gain unauthorized access to College computing resources from the Internet or use the Internet as a tool

to go beyond their authorized access. Casual browsing of College resources to discover security vulnerabilities will be construed as an illegal attempt to gain unauthorized access. If violations occur, user's computer accounts will become immediately disabled and supervisors will be notified in writing by the Associate Vice President for MIS. Appropriate actions may result from violations of policy in approved practices.

(3) Individuals shall not use College resources to access Internet sites and/or services that will disrupt/diminish the level of Internet service to the College. These services include streaming radio, video game sites, streaming video, and large file downloads.

(4) Individuals accessing the Internet using College resources should limit activities to educational and professional activities.

(5) Use of inappropriate language is prohibited. Individuals will not use obscene, profane, lewd, vulgar, or threatening language.

(6) Internet and email resources are not to be used for personal commercial or business transactions meant to foster gain by the individual user or other private entity.

(7) MIS has the responsibility to filter and limit file attachment sizes and types as necessary to insure the safety of the College's computing resources.

(8) Email accounts are not to be used to send unsolicited mail.

(9) Individuals should not open email or attachments that are from unknown sources or that are unexpected, or appear to be suspicious in any form to avoid the introduction of computer viruses and worms.

(10) Email accounts are not to be used to subscribe to web sites and Internet services that are not related to College business or the delivery of instruction and academic-related tasks.

(11) Individuals must access email accounts from on-campus computers using the approved client software application available through by MIS. Client-based access from off-campus, other than Web-based access, is not supported by MIS. Inter-office business email should always be sent using the approved client software.

(12) Individuals must check email accounts on a regular basis. Email should be printed or archived based on importance of the

document received. Please refer to FTCC's Records Retention Policy, (NC Public Records Act, G.S. § 132-1).

(13) Email sent using College resources must contain information clearly identifying the sender, to include name, role at College (job title, if an employee), and any return or follow-up contact information.

(14) All Email that is sent from employees of the College must contain the following disclaimer included at the end of the message text following the signature. This statement is controlled at the server level and it is not optional.

a. **"Email sent to and from this address is a public record and shall be disclosed to third parties when required by the North Carolina Public Records Act. (G.S. § 132-1 et. seq.)"**

b. **"If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this email or any attachment is prohibited. If you have received this email in error, please notify us immediately by replying to the sender and deleting this copy and the reply from your system. Thank you for your cooperation."**

(15) Sending any confidential information, such as Personally Identifiable Information (PII) such as social security numbers, credit card information, passwords, etc. in email message text or attachment is prohibited.

(16) Email is maintained within the Microsoft Office 365 environment which makes content discoverable and is in compliance with current security standards.

I-23.10.8 Student Email Standards

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at FTCC. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of the increasing reliance and acceptance of electronic communication, email is considered an official form of communication between the College and its vendors, partners, applicants, and students. Implementation of these appropriate policies and procedures ensures that students have safe and secure access to communication for academic success. All applicants or students are assigned an email account hosted by Google.

College Use of Email

Email is an official form of communication within FTCC. Therefore, the College has the right to send communications to applicants and students via email. The College has a right to expect that those communications will be received and read in a timely manner.

Assignment of Student Email Addresses

MIS will assign all students an official FTCC email address. The College will send official email communications to assigned student email addresses.

The Naming Convention for Your Account is:

(1) The first seven characters of your last name, the first letter of your first name, and the last four digits of your Student ID number (not your social security number) are used to establish email accounts. Your Student ID number can be found on your ID card, your registration statement, or registration mailer.

(2) If your last name is less than seven characters, use your entire last name, the first letter of your first name and the last four digits of your Student ID number.

(3) If your last name is hyphenated or contains another special character, do not include the hyphen or special character.

Expectations Regarding Student Use of Email

Students are expected to check their official email address on a frequent and consistent basis in order to stay current with FTCC communications. FTCC recommends checking email once a week at a minimum; in recognition, that certain communications may be time-sensitive.

Appropriate Use of Student Email

Students should not use their student email account for personal use. Student email is not appropriate for transmitting sensitive or confidential information unless use for such purposes is matched by an appropriate level of security. Email shall not be the sole method for notification of any legal action.

Redirection of Email

A student may have their email electronically redirected to another email address. If a student wishes to have email redirected from their official email address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. **FTCC is not responsible for the handling of email routed thru outside vendors.** Having email redirected does not release a student from the responsibilities associated with communications sent to their official email address.

Educational Uses of Email

Faculty may determine how email will be used in their classes. It is highly recommended that faculty email requirements and expectations be outlined in detail in their course syllabi. Faculty may expect that students' official email addresses are being maintained by account holder and faculty may use email for their courses accordingly.

I-23.10.9 Access Account Standards

The Access Account Standards apply to all individuals that access the College's Administrative Computing System (Ellucian Colleague). Access to these servers is granted when requested in writing, and requires the supervisor to sign off verifying that the requesting individual has assigned job duties that require access to those software applications. In addition, the owner of the data or process being requested must also sign-off granting permission for access. Access accounts are created, managed, and documented by MIS from the written requests received. The intent of the Access Account Standards is to identify the responsibilities of all individuals to protect, secure, and efficiently use the College's information system.

(1) A semi-annual review of all user access and access controls will be conducted by MIS and data owners to validate and update system users accounts.

(2) MIS will validate signatures and data ownerships on each form submitted, but will not attempt to qualify specific requests for access. Documentation justifying requested access is the responsibility of the individuals requesting and approving access rights.

(3) Individuals are assigned a unique login ID that must be used to access information servers. Login IDs are based on local naming conventions that will identify the individual accessing the system.

Naming conventions are based on user's official name on file with the Human Resources Department. Anonymous access is not permitted.

(4) Passwords are set by individual users and must meet the password formatting designated by each specific server. Password confidentially is the responsibility of the individual user.

(5) Individuals are responsible for the use of their access accounts and should take all reasonable precautions to prevent others from being able to use their login and passwords. All activity on the information server is logged and monitored based on the login ID used to gain access.

(6) Individuals with access accounts must keep their workspace free from printed logins, passwords, specialized user manuals, confidential data, or any other information that could lead to misuse.

(7) Individuals accessing the information system will be required to change access account passwords every 90 days.

(8) Individuals that do not access their account for 60 consecutive days will be locked out of their account. If locked out, users must call MIS before the account can be used again. After 90 consecutive days of inactivity, accounts will be automatically deleted and individuals will be required to reapply for service.

(9) Individuals accessing the information system will automatically be logged out after 30 minutes of inactivity.

(10) Access accounts are to be deleted by written notification from individual's supervisor immediately after an employee leaves employment at FTCC and/or if the supervisor discovers that the account is no longer required. Supervisors are responsible for all individual's accounts.

(11) Unused or orphaned accounts will be deleted and/or disabled after 180 days of inactivity. This includes, but is not limited to, College Administrative Computing System email and Active Directory accounts.

(12) All policies, standards, and procedures published by the College regarding the handling of student and employee data apply to all data accessed on the information server.

(13) Individuals are granted access to data and services on the information server based on the written access request. Access is limited to only those processes and data approved by the owner. Any attempt to bypass system security will be construed as an unauthorized attempt to access a College resource.

(14) Individuals with access accounts must log out of the accounts if their workstation is to be left unattended for a prolonged period.

(15) Individuals with access accounts should not use their accounts to log into simultaneous sessions on the information server.

(16) If there is a concern that a login, password, or account has been compromised, the owner of the account has the responsibility to report it to MIS.

I-23.10.10 Smart Boards and AQUOS Boards Guidelines

FTCC provides a brand of smart technology in the classroom also known as interactive display boards. These allow teachers and students to control the computer through touch screens that provide an interactive classroom learning experience.

(1) Smart and AQUOS boards are supported and maintained by MIS.

(2) All software requests for interactive displays (AKA AQUOS boards) must be submitted to the MIS Manager for approval through a help desk request work order.

(3) Training on the use of AQUOS board interactive technology is handled by MIS. Please call the help desk at 910-678-8502 or email at **help@faytechcc.edu** for more information and scheduling.

(4) All purchase requests and annual budget requests seeking Smart or AQUOS board technology should first seek input from MIS to explore instructional goals and project objectives. See Purchasing Guidelines, Administrative Procedures Manual for updates.

I-23.10.11 Compliance and Responsibilities

(1) All individuals using College computing resources shall ensure that the uses of these resources are consistent with the guidelines, procedures, policies, and standards as published by the College.

(2) All individuals using College computer resources share in safeguarding those resources and data, and are required to report any violation of published guidelines, procedures, policies, and standards, to MIS.

(3) MIS has the responsibility to preform random audits of all computer resources issued and used by the College.

(4) MIS has the responsibility to update these guidelines and standards based on the outcomes of periodic risk assessments of College-owned or operated computing resources or implementation of newer technologies.

(5) Failure to follow the College's published acceptable usage guidelines and standards may result in the suspension of use to computer resources and services or result in other College disciplinary action.

(6) Compliance with the Payment Card Industry (PCI) Data Security Standard is required of all FTCC employees and departments that accept, process, transmit, or store cardholder payment information.

(7) Management Information Services conforms to, at a minimum, the standards for accessibility as set forth in Section 508 of the Rehabilitation Act of 1973, as amended, its implementing regulations, or Web Content Accessibility Guidelines (WCAG) 2.0 (minimum of Level AA conformance).

I-23.10.12 Incident Response Plan

Despite explicit guidelines for securing confidential electronic data, breaches can occur. At such times, it is important that the College respond as quickly and professionally as possible. Data or network breaches should be reported immediately to the Associate Vice President for MIS. Steps that MIS will take in the event of a data security breach are as follows:

See Figure 1: for Hierarchy of Reporting Emergencies

Figure 1

MIS Contacts	Title	Phone	Email
Technical Support (HelpDesk)	MIS Technical Support Desk	678-8502	**help@faytechcc.edu**
Tenette Prevatte	Associate Vice President	678-8232	**prevattt@faytechcc.edu**
Charity Banner	IT Security Engineer	678-0084	**bannerc@faytechcc.edu**
Michael Stevens	Network Administrator	678-8529	**stevensm@faytechcc.edu**
	Vice President for Business and Finance		

(1) Process for determining the nature and scope of a breach:
- Identify the person reporting the breach.
- Collect the person's name, contact information, location, etc.
- Record of the location, timeframe, and apparent cause of the breach.
- Provide a description of the confidential data that may be at risk.

(2) Required communication to notify authorized individuals:
- Associate Vice President for Management Information Services
- Vice President for Business and Finance
- President and other Senior Management
- Director of Public Safety and Security (if physical entry or hardware are involved)
- Property Control Supervisor (if physical entry or hardware are involved)
- Vice President for Legal Services, Risk Management, and Security (depending on severity of data compromised)
- North Carolina Office of Information Technology Services (ITS) Enterprise Security and Risk Management Office (if campus network resources have been breached)
- ITS must be notified within 24 hours of a confirmed breach by:
    a. Contacting ITS Customer Support Center 800-722-3946
    b. Accessing the incident reporting website **https://it.nc.gov/service-desk**

(3) Investigation of breach:
- Confirmation/inventory of the confidential data or equipment at risk
- Security measures that were circumvented
- Forensic evidence collection (logs, screen captures, etc.)

(4) Assessment and Remediation of breach:
- Password changes and other security measures to prevent further breaches.

- Identify individuals affected by the breach (e.g., those whose loss of confidential information may put them at risk of identity theft or other adverse consequences).
- Determine if lost data can be restored from backups; take appropriate steps.
- Determine if lost data can be neutralized by changing account access, ID information, and taking other steps.

(5) Post Incident Follow-Up/Debriefing (MIS action):
- Insure that missing data (e.g., passwords) cannot be used to access additional information or cause other harm;
- Pursue all reasonable means to recover the lost data (e.g., if GPS tracking software was installed on a missing mobile computing device, determine if it can be located and recovered);
- Modify procedures, software, equipment, etc., as needed to prevent future data breaches of a similar nature;
- Take appropriate actions if negligence by an employee caused or contributed to the incident.

I-23.10.13 Cyber Security Plan

The purpose of the Information Cyber Security Plan is to safeguard the organization. The plan is revised yearly, and implemented jointly by the Associate Vice President for MIS and the MIS Division. The plan includes the following:

(1) Assign development and management responsibilities for information security to appropriate MIS staff.
(2) Ensure data confidentiality, integrity, and availability of information, regardless of the medium in which the information asset is held (e.g. paper, electronic, oral, etc.).
(3) Develop risk management strategies to identify and mitigate threats and vulnerabilities to information assets.
(4) Establish, maintain, and update an incident response plan.
(5) Maintain ongoing security awareness and training programs.
(6) Comply with applicable laws, regulations, and College policies and procedures.
(7) In the event of an emergency, report all issues to the MIS Support Office at 678-8502 or via email: **help@faytechcc.edu**.

I-23.11 First Aid for Accidents and Other Health Services

I-23.11.1 First Aid Supplies: Locations

First aid supplies are available in the following locations:	
Administration Building	Room 100, 107
Advanced Technology Center	Rooms 15-A, 103, 113, 120-A, 122-A and 154
Auto Body	Room 101A
Center for Business & Industry	Rooms 104, 106
Continuing Education Center	Rooms: 10B, 101, 114, 208, and 212
Cumberland Hall	Rooms: 310, 314, 315, 316, 316-B, 321, 334, 345, 346, 348, 359, 366, 371, 375, and 212-B (Hut).
Lafayette Hall	Rooms: 111, 111C, 126, 127, 130, 131, 137C, 139C, 141, 143, 146C, 205A, and the vending area
Learning Resources Center	Rooms 101 (Media Services), 104, 411, and 436.
Health Technologies Center	Rooms: 102, 110, 134, 206, and 222.
Horace Sisk	Rooms 602, 610-B, 616, 616-B, 617, 629, 633C, 635, 668, 701B, 711, 713 and the Fitness Center.
Horticultural Education Center	Rooms: 101, 109, 112, and 201
Spring Lake Campus	Rooms: 116, 218, 220, and 224
Student Center	Rooms 5, 113, 114, 132, and the Cafeteria Office.
Virtual College Center:	Rooms: 123, 124, 219, and 232F
First Aid Kits are also located in the Fort Liberty Office, FTCC van, FTCC Greenhouse, Neill Currie Building (Lobby), Security Office, Security Hut, Security Bicycle, Security Carts 1, 2, and 3, and the Warehouse.	

It is the responsibility of each area having a kit to periodically check it for needed supplies and to notify Security, Ext. 8-8433, when the kit should be restocked.

I-23.11.2 Student Accident Insurance

All students who pay a student support services fee (formerly known as activity fee) are insured while attending school during the hours that school is in regular session or while participating in or attending an activity (other than an athletic activity) exclusively sponsored and supervised by the school, and traveling directly to or from such activity in a vehicle furnished and supervised by the school. The student accident insurance plan does not guarantee payment of all medical costs, and the student is responsible for the payment of all costs in excess of those paid by the insurance policy.

I-23.11.3 Medical Treatment of Injured Students

Every injured student, employee, or visitor must see Campus Security to have an Accident/Medical Report Form completed and to receive insurance paperwork and further instructions. Students are responsible for filing their own insurance claims and any medical fees not paid by the student accident insurance plan. Campus Security will instruct students where they may report for medical treatment.

I-23.11.4 Accident/Medical Incident Report Form

An Accident/Medical Report form must be completed for every student, employee or visitor suffering an injury on campus or while participating in an FTCC sanctioned activity. The form should be completed by Campus Security 24 hours following the injury. For accidents occurring in the classroom, lab, or clinical sites not on main campus, the Accident/Medical Incident Report form should be completed by the faculty member on site and immediately forwarded to Campus Security. Faculty members who may potentially need to fill out an Accident/Medical Incident Report may obtain a copy by calling the Security Office at extension 8-8433. This required form aids FTCC in alerting the administration to possible safety hazards. Campus Security will send one copy to the appropriate administrative offices and retain the original for departmental files.

I-23.11.5 Supervisor's Accident Report

Any employee injured on duty must have a Supervisor's Accident Report completed by his/her immediate supervisor. This form will be provided to the injured employee by Campus Security at the time the Accident/Medical Incident Report form is completed. The form is also available via FTCC's Institutional Effectiveness and Assessment web page. The immediate supervisor of the injured employee is to complete the form and forward to the Employee Benefits and Accounting Specialist within 24 hours of the injury.

I-23.11.6 Management of Medical/Injury Emergencies

(1) When an illness or injury poses an obvious immediate threat to life, limb, or sight, the person identifying the threat should call 911 to dispatch an ambulance. Campus Security should then immediately be notified of the emergency and the fact that an ambulance has been dispatched.

(2) Persons with injuries or illnesses who can safely travel by foot or vehicle should report to Campus Security (TSDC 132) for assistance. Persons with injuries or illness at the Spring Lake Campus or the Horticulture Educational Center should contact Campus Security at that location. Spring Lake Campus - ext. 8-1012; Horticulture Educational Center - ext. 8-0064.

(3) If a sick or injured person cannot safely travel by foot or vehicle, call Campus Security at extension 8-8433. Campus Security will respond to provide assistance.

I-23.11.7 Other Appropriate Information

In assisting persons with injuries, please remember the following suggestions:

(1) Have someone call Campus Security at extension 8-8433.

(2) Students who are military or military dependents are encouraged to go to Womack since there is no charge.

(3) Employees experiencing an accident on campus should contact Campus Security and complete the accident report. Security will forward copies to appropriate supervisor and to the Employee Benefits Specialist.

I-23.12 Security

A small force of security officers, operating under the supervision of the Vice President for Administrative Services, is employed by FTCC to provide for the general security of buildings and campus parking lots and to control traffic and parking on the campus. This force is empowered to control access to facilities on campus, to detain trespassers, and to issue citations for violations of traffic and parking regulations. However, the security of personal property and vehicles and of issued institutional equipment remains the responsibility of the individual owner of faculty or staff member concerned. Employees and students are encouraged to keep valuables and items of equipment under lock and key when not being used and to lock their vehicles as theft/damage preventive measures. The theft or damage of personal property should be reported immediately by the owner to the Fayetteville Police Department and to his/her insurance company. The loss or theft of institutional equipment will be reported verbally by the individual responsible for the item as soon as its absence is discovered. A written report must be submitted as soon thereafter as practicable.

The security force provides 24-hour coverage of the campus and its facilities. Operations are conducted from a base station security office located in Room 102 of the General Classroom Building. Security patrols on foot and by vehicle are conducted on an unscheduled basis throughout the day and night. During non-school periods (Saturdays, Sundays, holidays, and 11:00 p.m. - 7:00 a.m. during the week), security guards are responsible for preventing the unauthorized entry into and use of facilities. Departments and organizations of the College conducting or sponsoring authorized activities on campus during non-school periods must obtain clearance for entry through the office of the Vice President for Administrative Services. Requests for traffic control, custodial, or other such support at functions on campus must also be submitted to that office.

Laboratories, machine rooms, shop facilities, and the equipment therein will be utilized only under the direct supervision of the faculty member responsible for the facility concerned or by another instructor/staff member who has specific written authorization from the responsible faculty member in his absence.

The authorization must describe the date, time, room, and specific equipment to be used and provide for the release of the College from any liability for injury during the period of use. It must be signed by the responsible instructor, his Department Chairperson, and the using party. The form to be utilized for this is the "Authorization for Equipment Use." The staff/faculty member receiving authority to use a facility other than one for which he/she is responsible will check in with the security officer prior to entering and upon leaving the facility. The security officer will note the times of entry and departure on the authorization presented to him by the user. Upon departure of the using party, the officer will collect the authorization form, inspect the utilized facility, and note on the form the conditions of equipment and facilities left by the user. The officer will attach the completed form to his watch report. Any person found using the College facility/equipment without proper authorization will be reported to the Vice President for Administrative Services.

I-23.13 Facilities Services

The Facilities Services Department is responsible for providing safe, clean, well-maintained facilities and grounds. Units within the department include Building Maintenance, Housekeeping Operations, Grounds, Postal Services, and Construction Project Management.

I-23.13.1 Requesting Facilities Maintenance Services

Employees of the College can request maintenance services from the department. There are two types of maintenance service items—Routine and Emergency—which can be requested. Work orders can be requested for routine maintenance and emergency need requests can be made by phone. Details can be found in the following sections.

I-23.13.2 Request for Routine Facilities Maintenance Services

Work orders can be requested for the following services**:**

- Routine general maintenance to buildings, including:
  - Painting (touch-up of existing painting)
  - Minor Carpentry (doors, door closers, windows)
  - Electrical (non-functioning electrical outlets, light fixtures, bulb replacements)
  - Plumbing (clogged toilets, drains or sinks, leaking pipes or faucets.)
  - Heating/cooling comfort levels
  - Roof leaks, leaks through wall or windows

- Non-routine cleaning, spills cleanup, restroom issues.
- **Minor** moves (boxes, file cabinets, surplus furniture) Note: Requests for **Major** moves can be made by submitting an FTCC Form F-11 form and need administrative approval.
- Event set-ups (with work order, requestor **must** scan diagram of set-up and email to facilities)

Requests for routine maintenance can be made 24 hours a day through the on-line work order system. To access the system, open the FTCC Shortcuts file on any desktop and select the “Kace” program.

1. Enter FTCC Login information
2. Select Facilities from the Organization dropdown menu
3. Click Login
4. Click on the “Need help? Report it” button to submit a request
5. Describe in detail the problem/request in the box, be sure to include the Problem Type, Location, Area, Room Number in the fields required
6. Attach any diagrams or photos in the Attachments section

7. Click “Save” to submit
8. If you need further assistance with submitting a work order, contact Facilities at 88228.

Note: Work orders are processed on a first come, first serve basis. Allow at least **five (5) working** days for completion of work orders. Additional time may be needed for special requests, bidding of work, or material procurement.

I-23.13.3 Request for Emergency Facilities Maintenance Services

Emergencies are defined as those problems requiring immediate action to restore or avoid interruption of essential services such as electricity, water, gas, heat, air conditioning, and plumbing, or to correct conditions considered hazardous to personnel or students, equipment, and facilities (life safety). Requests for emergency service can be made as follows:

- **Reporting During Normal Office Hours (8:00 a.m. to 5:00 p.m. M-F)**: Situations which appear to require immediate attention for maintenance or repair to either prevent or resolve an emergency should be reported by telephone to the Facilities Services office at **678-8228**.

- **Reporting After Normal Office Hours and on Weekends**: At times outside normal operating hours, reports should be made to the Public Safety and Security Department by telephone; **678-8433**. It will be the responsibility of Public Safety and Security to call in the appropriate individual to handle the problem.

I-23.13.4 Maintenance in Leased Facilities

FTCC does limited maintenance on facilities that are leased to FTCC. Maintenance issues related to these facilities should be reported to Facilities Services, who will then coordinate the work with the appropriate leasing office.

I-23.13.5 Planned Maintenance

In addition to Routine and Emergency requests, Facilities Services Employees also perform Planned Maintenance on building components and equipment. **Planned maintenance** (**PM**) or **scheduled maintenance** constitutes a variety of scheduled maintenance procedures to an object or item of equipment to ensure that the object or equipment is operating properly to avoid any unscheduled breakdown, and excess wear and tear, or downtime. Each Facilities Services supervisor is responsible for establishing and managing planned maintenance within his or her area of work.

I-23.13.6 Building Maintenance

The Maintenance Supervisor, under the supervision of the Director of Facilities Services, is responsible for the maintenance of all campus buildings, vehicles, and equipment. Specific services areas include:

- Lock Installation and Maintenance.
- Structural Maintenance: Carpentry, Masonry, Painting.
- Mechanical Maintenance: HVAC, Electrical, Plumbing.
- Auto Shop Fleet Maintenance.

Maintenance employees carry-out work order requests, emergency requests, and planned maintenance. Maintenance personnel also conduct daily inspections of all college buildings to include the following:

- Check facility for adequate airflow, temperature and humidity. Maintain HVAC equipment including chillers, boilers, fans, controls and pumps for proper operation.
- Plumbing inspection of all restrooms and kitchens to include inspection of automatic faucets and toilet flushers, commodes, and drains.
- Correct operation of all doors, including door hinges, handles, hardware, and door openers.
- Assess all general lighting in hallways and classrooms.

In addition to facility upkeep, Maintenance employees are also involved in planning and carrying out numerous small renovation projects for academic departments.

I-23.13.7 Housekeeping Operations

The Housekeeping Supervisor, under the supervision of the Director of Facilities Services, is responsible for cleaning of all College facilities, campus moves, and event setup. In general, housekeeping work shall consist of:

- Trash removal and disposal.
- Vacuuming of carpets.
- Cleaning and conditioning of floors, including sweeping, mopping, stripping, and waxing.
- Cleaning and restocking of restrooms.
- Periodic cleaning of walls, doors, windows, and fixtures.
- Cleaning of classroom desks, blackboards, whiteboards, and chalk/marker trays.
- Collection of recycling materials.
- Moving of boxes and furniture.

- Set up and take down of chairs, tables, stages, and podiums associated with special events.
- Housekeepers will **not** clean office furniture or re-arrange furniture.

I-23.13.7.1 Faculty and Staff Housekeeping Responsibilities

All employees and students are expected to contribute to facility upkeep and cleanliness by not littering and maintaining individual work areas in a neat and orderly condition. In addition, staff and faculty are expected to observe the following practices:

- Close and lock shops, labs, and equipment storage rooms when not in use.
- At the close of class periods and at the end of workdays, place classroom/office furniture and lab equipment in its proper location.
- Place waste paper and trash in receptacles provided.
- Mark chalkboards/whiteboards if existing work displayed is to be saved for future classes; otherwise the board will be cleaned by night custodians. Place chalk and erasers in chalk trays.
- Turn off lights, adjust blinds, and close doors of unoccupied rooms. Those actions should be completed by the last person to leave the office, classroom, lab, shop, or other facility at the end of the workday or when no further classes are scheduled for that day.
- The consumption of food and/or drink in all classrooms on the campus is held at the discretion of each instructor. If an instructor allows food and/or drink in the classroom, then he or she is responsible for proper clean-up after each class.
- Food and drink are prohibited in all lab areas.

I-23.13.7.2 Move Requests

Moves of faculty and staff within a building or to another building are complicated events that require coordination and oversight. In addition, documentation of moves is essential for appropriate utilization and management of space, for computer utilization, delivery of mail, and management of phone systems. An office move requires the move of computers, file cabinets, miscellaneous office equipment, etc. to a new location. The phone system equipment, office furniture, desks, and chairs remain in place.

To initiate a move of personnel, a Faculty/Staff Move Request Form (FTCC Form F-11) must be filled out and submitted for review and approval by members of administration. Please fill out all sections of the form with as much detail as possible. Particular attention should be paid to the Justification Section. Once the request is reviewed and approved, it will be forwarded to the Facilities Services Department and a work order will be generated to schedule Housekeeping personnel to complete the work order. Please allow four (4) weeks to schedule and complete a move request.

All small office or FTTC items must be boxed and labeled prior to the move to ensure they are delivered to the appropriate location. Personal Items such as pictures, refrigerator, microwave oven, coffee makers, plants, or equipment that do not belong to FTCC will **not** be moved and are the responsibility of the requestor. Just prior to the move, MIS personnel will disconnect and package the computer equipment. File cabinets must be emptied prior to being moved.

I-23.13.7.3 Event Setup Requests

A work order should be submitted through a Facilities Services Work Order for event set-up (See steps 1-8 in I-23.13.2, select Event Set-Up as the Problem Type in Step 5). Event support includes the set-up of tables and chairs, podiums, stages. In addition to a work order, table/room arrangement drawings should be scanned and sent to Facilities Services. Please note that event room scheduling is handled separately through the 25Live scheduling software system.

Event setup support for outside entities (non FTCC events) will be coordinated through the office of the Vice President for Facilities and Support Services.

I-23.13.8 Fleet Information

The Facilities and Support Services Department operates and maintains a fleet of vehicles, for use by faculty and staff for work-related travel requirements.

I-23.13.8.1 Policies

a) Definitions

(1) Travel Status: Employees are considered to be on travel status whenever they are required to be away from their normal duty station in the performance of their job.

(2) Fleet Vehicle: Any automobile sedan, station wagon, pickup truck, sport utility vehicle, or passenger-type minivan, or bus.

Excluded from this definition are any FTCC-owned vehicles used by students in training for their Commercial Drivers License (CDL).

b) Official Use Only

Fleet Vehicles shall be driven only by approved College employees and used for official College business only, except as allowed under this section. It is a violation of College policy and may be a violation of state law to use a vehicle assigned to an employee for travel in a manner that is inconsistent with this policy.

When an employee is in Travel Status using a Fleet Vehicle, the vehicle may be used for travel to and from venues associated with the official travel and to obtain meals and other necessities. The Fleet Vehicle may not be used for any other personal purposes. For example, it would be considered a violation of this policy to use a Fleet Vehicle to visit a museum, shopping center, aquarium, or any other entertainment venue when the travel has no official purpose.

c) Approved Drivers

Only approved drivers are allowed to drive FTCC vehicles.

An approved Driving Authorization Form (Form D-6) and either an approved blanket travel authorization or an approved Travel/Virtual Event Request (Form T-6) must be on file prior to any College employee being permitted to drive a College vehicle. The Driving Authorization Form must be renewed annually through the Office of the Vice President for Legal and Administrative Services. It generally takes two or three weeks to perform this review.

d) Passengers

(1) Employees: Fayetteville Technical Community College employees are permitted to be passengers in a Fleet Vehicle and are permitted to drive the Fleet Vehicle when approved as a driver by the College.

(2) Independent Contractors: Persons working as independent contractors of the College are permitted to be a passenger in a Fleet Vehicle, but are prohibited from operating the vehicle.

(3) Relatives: Spouses and children of the FTCC employee assigned a Fleet Vehicle are permitted to accompany College employees on trips in Fleet Vehicles when sufficient space is available and the presence of the spouse and/or children, will not increase costs incurred by the College. Spouses and children of the assigned FTCC employee are not permitted to operate any Fleet Vehicle unless the spouse or child is an employee of FTCC and is approved as a driver by FTCC.

(4) Hitchhikers: Hitchhikers and other persons not identified above as authorized passengers are not permitted as passengers in a Fleet Vehicle.

(5) Service Animals: Service Animals, as defined by the Americans with Disabilities Act, are permitted in Fleet Vehicles.

(6) Other Animals: Family pets and other animals are not permitted in Fleet Vehicles.

I-23.13.8.2 Procedures

I-23.13.8.2.1 Reserving a Fleet Vehicle

Vehicles are available on a first-come, first-served basis. To reserve a vehicle, the driver, or his/her designee, must submit a request to Facilities and Support Services via email (**facilities@faytechcc.edu**) and provide the following information:

- Number of passengers (including the driver)
- Names of any passengers who are not College employees and a description of their relationship to the travel
- Destination
- Departure date and time
- Return date and time

If Facilities and Support Services cannot fulfill the vehicle request, the employee will be authorized to drive their personal vehicle and will be reimbursed at the approved rate per mile.

Employees may not take a Fleet Vehicle home the evening prior to a scheduled trip and may not take a Fleet Vehicle home at the conclusion of the scheduled trip.

Parking for privately-owned vehicles is available at Lafayette Hall or the General Classroom Building with FTCC Security while a Fleet Vehicle is in use. The College shall not be responsible for loss of property left in parked vehicles at any location.

I-23.13.8.2.2 Rates and Billing

a) Travel Logs

Travel logs for permanently assigned vehicles are to be filled out on a daily or trip basis when the Fleet Vehicle is in use. Log entries should accurately reflect the use of the vehicle. Travel logs are located in a binder in each vehicle.

b) Mileage Charges for Use of Fleet Vehicles

Each department is to be charged for its proportionate share of the cost associated with operating a Fleet Vehicle.

I-23.13.8.2.3 Fleet Operations and Services

a) Emergencies and After-Hours Service

In case of emergency involving a person’s health or safety, call 911 and FTCC’s Department of Public Safety and Security at 910-678-8433.

In the event assistance is needed, including after-hours service, please call FTCC’s Department of Public Safety and Security at 910-678-8433.

b) Liability Insurance

Liability insurance is provided for all Fleet Vehicles. Coverage amounts shall be at or above the minimums established by state law. Workers’ compensation protection and/or state-provided insurance should cover medical expenses incurred by any College employee while operating a College-owned vehicle and conducting official College business. FTCC does not carry medical payment insurance through the state insurance provider.

c) Gasoline Purchases

Gasoline should be obtained from fleet maintenance. Otherwise, only regular unleaded gasoline from self-service pumps (except those who have a physical handicap that would prevent the pumping from self-service pumps) is permitted to be purchased from commercial pumps. Exceptions to this are buses or other vehicles requiring diesel fuel.

d) Gasoline Credit Cards

Gasoline credit cards are issued to each Fleet Vehicle and are to be used for that vehicle only. Gasoline credit cards and receipts are to be returned when the vehicle is returned. Receipts should be signed by the driver and the vehicle number written at the top.

e) Keys

Fleet Maintenance provides one set of keys to the reserving driver of the fleet vehicle. If keys of a fleet vehicle are lost, drivers should contact Facilities and Support Services at 910-678-8228. If a driver locks themselves out of the fleet vehicle Monday-Friday (8:00 a.m. – 5:00 p.m.) they should contact Facilities and Support Services; if after hours, contact FTCC's Department of Public Safety and Security at 910-678-8433.

The College shall not be responsible for the cost associated with replacing vehicle keys that are lost. Costs associated with replacing lost keys are the responsibility of the individual to whom the Fleet Vehicle was assigned. Drivers are prohibited from duplicating keys to Fleet Vehicles.

f) Seat Belts

All occupants must wear seat belts (lap and shoulder belt even if the vehicle is equipped with an air bag) or other approved restraint system whenever the vehicle is in motion.

The General Statutes of North Carolina require children to be protected by safety restraints. All children less than age 8 or who weigh less than 80 pounds, must be in a child restraint system that meet federal standards when riding in passenger vehicles. The law covers all persons, not just parents, who operate a vehicle in which a child is a passenger.

g) Accident Reporting

All accidents involving fleet vehicles or other property damage, regardless of amount of damage, must be reported, immediately to the proper authorities and to FTCC Public Safety and Security by calling 910-678-8433. A police report must be obtained. If another driver is involved, ensure the following information is included on the police report: driver's name, address, telephone number, license plate number, name of insurance company, and policy number. The police report must be forwarded immediately to the Vice President for Facilities and Support Services and Vice President for Legal and Administrative Services.

h) Driving Under Adverse Weather Conditions

Drivers of Fleet Vehicles on permanent assignment who drive during adverse weather conditions are cautioned to take extreme care and employ safety measures to ensure the safety of driver and passengers. Any damage to Fleet Vehicles operated during adverse weather conditions shall be paid by the employee when it is found that such damage resulted from negligence on the part of the driver. Drivers shall turn on headlights while driving during inclement weather and are required by state law to turn on headlights when operating windshield wipers.

I-23.13.8.2.4 Maintenance and Care of Fleet Vehicles

a) Repairs and Routine Maintenance

Fleet Maintenance is responsible for all repairs and maintenance of Fleet Vehicles. The Maintenance Supervisor is responsible for all Fleet Vehicle maintenance and shall ensure proper oil level, water and antifreeze for radiators, water for battery, wear on belts, and proper inflation of tires. This service should be performed at scheduled intervals established by the Maintenance Supervisor.

b) Vehicle Washing

It is the responsibility of the maintenance department to wash Fleet Vehicles.

c) Annual Safety Inspection

State law requires all motor vehicles to be inspected for safety annually. It is the responsibility of the Maintenance Supervisor to ensure that all Fleet Vehicles are up to date on inspections.

I-23.13.8.2.5 Fleet Vehicle Use

a) Motor Vehicle Laws and Ordinances

It is the responsibility of the individual driver to comply with all motor vehicle laws and ordinances. All traffic violations and fines shall be the responsibility of the driver. Abuse of motor vehicle laws and ordinances may result in denial of the use of a Fleet Vehicle.

b) Parking Citations

Parking citations are the responsibility of the assigned driver.

c) Parking and Storage of Vehicles

Employees are responsible for secure and safe storage and parking of Fleet Vehicles. Fleet Vehicles may be parked in a commercial garage or on a municipal street at the College's cost. However, if a vehicle is illegally parked or wrongfully parked, the employee to whom the vehicle is assigned shall be individually responsible for costs associated with resolving the parking citation/violation. The assigned driver shall be responsible for any towing fees resulting from improper parking.

d) Weapons

No weapons of any type will be allowed aboard a Fleet Vehicle with the exception of those carried by Basic Law Enforcement Training (BLET) and Gunsmithing instructors who are carrying them for instructional and/or training purposes.

e) Additional Technology

Using additional technology while operating a vehicle is unlawful. Additional technology is defined as any technology to include cell phones, that provides access to digital media.

f) Alcoholic Beverages and Drugs

Under no circumstances may a College employee operate a Fleet Vehicle while intoxicated or otherwise under the influence of intoxicating beverages, illegal drugs, or illegal substances. Transport of such items in a Fleet Vehicle is also prohibited, except in performance of law enforcement duties.

g) Smoking in Fleet Vehicles

Smoking is prohibited in passenger-carrying Fleet Vehicles.

I-23.13.9 Grounds Maintenance

The Grounds Supervisor, under the supervision of the Director of Facilities Services, is responsible for maintaining all college grounds. Specific services include:

- Turf maintenance including mowing, edging, fertilizing, and pest and weed treatment.
- Trimming/pruning of trees and bushes.
- Removal of litter from campus grounds.
- Blowing/removal of debris from parking lots, walkways, and other hardscapes.
- Irrigation system maintenance and repair.
- Removal of leaves and pine straw.
- Removal of snow/ice during Winter/Spreading of rock salt on ice patches.
- Maintenance of brick/hardscapes.
- Planning, design, and installation of new trees, shrubs, and flower beds.

The Grounds Supervisor is responsible for developing and managing an annual schedule of work assignments that correspond to seasonal requirements.

I-23.14 Construction Planning and Project Management

The Vice President for Facilities and Support Services is responsible for all capital planning, space planning, capital project management, and small project administration. Specific services include:

- Small Projects
- Construction Estimating
- Capital Construction
- Space Planning

I-23.14.1 Construction/Renovation Request Procedure

An academic or support unit wishing to request a construction or renovation project shall utilize the following procedure:

1) Making a request for a project estimate is the first step in the process. Fill out and submit a Facilities Decision Package – Estimate Request, Form F-2 to the Facility Services Coordinator. The form asks for a location, description of the work, and other details necessary for the Construction & Project Management Coordinator to develop an estimate of the proposed work.

2) Upon receipt of the form, Facility Services Coordinator will assign an estimate tracking number to the request. This number will be provided to the requestor by email and can be used for further reference to the status of the estimate, and later for the project request.

3) Construction & Project Management Coordinator will review the estimate request document and develop an estimate for the work. Allow at least two weeks for an estimate. During periods of heavy work load, the length of time to complete an estimate may be longer.

4) When the budget estimate is finalized, the total estimated cost is recorded on the request document and returned to the requestor. A copy is retained by the Facility Services Coordinator.

5) Upon receipt of the budget estimate, the requestor should review the document for accuracy.

6) If the budget seems reasonable, the requestor should then fill out and submit the Project Request form, C-21, for approval through the administrative chain of command. Utilize the budget estimate data obtained on the F-2 form in the development of the project request.

7) Senior administration officials will review the project request, C-21 form and consider it in light of all other project funding requests.

8) Status of the project request will be communicated back to the requestor upon completion of senior management review.

9) Projects approved for construction will be forwarded to the Construction and Project Management Coordinator for action.

I-23.14.2 Construction/Renovation Planning Process

In December of each calendar year, the Vice President for Facilities and Support Services will make a request for all academic and support units regarding renovation needs for the upcoming academic/fiscal year. Academic or support units wishing to submit a request for renovation of a facility must fill out and submit:

1) Estimate Request, Form F-2.
2) Facilities Renovation Request, Form C-21

Upon receipt and review of all requests, college administrators will meet and develop a prioritized list of projects approved for implementation in the following academic year. The results of the planning process will then be communicated to both the requestor(s) and the Construction & Project Management Coordinator for implementation.

Small project requests occurring outside the normal annual planning process should follow the same request procedure utilizing both the F-2 estimate form and the C-21 project request form.

I-23.14.3 Capital Construction

The Vice President for Business and Finance and the Vice President for Facilities and Support Services are responsible for all Capital Construction activities.

Any construction project requiring the estimated expenditure of $500,000 or more for construction contracts, design fee and construction contingency, regardless of the source of funds, will be considered a **formal** capital construction project and must have the approval of the State Board and the State Construction Office. Formal bidding procedures as per G.S. 143-129 must be followed for these projects. Oversight and management of these projects will be conducted by the State Construction Office, with the assistance of Project Management staff.

All community college construction projects with an estimated total project expenditure (budget) below the public bidding threshold of five hundred thousand dollars ($500,000) or less are considered **informal** and are exempt from State Construction oversight, as required in GS 143-129. The building code is enforced through the local Authority Having Jurisdiction (AHJ), which is usually a county, town, or city inspection department. Projects of this nature are managed by the Project Management unit of the Facilities Services Division.

I-23.14.4 Space Management

The Construction and Project Management Coordinator shall manage all of the campus space and shall keep and maintain campus maps, facility floor plans, and a record of building occupants. The Facility Services Coordinator is responsible for maintaining and updating planning documents. Any change in use or assignment of space, even if it is within an existing department, should be coordinated with the Construction and Project Management Coordinator and staff within the Space Management unit, so that accurate space data can be maintained.

I-23.15 Postal Service

The Mail Office staff, under the direction of the Director of Facilities Services, is responsible for all mail operations on campus. Mail is picked up each workday morning from the U.S. Post Office, sorted and distributed to mail rooms in buildings at all college sites. There are two mail runs per day on the main campus, and one for remote campus sites. Outgoing USPS mail is taken to the Post Office each day at 4:00 p.m. First class mail will be postmarked and taken to the post office for mailing the same day the mail courier receives it. Other matters of note:

- FTCC mail services are for official business only, no personal items or packages.
- Utilize inter-office envelopes for mail to college offices.
- Provide a name or department on the return address portion of an envelope. When using a large flat envelope, you must use an FTCC label with the return and forwarding address typed.
- Returned mail items without an identifying name or department must be opened by Mail Room staff in order to determine ownership.

I-23.15.1 Federal Express and United Postal Service

Federal Express (FedEx) and United Postal Service (UPS) provide services to the campus.

Outgoing FedEx Air packages are handled through the mail room at Lafayette Hall. Outgoing FedEx Ground packages, UPS packages and freight are handled through the Warehouse. The following applies:

- Outgoing FedEx Air packages must be brought to the mail room by 3:00 p.m. to be mailed that day
- Outgoing FedEx Ground packages must be brought to the Warehouse and will be routed as soon as feasible.
- FedEx Air does not pick up daily, so if you need a package to go out, you must let the staff in the mail room know ahead of time.

- FedEx Air only picks up and delivers mail to the Lafayette Hall Mail Room
- All FedEx overnight packages are delivered by 10:30 a.m. the next day.

I-23.15.2 Addressing Outgoing Mail

The US Post Office utilizes an optical character recognition (OCR) scanner to process outgoing mail. In order to prevent the rejection of outgoing mail, the US Post Offices requires that the addresses of outgoing business mail must be type written or printed. Hand written addresses will be rejected and sent back to the College. The US Post office recommends the following when addressing outgoing mail:

- Utilize all capital letters
- Non-proportional font
- Minimum of 10 pt.
- No punctuation
- No abbreviation of city

I-23.15.3 Bulk Mailing

First Class Bulk Mail must be same size and weight. A minimum 500 pieces are required for bulk mailings. The sender is responsible for properly labeling all bulk items. Allow 3-days for processing and delivery to the Post Office. **It is important that mailing lists are updated regularly so as to avoid bulk mail rejection.** If you need trays for delivery of bulk mail, contact the mail room. Out of state bulk mailing should be separated from the rest of bulk mailing.

I-23.16 Rose Garden

The Rose Garden located on the FTCC campus is the Fayetteville Rose Garden. FTCC personnel maintain and provide security for the garden; however, personnel representing the City of Fayetteville, the Fayetteville Rose Garden Society, and Fayetteville Technical Community College established the policy for obtaining roses.

The following personnel or their designees are authorized to obtain roses for official functions: The President of Fayetteville Technical Community College, the Mayor of Fayetteville, and the President of the Fayetteville Rose Garden Society. NO OTHER REQUESTS FOR ROSES WILL BE APPROVED.

The Rose Garden may be scheduled for special functions, such as weddings, pinning ceremonies, wedding rehearsals, etc. To reserve the Rose Garden, submit a **Rose Garden Reservation Request**, FTCC Form R-11, electronically via the **Facility Services webpage**.

I-23.17 Student Terrace

The Student Terrace located between the Student Center and Advanced Technology Center is provided for the student body, faculty and staff, and general public's enjoyment.

FTCC personnel maintain and provide security for the area. The Student Terrace may also be scheduled for special functions by submitting a **Rose Garden Reservation Request**, FTCC Form R-11, (select Student Terrace when reqesting) electronically via the **Facility Services webpage**.

I-23.18 Vending Machine Concessions Policy

In accordance with 115.D-58.13 for the budgeting, accounting and expenditure of funds generated through vending machines, funds may be used as follows:

(1) Support the operating expenses of the vending machines

(2) Student aid and/or scholarships

(3) Other expenditures of direct benefit to students

(4) Other similar expenditures authorized by the Board of Trustees. Authority to expend funds may be assigned to the College President.

(5) Funds shall not be used to supplement the salary of any College President.

All expenditures shall be consistent with the mission and purpose of Fayetteville Technical Community College.

I-24 MISCELLANEOUS SERVICES/INFORMATION

I-24.1 Conflict of Interest Policy

Per Community College Law 115D-26, all employees must adhere to the conflict of interest provisions found in G.S. 14-234. G.S. 14-234 states that an employee may not act as an agent or have a pecuniary interest in a business that supplies merchandise to be used by the College and may not be rewarded for his\her influence in recommending or procuring the use of any merchandise by the College.

This legislation prohibits any employee from participating in an activity in which financial or other personal considerations may compromise, or have the appearance of compromising, the employee's judgment in performing his or her duties. Any employee who participates in activities that might be construed as involving conflict or potential conflict of interest, or may do so in the future, should report this information to the Vice President for Legal Services. Failure to do so could result in sanctions by the College. An administrative board will review each reported case and make a recommendation to the President regarding possible conflict of interest.

As required by the Department of Defense, the College, its agents, and its employees are prohibited from providing anything valued greater than $10.00 to any person being recruited to enroll at Fayetteville Technical Community College. This prohibition shall apply to gratuities, favors, discounts, entertainment, hospitality, loans, transportation, lodging, meals and any other item having a monetary value. This prohibition shall not limit the College's ability to grant scholarships to its students.

Employees will sign a Code of Ethical Conduct Statement upon employment with the College, which will be maintained in their personnel file. The Statement is as follows:

I-24.1.1 Code of Ethical Conduct

Code of Ethical Conduct

All employees and contractors working for the College should adhere to legal, moral and professional standards of conduct in the fulfillment of their responsibilities. Standards of ethical conduct as set below are promulgated in order to enhance the performance of all persons engaged in working for the College.

I. Personal Standards

College employees shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of governing officials, other public officials, employees, and of the public.

- They shall devote their time, skills and energies to their office both independently and in cooperation with other employees.
- They shall abide by approved practices and recommended standards.

II. Responsibility as Public Employees

College employees shall recognize and be accountable for their responsibilities as professionals in the public sector.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall be sensitive and responsive to protecting the health and wellness of faculty, staff, students and the community. As such, they shall follow all protocols established by FTCC and the Center for Disease Control (CDC). In response to pandemic or other public health threats associated with a Public Health Emergency or a declared “State of Emergency”. This includes, but is not limited to (1) properly wearing masks, as described by the CDC, (2) monitoring students and enforcing FTCC protocols when non-compliance is observed, (3) remaining off campus when experiencing any COVID-19 symptoms identified by the CDC, and (4) any other protocols implemented by FTCC. This policy shall supersede any conflicting FTCC policies. Failure to comply with College protocols associated with pandemics or other health threats may result in the imposition of disciplinary action by the College.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.

- They shall uphold both the letter and the spirit of the constitutions of the United States of America and the State of North Carolina, legislation and regulations governing their actions and report violations of the law to the appropriate authorities.

III. Professional Development

College employees shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those engaged in life-long learning. College employees shall promote excellence in the public service and educational base of society.

IV. Professional Integrity-Information

College employees shall demonstrate professional integrity in the issuance and management of information.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.

- They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.

- They shall respect and protect privileged information to which they have access by virtue of their office.

- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of federal, state, or local government policy.

V. Professional Integrity-Relationships

College employees shall act with honor, integrity and virtue in all college relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the College they serve, within the confines of this Code of Ethics.

- They shall not knowingly be a party to or condone any illegal or improper activity.

- They shall respect the rights, responsibilities and integrity of their colleagues and other public officials with whom they work and associate.

- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.

- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practices.

VI. Conflict of Interest

College employees shall actively avoid the appearance of or the fact of conflicting interests.

They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.

They shall not, directly or indirectly, seek or accept personal gain that would influence, or appear to influence, the conduct of their official duties.

They shall not use public property or resources for personal or political gain.

I-24.2 Policy for Fees on Self-Supporting Programs

In accordance with Subchapter 600 of the State Board of Community Colleges Code, Fayetteville Technical Community College is permitted to offer self-supporting classes. Students shall be charged a fee upon enrollment in any self-supporting class. For the purposes of this policy, direct and indirect costs shall be defined as they are defined in 1E SBCCC 600.1.

I-24.2.1 Curriculum Self-supporting Fees

Curriculum self-support fees shall be established by the College using either the “Pro-rata Share Method” or the “Transparent Rate Method” described in 1E SBCCC 600.3. The decision as to which method shall be used shall be made by the President of the College, or the President’s designee, depending on which method the President deems to be in the best interest of the College and its students given the circumstances surrounding the particular course to be offered. Any curriculum course offered as a self-supporting course shall be expected to generate sufficient revenues to offset the direct and indirect costs of the course incurred by the College.

In the event the “Transparent Rate Method” is deemed in the best interest for the College for a particular course and the College anticipates collecting excess fee receipts for the particular course, the College may use a portion of the excess fee receipts as a grant to any student who is charged a fee as an out-of-state resident when that student’s fees are to be paid by a third-party governmental entity. This grant shall not exceed twenty-five percent (25%) of the total fee charged and the grant shall not result in the College incurring a deficit for offering the particular course.

I-24.2.2 Continuing Education Self-supporting Fees

Self-supporting fees for any continuing education course shall be set on a course-by-course basis and shall be at or below the local market rate for such a course. Any continuing education class offered as a self-supporting class shall be expected to generate sufficient revenues to offset direct and indirect costs of the course and incurred by the College.

I-24.2.3 Use of Excess Receipts

Excess receipts shall be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g. scholarships, loans, and grants), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvement and real property acquisition. Excess receipts shall not be used for supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.

I-24.3 Corporate Credit Card Policy

The FTCC corporate credit card is issued to the President of the College. The President has the sole authority to charge to the card and the card may be used for College business only. Receipts and/or invoices approved by the President, submitted to the Senior Vice President for Business and Finance for payment.

I-24.4 College Identification Card Policy

All current faculty, staff, and curriculum students are issued a valid College identification card for the purposes of (1) verifying status and (2) seeking access to College facilities or services. Vice Presidents may also approve identification cards for use by contractors performing temporary work on campus.

Students issued an identification card must have their card in possession while on any FTCC campus and must present the card upon request by any faculty member, security officer, or other official member of the College staff. Faculty and Staff issued an identification card shall display card, or some other appropriate means of identification, on their person in a manner such that is visible to others, except when displaying such a card could compromise the safety of the individual. It is a violation of College policy to lend a College identification card to anyone or fail to present an identification card upon request by a faculty member, security officer, or any other official member of the College staff, and such violation subjects the holder to disciplinary action. College identification cards remain the property of the College.

Faculty and staff are issued photo identification cards when hired for employment. Students are issued identification cards when registering for credit-bearing courses. A $5.00 replacement fee will be charged for replacement cards.

Identification cards are made in the General Classroom Building, Room 102-F, for faculty, staff, contractors, and curriculum students. Identification cards are made for faculty, staff and students at the Spring Lake Campus in Room 101. Identification cards for Continuing Education faculty, staff, and students are made in CEC, Room 240.

Employees and contractors should immediately report lost or stolen identification cards to the Security Office. The employee identification card should be submitted to Human Resources when an individual retires, resigns or their duties are terminated at the College. Upon completion of contract work, contractors should return identification cards to the appropriate departmental point of contract. Students should report lost or stolen identification cards to the Registrar’s Office. Student identification cards must be validated for the current semester.

I-24.5 Cellular Phone Policy

Cellular phones will be assigned to personnel as determined by the President of the College. Each employee assigned a cellular phone must sign a statement attesting that the phone will be used for FTCC business only (with the exception of an accident or family emergency). The list of individuals assigned cellular phones, along with their signed statement, will be maintained in the office of the Human Resources and a copy furnished to the Senior Vice President for Business and Finance.

I-24.6 (Reserved for Future Use)

I-24.7 Sales and Solicitations

The sale of commercial products and services is the exclusive right of the College and its agents.

(1) Student clubs and other College organizations may advertise and/or conduct approved fund-raising activities in designated campus areas, excluding building entrances, exits, and front lobbies.

(2) Approval of solicitations and sale of items off campus by FTCC student club and organization members must be approved by the appropriate Vice President and must not conflict with class or work schedules.

(3) College employees and/or students may not use their employee and/or student status to endorse commercial products or services.

(4) The sale of items for charitable organizations by FTCC employees must be approved by the appropriate Vice President and must not conflict with normal working duties.

(5) The campus GroupWise E-Mail Network System must not be used for sales or solicitations.

All exceptions to this policy must be approved by the President or his designee.

I-24.8 Posting of Notices

Notices to be posted on campus by students must be approved by the Student Activities Director. Unapproved and inappropriate notices are subject to removal.

I-24.9 Naming Guidelines for College Facilities

The Board of Trustees of Fayetteville Technical Community College shall retain for itself the right to bestow the honor of naming any of its facilities after any organization or person(s), living or deceased. The Board of Trustees may name a facility upon its own motion or upon its receipt of a nomination from any member of the Board of Trustees, from any college employee, from any member of the FTCC Foundation Board, or from the Foundation Board itself. Nominations should be reserved for those individuals who have distinguished themselves through extraordinary service to the College or through substantial and generous donations to the College or the College's Foundation.

The Fayetteville Technical Community College Foundation Board may indicate to potential donors that naming of a facility in their honor will be recommended by the Foundation to the Board of Trustees in recognition of their gifts to the College, especially when their gifts make the construction of a facility or the furnishing of a facility possible. However, the Foundation shall make it clear to potential donors that the Board of Trustees retains for itself the right to name a facility.

Nominations for consideration should be submitted on a "Facility Naming Recommendation Form" to the College President. The President will forward the Form to the Board Chairperson who may place the nomination on the Board's agenda for consideration. Prior to the Board's consideration of the nomination, the President may initiate a thorough review of the nominee's background and service to the College. A majority vote of the Board shall be required for final approval.

Upon the Board's decision to name a facility, the College shall coordinate the facility dedication ceremony and the facility shall bear the selected name in perpetuity unless the Board determines that extraordinary circumstances justify the renaming of the building. If a facility is to be renamed, the College shall make reasonable efforts to contact family of the individual(s) after whom the building was originally named to inform them of the decision.

Nominations made to the Board to honor a deceased person shall not be submitted until one year after the death of the nominated person. Facilities will not be named in honor of members of the Board of Trustees, Foundation, or employees of the College until at least one year after such relationship with the college is concluded.

I-24.10 Use of College Facilities

I-24.10.1 Facility Use Policy

The primary use of Fayetteville Technical Community College (FTCC) facilities shall be for the College to provide a learning and educational environment in which the College's students can thrive in their individual educational pursuits. Other uses of the College's facilities shall not conflict with this primary purpose.

The following restrictions shall apply to the use of College facilities:

- College facilities are not available when the College is closed, such as on Sundays, holidays and between 10 P.M. and 7 A.M.
- Any license granted for the use of College facilities shall be immediately revoked if the use disrupts College operations and/or the learning and educational environment of the College.
- Admission fees shall not be charged by any individual or entity for entry into an on-campus meeting, event, or gathering when the individual or entity using the College facilities is not being charged by the College for the use of the facility.
- To the fullest extent permitted by law, users of College facilities must indemnify the College from any and all liabilities associated with the use of the facilities and reimburse the College for any damage the user or the user's invitees cause to the College facilities.

The following groups may periodically obtain a license to use College facilities:

FTCC Student Organizations: Student organizations officially recognized by the College, including the FTCC Student Government Association and FTCC student clubs, are permitted to reserve and use facilities designated by the College for uses that align with the purpose of the organization as stated in the organization's charter. Student organizations may be licensed to use space reserved for the organization without cost. Events held by student organizations must be consistent with the mission and charter of the student organization, and may include fundraising efforts. Student organizations may use College facilities between 7 A.M. and 8 P.M. Monday through Friday. The College may make its facilities available to student organizations at other times upon request. Such request may be granted only if a determination is made there is sufficient justification for the use and adequate College personnel and/or resources are available to support the activity.

Federal, State and Local Governmental Entities: Federal, North Carolina, and Cumberland County governmental entities may reserve and be granted a license to use facilities designated by the College between 7 A.M. through 8 P.M. Monday through Friday. The College may make its facilities available to these governmental entities at other times upon request and availability of College personnel and resources. Generally, there will be no charge for the periodic use of the College's facilities by governmental entities unless special circumstances create unusual expenses for the College. Those circumstances are determined on a case-by-case basis.

Non-Profit Entities: Non-profit entities established to promote workforce and/or economic development within Cumberland County and/or the State of North Carolina, non-profit entities providing scholarships or other direct support to students of Fayetteville Technical Community College through the College or the Fayetteville Technical Community College Foundation, Inc., and/or non-profit entities holding educational events and educational competitions primarily for minor and/or adult students may reserve and be granted a license to use the College's facilities between 7 A.M. and 8 P.M. Monday through Friday. The College may make its facilities available to these non-profit entities at other times upon request and availability of College personnel and resources. Generally, there will be no charge for the periodic use of the College facilities by non-profit entities. Non-profit entities using College facilities must indemnify the College for the entity's use of College property, maintain liability insurance in amounts designated by the College, and name the College as an "Additional Insured." For the purpose of this policy, non-profit entities are limited to those which are both designated as a 501(c)(3) organization by the Internal Revenue Service, are created in the State of North Carolina, and are deemed to have an "active" status with the North Carolina Secretary of State Business Registration Division.

Business Enterprises Loaning or Donating Equipment: Business enterprises which loan or donate equipment to Fayetteville Technical Community College may reserve and be granted a license to use College facilities for purposes associated with demonstrating the loaned or donated equipment. Facilities can be made available between 8 A.M and 5 P.M. Monday through Friday and when the demonstration will not interfere with the College's use of the loaned or donated equipment.

During the period of equipment use, the enterprise assumes all responsibility for equipment damage due to the manner of its use or due to fire, theft, or acts of God. The business/enterprise assumes maintenance responsibility for loaned/donated equipment during the period equipment is demonstrated during its instructional classes.

Business enterprises and other entities that provide educational programs and/or services for the benefit of the community and which align with FTCC's mission of workforce, economic development and scholarship, may request use of college facilities. Approval is at the discretion of the President.

Fee-Based Facility Use: Designated College facilities, such as the J.P Riddle Stadium Complex, may be reserved and licensed for use by persons and organizations paying a fee for the use of the facility. Any fee charged must fully recover the College's direct expenses associated with the facility use, and such facilities may be made available on any day, including Sundays and holidays. The College President is authorized to designate the College facilities which may be used for a fee, create an appropriate fee structure, and establish the terms and conditions by which the facilities may be used.

This policy shall not apply to the College's own use of its facilities or any use by the Fayetteville Technical Community College Foundation, Inc.

I-24.10.2 Free Speech and Public Assembly

Fayetteville Technical Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression while they are at Fayetteville Technical Community College. This policy is intended to protect one's right to freedom of speech without interfering with the rights of students.

All persons exercising their free speech rights must respect the rights of students to engage in the educational pursuits of their choice. To that end, adherence to the following limitations is required.

1. Electronic systems which produce or amplify sound shall not be utilized.

2. Free speech activities shall not:
    a. Substantially and materially disrupt or interfere with College operations, College operations shall be broadly interpreted to include the lawful activities of the College by and through its employees;

b. Substantially and materially impede or block pedestrian or vehicular traffic;
c. Substantially and materially impede or block the entryway into any building or office;
d. Create an imminent safety or health hazard; or,
e. Threaten or otherwise violate the rights of others.

3. Speech shall not be obscene, vulgar, lewd, or defamatory.

4. Speech shall not encourage illegal activities or incite violence.

5. Picketing, demonstrations, and marches are not permitted inside College buildings.

6. Signs, posters, handbills and other printed materials may not be posted on any campus property, including buildings, walls, windows, blackboard, bulletin boards, sidewalks, trees, light poles, vehicles and similar property. Excepted from these limitations are printed materials may be posted on certain College bulletin boards when those materials are related to college sponsored activities and college recognized clubs in accordance with procedures established by the Director of Student Activities.

I-24.10.2.1 Free Speech Rights of Students

Students currently enrolled in a Fayetteville Technical Community College class may exercise their Constitutional rights of freedom of speech, petition, and peaceful assembly in any outdoor area of the College campuses subject to the limits stated in this policy. Students violating the limitations of this policy may be subject to disciplinary action and/or criminal prosecution. In addition to these rights, students may utilize the Free Speech/Expression Zones by reserving the space in accordance with procedures established by the College President.

I-24.10.2.2 Free Speech Rights of Non-Students

The College hereby creates a limited public forum on its campuses for individuals and organizations who are not enrolled in Fayetteville Technical Community College courses, but who wish to engage in free speech activities on the College's campus. Individuals who are not enrolled in classes at the College or are not otherwise participating in a College sponsored function are limited in exercising their freedom of expression rights to only the areas listed below. These areas, known as "Free Speech/Expression Zones" are hereby designed as limited public forums and may be reserved for use by both those not enrolled at the College and those currently enrolled.

Main Campus	Student Center Gazebo
Spring Lake Campus	Grass Area on end of Western Wing of Building

Events sponsored by members of the College community shall have first priority in using the Free Speech/Expression Zones. The College reserves the rights to relocate or remove any assembly to ensure the assembly does not substantially and materially interfere with the normal operation of the College or interfere with the rights of others.

Use of the “Free Speech/Expression Zones” is limited to a maximum of three consecutive hours during any seventy-two-hour period and only between 8 A.M. and 5 P.M. and shall be reserved in accordance with procedures established by the College President.

The right to dissent is a natural complement of the right to speak, but those rights need not occupy the same forum at the same time. Those who reserve the Free Speech/Expression Areas are entitled to communicate their message during their allotted time, and those present are entitled to hear. Dissenters 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.

Distributing literature within the Free Speech/Expression Area is permissible. If literature is distributed, the individual or group reserving the Free Speech/Expression area shall ensure the campus grounds are substantially free of the distributed literature at the conclusion of the use of the Free Speech/Expression Zone.

I-24.11 Keys/Access Cards

Full-Time Employees

Staff and faculty members may be required to have keys to enter their work area. Key requests for full-time employees will be submitted by email to the Director of Public Safety. Key requests must be approved by the department/activity head. Keys will be issued on hand receipts by the designated College key control sergeant and retained by the office of the Director of Public Safety. Upon termination of employment, employees must return keys to the key control custodian and obtain clearance from that office. KEYS WILL NOT BE LOANED TO ANYONE, NOR WILL THEY BE REPRODUCED. Losses will be immediately reported to the Public Safety Office and to the Vice President for Administrative Services by memo detailing the loss.

Part-Time Employees
Because of the number of part-time employees and their varied working hours, the issuance of part-time employee keys will be monitored at the Associate Vice President level. Part-time employees will request keys on the Part-Time Employee Key/Access Card Approval Form. This form will be forwarded to the key control sergeant once it is approved by the appropriate Associate Vice President. The employee will pick up requested keys from the key control custodian and sign the key control card. Part-time employees that no longer need keys or cease employment at FTCC must return keys to the key control custodian. Supervisors will not reassign any key(s) that have been returned to them. The supervisor receiving a key(s) from a departing employee will turn in key(s) to the key control custodian within three (3) working days after receipt. The key control custodian will document returned keys on the key control card. Part-time employees must immediately report any lost key(s) to their supervisor, security, and the Vice President for Administrative Services by memo detailing the loss

Access cards are issued and controlled by the key control custodian the same manner as keys.

Once you have followed the appropriate procedures above, you or your supervisor will be notified by **e-mail** that your key(s) are ready to be picked up from the key control sergeant in GCB, Room 102 between 7:30 a.m.-8 p.m.

I-24.12 Facility Move Requests

Planning of facility moves is essential to ensure adequate facilities are available for staff and faculty. Movement of personnel and equipment should be done only after all moves are coordinated and approved through supervisory channels. Moves should be coordinated through supervisory channels and received at Plant Operations at least four weeks prior to the desired move date. The completed Facility Move Request should be provided to the VP for Administrative Services for final coordination/approval.

The Facility Move Request will be forwarded to Plant Operations to assign a work order number to the document. This documentation will be provided to appropriate facility staff for action with a copy of the work order to the requesting office.

Request for moves will be coordinated with requesting office based upon College support priorities.

MIS and Media Services will get a copy of the F-11 with the assigned work order number for coordination as appropriate.

I-24.13 Parking Permits and Traffic Rules

The Director of Public Safety is charged with providing for planning and supervision of parking facilities and traffic control; for the development, publication, and dissemination of traffic regulations; for the sale and issuance of parking permits (decals); and for the collection of fines imposed for parking/traffic violations.

Employees and students desiring to obtain permits (decals) for parking their vehicles in campus parking lots may do so at the Public Safety Office, Room 102 of the General Classroom Building. Each employee or student is authorized to obtain permits for no more than two vehicles, both of which must be owned by the registrant or a member of his/her immediate family. A current state registration for the vehicle(s) concerned must be presented at the time of application.

A copy of "FTCC Traffic Rules and Regulations" is provided each vehicle registrant when he/she receives a parking permit. Additional copies are available at the Public Safety Office. It is expected that any student or employee operating a vehicle on the FTCC campus will have read and will comply with the College traffic rules and regulations.

Parking fees and the scale of fines for traffic violations are specified in the rules and regulations pamphlet as are the requirements for payment of fines, appeals procedures, and conditions for obtaining free temporary permits for limited periods of time.

The speed limit on campus access roads and in parking lots is 10 MPH. Pedestrians have the right-of-way at all times. Permanent parking decals will be displayed on the window of the vehicle. A special motorcycle decal must be applied to the front fork of two-wheeled vehicles. Temporary parking stickers will be affixed to the interior of the front or rear window on the driver's side of the vehicle.

I-24.14 Emergency Call Boxes

Emergency Call Boxes are installed in several strategic locations across campus. Pressing the red button on the call box alerts the FTCC Public Safety Office when emergency assistance is needed.

I-24.15 Surveys - Procedures

ALL surveys administered by FTCC personnel must be coordinated through the Office of Institutional Effectiveness (IE). A Survey Authorization Form (S-12) must be completed and approved by the Vice President for Human Resources and Institutional Effectiveness or Dean of Institutional Effectiveness prior to the administration of the survey.

Centralizing the survey approval process will prevent duplication of efforts and ensure privacy laws are followed. Please call the IE Office at extension 8-8248 for more information regarding surveys and/or visit the Institutional Effectiveness homepage to download the survey request form. Also, the Survey Authorization Form is located on the Faculty-Staff Forms webpage.

I-24.16 Continuing Education Accountability and Credibility Policy and Guidelines

I-24.16.1 Forward

Fayetteville Technical Community College recognizes the responsibility of establishing and maintaining a relationship of accountability with the citizens of the greater Fayetteville area.

This element of public confidence is an integral part of the professional pride and integrity that has allowed the North Carolina Community College System to set the standard for post-high-school education throughout the state and nation.

It is with a firm commitment to provide quality education consistent with the role and mission of the College that the Continuing Education Division does hearty submit the following response to the criteria established by the State Board of Community Colleges.

The Continuing Education Accountability and Credibility Policy and Guidelines will be used as an instrument to maintain uniform measures in the overall management of classes and courses in the Continuing Education Division. The plan will be approved by the local Board of Trustees and periodic reports will be given to the local Board regarding the implementation and evaluation of the guidelines. In addition, audit findings by the Education Program Auditors and the North Carolina State Auditor's Office will be presented to the local Board of Trustees.

I-24.16.2 On Site Visits to Each Class

(1) It will be the responsibility of each director or assigned professional staff to visit at least fifty percent of off-campus and distance education classes and twenty-five percent of on-campus and distance education classes within their area of supervision. Directors will have the option of visiting short courses, twelve hours or less, on a random basis rather than being required to visit each class. The purpose of these visits will be to confirm the existence of each class reported and to ensure that instruction consistent with the purpose of the course is being presented. The visit will be officially recorded by signing and dating the class roster and having the instructor initial the signature. If concerns are noted, the class verification report must be completed. It should be noted that verification visits may occur at any time during the duration of the course. Each director will be responsible for completing the Accountability Plan Term Report at the end of each

term and submitting to the Associate Vice President for Continuing Education.

(2) A component that will help assure accountability is the recommendation that all new faculty be evaluated by their immediate supervisor during their first term of employment, and that all instructors be evaluated annually. Instructor evaluations will be documented by use of the Instructor Evaluation Form annually with official copies being made available for the instructor and placed in personnel files.

(3) The Associate Vice President for Continuing Education will conduct unannounced class visitations throughout the term and will complete the Class Verification Report for documentation. A standard of ten percent of off-campus and distance education classes will be used as a minimum requirement for visitation. Copies of these reports will be forwarded to the appropriate director for filing and for follow-up activity. Class registration periods will not be used as class verification visits.

(4) Upon request from the North Carolina Community College System program auditors, the College will provide access to Continuing Education Internet classes.

I-24.16.3 Student Membership Verification

A. Students registering for Continuing Education courses will be required to sign the Student Registration Form, as well as the Group Registration Form for on-site registration. Instructors will assist students/individuals with the completion of all required forms whenever necessary. Attention will be given by the instructor or the staff conducting registration to ensure that all forms are properly signed and documented.

B. The Associate Vice President for Continuing Education reserves the right to initiate random telephone surveys of individuals registered in Continuing Education classes to verify actual enrollment and attendance. Student validation information will be reviewed by the Associate Vice President for Continuing Education and the appropriate program director to determine if corrective measures are needed. It will be the responsibility of the program director to submit written assessment and plan-of-action procedures.

I-24.16.4 Instructor Verification

College procedures associated with the payment of all full-time and part-time personnel outline a mutual responsibility of the Continuing Education Division and the Office of Business and Finance to ensure that instructional services have been rendered and that proper individuals are being paid.

While pre-employment guidelines require completed application forms to include a copy of instructor's social security card, qualifications and work experience, and information concerning references, it remains the responsibility of each director to validate, by signature, a monthly time sheet (or an approved substitute form) for each instructor for each class taught. This document is then mated to a contract which is submitted to the Office of Business and Finance prior to the beginning of the course and uniquely coded for each director.

I-24.16.5 Institutional Approval Process for Conducting a Continuing Education Class

A. (1) The Associate Vice President for Continuing Education will be responsible for approving the establishment and offering of all Continuing Education classes, and for the approval of all new instructors.

(2) Directors will be required to notify the Associate Vice President of all new or unique programs that may be pending, and have written authorization from the Associate Vice President prior to the beginning date of each new class. Requests for the origination of these courses should be supported by a course outline, the purpose of the course, qualification of the instructor and identification of the proposed target audience. If applicable, a survey indicating the need for the class and potential community response would be submitted.

B. (1) The Continuing Education Division recognizes the importance and educational value of interaction between faculty and administrators; therefore, a broad base of involvement is strongly encouraged and supported. Most of the program areas are afforded the opportunity to respond to direct input from the faculty and advisory committees which have become very useful in providing direction and continuity to the planning process.

(2) As contained in Fayetteville Technical Community College's Strategic Plan, the purpose of the Continuing Education Division has been established and clearly defined. While it has a stated mission to serve the needs of the community, it has a commitment to excellence as a provider of community wide, non-curriculum educational programs designed to enhance life-long learning and to prepare individuals for changes within the work environment.

(3) The purpose of Fayetteville Technical Community College is to provide occupational, technical, and general education programs which meet the needs and desires of its student population, community business, industry, and health organizations. The goals of the Continuing Education Division are consistent with the College's purpose and as the service area of the College continues to be redefined by business, industry and the general population, it remains essential that the College's purpose determine the educational goals of Continuing Education. Through a well-structured planning and evaluation process, the goals are reviewed and up-dated on a regular basis.

(4) A major feature within the Continuing Education Division is a constant vigilance toward the quality of classroom instruction. To maintain this excellence, it will be the responsibility of the director to evaluate all classes on a regular basis.

Likewise, through staff development workshops, regularly scheduled faculty training activities, and with advisory boards representing various aspects of the community, the Continuing Education Division can better determine that these educational goals are being achieved. Also, an annual review and evaluation of the Strategic Plan will indicate if these goals are being targeted.

(5) The requirement that all faculty and courses be evaluated on a regular basis by directors and students provides the Continuing Education Division with sufficient data necessary to affect change within the instructional areas of the classroom.

Opportunities for improvement will be shared with those instructors found to be lacking in teaching effectiveness, and follow up assessment by administrators will be made to determine if improvements have been implemented.

Additionally, well organized, in-service programs designed to enhance the quality of classroom instruction remains a key element in the goals of the Continuing Education Division.

C. The Continuing Education Division of Fayetteville Technical Community College maintains a current master schedule of all planned and existing classes. This master list is continually updated and identifies all Continuing Education courses currently in session and details titles, locations, instructors, day(s) and time(s). In addition to being a working document within the Continuing Education Division, this update is made available to, and maintained by the President, Senior Vice President for Academic and Student Services, the Associate Vice President for Continuing Education, and each Continuing Education Director.

I-24.16.6 Institutional Responsibility for Accuracy in Reporting Practices in Continuing Education Programs

The College President, having overall responsibility for College administration, through the offices of the Senior Vice President for Academic and Student Services and the Associate Vice President for Continuing Education, has developed this plan for Accountability and Credibility. Upon approval by the local and state boards, the President will insure that the internal audit plan as contained herein will be properly maintained and reviewed, and that the College will comply with its procedures. Term reports will be presented to the College President through the Senior Vice President for Academic and Student Services of all activities that have been accomplished to maintain the institutional Accountability and Credibility Policy and Guidelines.

I-24.17 (Reserved for Future Use)

I-24.18 Payments and Compensation of Foreign Nationals, Governments, and Corporations

Fayetteville Technical Community College will comply with the policies and procedures as established by the Office of the State Controller pertaining to payments and compensation of Foreign Nationals, Governments, and Corporations.

The Office of the State Controller has established specific policies and procedures to ensure that the reporting and withholding of taxes associated with payments made to non-U.S. citizens by universities, community colleges, and state agencies are in accordance the laws and regulations of the U.S. Citizenship and Immigration

Services (USCIS) and the Internal Revenue Service (IRS). The U.S. Citizenship and Immigration Services define what payments may be made to aliens who perform services in the United States. The Internal Revenue Service defines which payments made to aliens are reported and subject to taxes, as well as establishes the tax rates for those payments.

Fayetteville Technical Community College has adopted procedures to ensure that the reporting and withholding of taxes associated with payments made to non-U.S. citizens by the College is in accordance with state and federal laws and regulations.

I-24.19 Academic Freedom and Responsibility

Fayetteville Technical Community College values the freedom of its faculty and students to engage in academic discourse. Accordingly, the College recognizes and commits itself to maintaining an educational environment that enables and encourages faculty and students to explore the subject matter of their choice, even when the exploration includes discussion of controversial topics.

To further this policy, the College shall vigorously protect the right of faculty and students to exercise their academic freedom and responsibilities, as described in this policy, without undue pressure to restrict their speech. In addition, any faculty or student who believes their academic freedom is being infringed upon, has the right to file a grievance in accordance with the grievance procedures established in the College Employment and Affirmative Action Manual.

To encourage a full exploration of the subject matter, both faculty and students shall respect the expression of differing opinions, both in the right of one to express a differing opinion and the right of another to adopt a differing opinion. In the academic setting, faculty shall refrain from insisting upon the adoption of any particular point of view as authoritative in controversial issues.

Faculty shall refrain from using or discussing materials that have little or no relationship to the subject matter of the course. Faculty shall encourage students to do likewise.

The intent of this policy is not to limit the rights of faculty or students in discussing any matter outside of the academic setting. However, no college employee or student shall purport to speak on behalf of the College unless specifically authorized to do so by an authorized official of the College.

I-24.20 Shredding of Sensitive Controlled Documents

Confidential Material (sensitive material) - Documents that contain student or employee social security numbers, birth dates, driver license numbers, etc., require special handling. Do not recycle these documents with regular recycling material. These documents must be shredded at the designated shredding location. Before shredding any documents, the shredding container must be lined with a clear plastic bag. Persons shredding documents will be responsible for placing clear plastic bags into the shredding container, as required. All staples, metal clips, rubber bands, etc. must be removed from documents prior to shredding. Only bagged shredded material will be picked up once a day by night shift housekeeping. Report all non-functioning shredders to Plant Operations, 678-8228. Before a document is shredded, please ensure that shredding/disposal complies with the Records Retention Schedule.

Housekeeping can provide large containers that have locks on them for voluminous sensitive documents that need to be shredded. Please put a work order in through WebAdvisor for a container with a lock. These locked containers containing sensitive documents must be stored in a controlled access area until shredded. The controlled access area must be locked when not occupied. Requests for these containers should be provided by the appropriate Dean, Associate Vice President, Vice President or Senior Vice President who will establish key control for the requested container.

I-24.21 Records Retention Schedule

Fayetteville Technical Community College adopts the Records Retention and Disposition Schedule for Colleges in North Carolina Community College System published by the North Carolina Department of Natural and Cultural Resources Division of Archives and Records, Government Records Section.

I-24.22 Identity Theft Prevention Policy

I. BACKGROUND

As a result of the increasing instances of identity theft, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA). Public Law 108-159. This amendment to the Fair Credit Reporting Act dictated that the Federal Trade Commission (FTC) promulgate rules to address identity theft. The rules promulgated by the FTC (Red Flag rules) require Fayetteville Technical Community College (College) to create and implement a written Identity Theft Prevention Program in order to tackle identity theft associated with new and existing accounts. As required, this Identity Theft Prevention Program is appropriate to the size and complexity of the College and the nature and scope of the College's activities in that the College has few "covered accounts" as defined by the rules and all accounts are already protected by the Federal Educational Rights and Privacy Act of 1974.

II. PURPOSE

Fayetteville Technical Community College adopts this Identity Theft Prevention Program to enact reasonable policies and procedures to protect students from damages associated with the compromise of sensitive personal information.

III. DEFINITIONS

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 or 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 include emergency loan accounts, scholarships which could involve repayment if the terms of the scholarship are not met, and deferred payment accounts approved by a colleges' 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.

IV. SCOPE – Activities in which Fayetteville Technical Community College is involved that result in the requirement that the College complies with the Red Flag Rules include:

A. Participation in federal financial aid programs, including, but not limited to, Pell Grants, Direct Federal Loans, VA programs, etc.;

B. Utilization of funds on deposit accounts and third party payor accounts;

C. Issuance of any loans and/or scholarships which requires the recipient to sign a promissory note including, but not limited to, Tuition Book Loans and the Nursing Education Scholarship Loan Program;

D. Permitting some students to charge their purchases from the bookstore to their accounts.

V. IDENTIFICATION OF RELEVANT RED FLAGS

Red Flag Category	Examples of Red Flags
The presentation of suspicious documents	Documents provided for identification, including driver's license, student id, or other government issued identification, appear to have been altered or forged.
	The photograph/physical description on driver's license, student id, or other identification is not consistent with the appearance of the applicant or customer presenting the identification.
	Information on identification or other document is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

Red Flag Category	Examples of Red Flags
	Information on the identification or other document is not consistent with readily accessible information on file with the College's Business and Finance Office or Financial Aid Office.
The unusual use of, or other suspicious activity related to, a covered account	An application appears forged.
	Any student account is used in a manner commonly associated with fraud including: charges to a student's account for multiple copies of the same textbook or charges for a textbook not required or recommended by student's courses.
	Non-payment on loan coupled with an incorrect address and continued account activity. Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.
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	The College is notified that the customer is not receiving paper account statements.
	The College is notified of unauthorized charges or transactions in connection with a customer's covered account.
	A customer 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.

Red Flag Category	Examples of Red Flags
	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 the debt set-off unit); 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.
Requests for access to information	A student or customer does not know personal information that they should know, i.e. social security number, date of birth, student identification number.

VI. DETECTING RED FLAGS

A. Opening a Covered Account

Prior to opening any covered account, an individual must apply for admission to the College and then must register for classes. Individuals are permitted to apply for admission and register for classes in person or through electronic means. Once admitted and registered for classes, an account is created for the student and the student becomes liable for paying the costs of tuition, fees, and other expenses. However, the account is not a "covered account" unless and until the student pays the cost of tuition, fees, and/or books using one or more of the activities identified in "Section IV – Scope" above.

The keys to detecting a red flag when a covered account is being opened is to attempt to verify the identity of the student and to examine the information provided by the student with information already contained in the student's educational record.

The verification of the student's identity can occur using any of several different methods including, but not limited to:

(1) Examination of the student's government or College issued picture identification;
(2) Confirmation that information on the picture identification matches the information contained in the College's Datatel database;

(3) Confirmation that the information provided by the student seeking to open one of these types of accounts matches the information contained in the College's Datatel database.

(4) Confirmation that the information (most importantly the student's social security number) in the College's Datatel database matches the information reported to the College by the U.S. Department of Education federal financial aid office.

To the extent that any inconsistency is found, a red flag is detected.

B. Existing Covered Account

Red flags are detected when inconsistencies exist between information in the student's educational record and information provided by the student when seeking assistance from the Office of Business and Finance or from the Financial Aid office, as identified in section VI (A.) above. In addition, red flags are detected when:

(1) An individual, without any picture identification, seeks to charge purchases from the bookstore to a student's account.

(2) A student, College employee, or entity such as the US Department of Education, the Attorney General, and others notifies the College that a student's identity or other information contained in a student's educational record has been compromised.

(3) The US Department of Education substantiates a student's complaint against the College alleging a violation of the Federal Educational Rights and Privacy Act that involves information which could be used to steal a student's identity.

(4) A student seeks a replacement check from the College when the check was mailed to the mailing address on file for the student.

(5) The College receives information identified as "Examples of Red Flags" in Section V above not otherwise repeated in Section VI.

VII. PREVENTING AND MITIGATING IDENTITY THEFT

Strict compliance with the Federal Educational Rights and Privacy Act (FERPA) serves as the College's primary method of preventing educational records from being used by an individual to steal another person's identity. FERPA requires that all educational records, which includes all financial and other records maintained by the College about a student, be maintained as confidential and not released except under specific circumstances. Adherence to FERPA applies to all accounts regardless of whether they are new or existing. Generally, FERPA requires that anytime information is sought from an educational record by a student or other individual, College personnel must confirm the identity of the individual seeking the information and confirm that the individual is authorized to access the information. Generally, a student can access their own educational record and the

College Registrar maintains a list of other individuals authorized to access an educational record.

Additional prevention measures include:

(1) Student Services personnel shall not issue a College student identification card to any newly admitted student unless the individual presents a government issued identification card that includes the individual's photograph. The College student identification card shall be issued only in the name contained in the government issued identification card, unless appropriate documentation is provided establishing a legal name change. The College may issue a replacement College student identification card without the presentation of some other identification card when the photograph in the College's file matches the student seeking a replacement card.

(2) The College bookstore shall not permit any student to charge bookstore purchases to a student's account without confirming the identity of the student through the examination of a College or other government issued photo identification card.

(3) The Office of Business and Finance shall, to the fullest extent possible, mail any payment made to a student to the student's mailing address contained in Datatel. To the extent extenuating circumstances exist and the College hand delivers a check to a student, College personnel must confirm the identity of the student prior to the delivery of the check. Excepted from this policy is checks made payable to a student as remuneration for work performed for the College.

(4) In the event that a student requests a replacement check, College personnel must confirm the identity of the student prior to the check being re-issued.

(5) The office of Management and Information Services shall ensure that all reasonable and practical efforts are made to protect the College's databases from unauthorized access.

(6) The office of Financial Aid shall verify the identity of students who seek account services through that office. Verification of identity may be accomplished by checking a College or other government issued photo identification card, requiring the notarization of processing requests from remote locations, verifying the identity of student's through electronic means, or verification of the student's identity by using some other means by which the office of Financial Aid believes reasonably verifies the student's identity. The identity of student requests submitted to the College using the student's College assigned e-mail account shall be deemed to be verified.

VIII. RESPONDING TO DETECTION OF RED FLAGS

When any red flag is detected, the employee detecting the red flag shall not transact any business related to the applicable student's account unless the employee is able to positively establish the identity of the student. If the employee is unable to verify the identity of a student, the employee shall refer the matter to the employee's immediate supervisor. The immediate supervisor shall review the matter and determine what additional measures are required to verify the student's identity. Should the immediate supervisor be unable to verify the identity, the matter shall be brought to the attention of the appropriate Vice President. The appropriate Vice President shall determine what additional action should occur and whether the matter should be referred to law enforcement. In instances where it is concluded that identity theft has occurred, the college will make reasonable efforts to contact the victim and provide the victim with information about the theft and recommendations as to how to protect themselves.

IX. UPDATE OF IDENTITY THEFT PROGRAM

This policy shall be reviewed and updated, if necessary, at least once every two years. In the event that an incident of identity theft occurs involving one or more of the College's covered account, the College shall consider whether the incident warrants a review of this policy earlier than is otherwise required.

X. PROGRAM ADMINISTRATION

(1) Program Oversight

The Senior Vice President for Business and Finance, the Vice President for Legal Services, and the Director of Financial Aid shall be responsible for the implementation and oversight of this policy.

(2) Staff Training

Each Vice President shall be responsible for ensuring that their division employees shall be aware of their responsibilities under this policy. In addition, the Vice President for Legal Services shall incorporate training on this policy into any FERPA training provided to College employees.

(3) Oversight of Service Providers

To the limited extent service providers may be utilized, service providers shall be required to provide a copy of their identity theft program and the Vice President for Legal Services shall ensure that the provider's program is sufficient to protect the College and its students from identity theft.

I-24.23 Electronic Signature Policy

Fayetteville Technical Community College (FTCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to Conditions 1 and 2 below.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contract information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the College, etc.

An electronic signature is considered valid when one of the following conditions is met:

Condition 1: Student/Employee Login ID and Personal Identification Number (PIN)

- Institution provides student or employee with a unique PIN
- Student or employee sets his or her own PIN
- Student or employee logs into a secure site using both the Login ID and PIN

Condition 2: Campus Network Username and Password

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to keep their PIN and their password private so others cannot use their credentials. This is further explained in Section I-23.10 Access Account Guidelines of the Administrative Procedures Manual.

Once logged in, the student or employee is responsible for any information they provide, update, or remove. FTCC will take steps to ensure both the PIN and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

I-24.24 Payment Card Industry Policy

I-24.24.1 Purpose

The purpose of this policy is to help assure that Fayetteville Technical Community College (FTCC) is:

(1) Being good stewards of personal information entrusted to it by its constituents,
(2) Protecting the privacy of its constituents,
(3) Complying with Payment Card Industry Data Security Standards, and
(4) Striving to avoid a security breach from unauthorized and inappropriate use of cardholder' information.

I-24.24.2 Policy

Payment Card Industry Data Security Standards (PCI DSS) compliance is of the utmost importance to FTCC.

The following statements comprise FTCC payment card policy:

- Compliance with the PCI DSS is required of all FTCC employees and departments that accept, process, transmit, or store payment cardholder information.
- Only FTCC employees who are properly trained may accept and/or access cardholder information, devices, or systems which store or access cardholder information.
- Only PCI DSS compliant equipment, systems, and methods may be utilized to process, transmit, and/or store cardholder information.
- Each FTCC employee who has access to cardholder information is responsible for protecting that information in accordance with PCI DSS and College policy and procedures.
- An incident response plan incorporated in the Continuity of Operations Plan (COOP) addresses the events and circumstances of a suspected security breach which could negatively affect cardholder information or the College's compliance with PCI DSS. The plan will be updated and tested annually. Any suspected breach must be immediately reported to the parties identified in the COOP and investigated in accordance with the ITS Incident Response Policy.
- Vendors and service providers operating on the FTCC campus that accept credit cards must ensure their compliance with PCI DSS by

evidence of a PCI Certificate prior to entering into a contract with FTCC.

- The College follows requirements for PCI compliance which include quarterly network scans and annual review and update of the PCI Self-Assessment Questionnaire.

I-24.25 Exhibit A-Procedures to Identify and Pay Foreign Nationals/Aliens

I-24.25.1 Introduction

The reporting and withholding of taxes associated with payments made to non-U.S. citizens by community colleges, and other agencies of the State of North Carolina are in accordance with the laws and regulations of the U.S. Citizenship and Immigration Services (USCIS) and the Internal Revenue Service (IRS).

1. The USCIS define what payments may be made to aliens who perform services in the United States.
2. The IRS defines which payments made to aliens are reported and subject to taxes, as well as establishes the tax rates for those payments.

In accordance with Fayetteville Technical Community College's policy, Fayetteville Technical Community College must withhold and report payments to foreign national (employees, contractors, vendors and students) in accordance with Internal Revenue Service (IRS) Code of Regulations 1441 and with policies established by the Office of the State Controller.

It is the responsibility of Fayetteville Technical Community College to gather all data for each individual or vendor who must be tracked through the Windstar (Tax Navigator) software, and forward it to the North Carolina Community College System (NCCCS). The Foreign National Information Systems (FNIS) Data Gathering Form for individuals or the Foreign National Information Systems Data Gathering Form for Vendors, is used to gather the data.

Per Internal Revenue Code 1461, the withholding agent, in this case Fayetteville Technical Community College will be liable for a tax amount resulting from failing to withhold or deposit amounts subject to withholding. Both Fayetteville Technical Community College and the foreign recipient may be held liable for taxes, applicable interest, and any penalties resulting from a withholding failure.

Compliance with this policy requires a collaborative effort involving:

1. Business Office

2. Fayetteville Technical Community College employees who submit requisitions to procure goods and services
3. Student Services
4. Human Resource
5. Accounts Payable

I-24.25.2 Definition

A foreign national is “a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and has not become a naturalized United States citizen under United States law. This includes legal permanent residents; also known as permanent resident aliens.” A foreign national owes allegiance to or is under the protection of a country other than the United States.

It is important to understand that the definition of Nonresident Alien (NRA) for tax purposes is <u>different</u> from that for immigration purposes.

Aliens are classified as either "Nonresident Aliens" or "Resident Aliens". Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to NRAs are subject to different tax withholding, reporting and liability requirements.

A <u>Resident Alien's</u> income is subject to tax in the same manner as a U.S. citizen. RAs are generally taxed in the same way as U.S. citizens. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of RAs is subject to the graduated tax rates that apply to U.S. citizens.

A <u>Nonresident Alien’s</u> income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. NRAs are taxed according to special rules contained in certain parts of the Internal Revenue Code.

Note: Although the preferred term for identifying a person who is not a U.S. citizen is “Foreign National”, the IRS and the U.S. Citizenship and Immigration Services use the work “alien”. Therefore, all non-U.S. citizens will be referred to as “aliens” in this text to minimize confusion with the federal government publications.

I-24.25.3 6-Step Process

The 6-step process below must be followed to ensure that aliens are paid according to prevailing tax and immigration rules/regulations with appropriate taxes withheld and payments properly reported.

The procedures are intended to provide guidance in the majority of situations facing Fayetteville Technical Community College. The procedures are not inclusive. Tax and immigration laws are voluminous. Situations not covered by these procedures should be handled on a case-by-case basis.

I-24.25.3.1 Procedures for Paying or Compensating an Alien

I-24.25.3.1.1 Step 1 – Payment Eligibility & Tax Residency Status

1. **Employees** – Human Resource and the Payroll Department are responsible for identifying Foreign National Employees, collecting, and maintaining documentations.

   Copies of the completed FNIS form and backup documentations should be sent to the Systems Office.

2. **Students** – The Customer Service Technician of Student Services is responsible for identifying Foreign National Students. This position is responsible for:
   a. Collecting and copying documents to identify status
   b. Maintaining documents in a secure location
   c. Submitting documentations to the Systems Office
   d. He/she is also responsible for entering the data into Colleague and communicating the status to Financial Aid and the Business Office. *Communication must be done following Add/Drop but before Financial Aid Refund Checks are issued.*

   A student enrolled in Fayetteville Technical Community College who is a Foreign National must complete the FNIS form and provide documentations.

   Copies of documentations and FNIS form must be sent to the Systems Office for all foreign national students receiving income, scholarships/fellowships, stipends, etc.

3. **Vendors and Contractors** – A Fayetteville Technical Community College department, either contracting directly with a foreign individual or foreign contractor, or submitting a requisition to the Business Office, must include the IRS tax withholding form W-8BEN, W-8BEN-E, W-

8ECI, W-8IMY or W-8EXP, as well as a FNIS Vendor Data Gathering Form, before a purchase order or contract for services is issued. No agreement can be made (Purchase Order, Contract, Professional Service Agreement) until the Fayetteville Technical Community College end user has the documentation for appropriate tax withholding. These forms must be submitted to the Business Office for appropriate withholding and reporting. The foreign vendor/contractor must submit a tax form to claim tax treaty exemption.

The Business Office must submit copies of tax withholding forms, invoices, and FNIS Gathering Form to the Systems Office.

Important items to note:

a. The NC E-Procurement registration process does not include gathering information on foreign vendors/contractors' status. Fayetteville Technical Community College must obtain the proper tax withholding forms along with the FNIS Vendor Data Gathering Form from foreign vendors/contractors paid through E-Procurement.
b. The Continuing Education Department must confirm the status of its foreign vendors/contractors, and maintain required documentation, before entering into a contract.
c. The IRS tax withholding forms must be completed to include:
    - A US taxpayer identification number (TIN) or a Foreign TIN (FTIN)
    - Claim of treaty benefits- e.g. W-8BEN-E (Part 111 #14 and #15) must be completed
    - Certification- certify that information is true, correct, and complete
d. Colleges submit copies of documentations (detailed invoices, FNIS Data Gathering Form, and W-8s) to the Systems Office.

It is the responsibility of the colleges to collect the required information on the forms

I-24.25.3.1.2 Step 2 – The Type of Payments

The type of payment made to the alien falls into four primary categories:

1. Dependent personal services: wages, service related scholarship/fellowship/assistantship payments, travel reimbursements;
2. Independent personal services: consulting fees, guest speaker, honoraria;

3. Scholarships/fellowships:
    a. Q*ualified* components for degree candidates: educational expenses, tuition, fees, books, etc.,
    b. *Nonqualified* component: including living expenses, stipend, housing allowances
4. Miscellaneous income types: prizes and awards, royalties, etc.

I-24.25.3.1.3 Step 3 – The "Source" of the Income

As important as the recipient's tax status, the payer of the income and their residence also has bearing for determining U.S. federal reporting and taxation.

1. A Resident Alien's income is generally subject to tax in the same manner as a U.S. citizen. Therefore, worldwide income is reported.
2. A Nonresident Alien is usually subject to U.S. income tax only on U.S. source income. Fayetteville Technical Community College as the U.S. source payer is responsible for reporting income it paid to the NRA.

    a. A determination is made as to the source of income in the following manner:
        - For compensation paid to employees, and independent contractors, income is sourced to the country where services are performed.
        - For non-compensation payment such as scholarships/fellowships, grants, prizes, and awards, the source of income is the residence of the payer regardless of who actually disburses the funds. If the activity is performed outside the United States, it is not considered U.S. sourced income.

I-24.25.3.1.4 Step 4 – Is the Payment Subject to Income Tax Withholding?

Income paid to a Resident Alien (RA) follows the same withholding tax rules as U.S. citizens. The federal withholding rates for RAs are the same as rates for U.S. citizens.

All U.S. sourced income paid to a Nonresident Alien (NRA) is taxable with the exception of interest income and qualified scholarships/fellowships. The federal withholding rates for nonresident aliens are:

Type of Income	Federal Tax Rate
Compensation (employees)	Standard graduated rates
Nonqualified Scholarships/Fellowships (F-1, J-1, M-1, Q-1 or Q-2 visa holders)	14%
Travel Grants (Expense)	14%
Housing Allowances	14%
Nonqualified Scholarships/Fellowships (all other visa holders)	30%
Independent personal services (e.g. consulting fees, guest speaker fees, honoraria, awards, travel reimbursement and prizes)	30%
Royalties	30%
Prizes and awards	30%
All other payments	30%

NRA payments of taxable scholarships, fellowships, financial aid, and grants not excludible from gross income as a “qualified scholarship” are reportable to the IRS and are subject to withholding of federal income tax. Income must be reported on forms 1042 and 1042-S unless the grant is from sources outside the US.

Tax Treaties – If an alien is a resident of a country that has an income tax treaty with the United States AND the treaty contains an article covering the primary activity the alien is being compensated for, the alien may exempt part or all of the income from U.S. federal withholding taxes as specified in the article.

The alien must submit a Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual and statement with the college to claim treaty benefits. The 8233 must be filed with the IRS.

I-24.25.3.1.5 Step 5 - Is the Payment subject to Social Security and Medicare Taxes (FICA)?

Yes, all aliens, regardless of resident or nonresident tax status are subject to the same Social Security and Medicare taxes for wages as U.S. citizens. Wages earned in the employment groups as defined used to calculate the Federal Insurance Contribution Act or FICA withholding is the income subject to these taxes.

As a general rule, the only aliens exempt from social security and Medicare taxes are F-1, J-1, M-1, and Q-1 visa holders while they are in Nonresident tax status.

Note: If one of these designated visa holder changes to resident tax status during a year, he/she is subject to social security and Medicare taxes for the entire year on his subject wages.

I-24.25.3.1.6 Step 6 - Determining if a Payment is Reportable and How to Report It

1. Resident Alien (RA) payments are reported to the federal government in the same manner as U.S. citizens. Forms issued to the resident alien regarding reportable income are the Form W-2, *Wage and Tax Statement* for wages and the various Forms 1099 for non-wage compensation. Note: If the RA uses a tax treaty, he/she will receive a Form 1042-S for tax reporting purposes.

2. Nonresident Alien (NRA) payments subject to taxes are reported to the federal government. Forms issued to NRAs are W-2, *Wage and Tax Statement* for wages subject to income taxes and/or FICA taxes, and the form 1042-S- *Foreign Person's US Source Income Subject to Withholding* for non-wage compensation. A form 1099 cannot be issued to NRAs.

I-24.25.3.2 NCCCS Workflow and Procedures for Foreign National Payment Certification

The North Carolina Community College System Office requires the following work flow and reporting be followed for colleges managed through the System Office:

1. College identifies a foreign national or foreign vendor that will be compensated via payroll, accounts payable or student services. The appropriate Fayetteville Technical Community College department, (Human Resources, Student Services and or Business Office) must maintain a copy of evidentiary and supporting documentation, such as I-9, I-20, I-94, I-797, passport, Employment Authorization Document (EAD), visa, DS-2019, W-8BEN, W-8BEN-E, W-ECI, etc. The appropriate department will also keep the tax forms and forward a copy to the Director of Disbursements in the Business Office. The Business Office will withhold the applicable taxes from employee, student or vendor payments.

2. College completes the FNIS Data Gathering Form or FNIS Vendor Data Gathering Form and submits via email with supporting documentation to the System Office to nordstroml@nccommunitycolleges.edu. To do this, the appropriate Fayetteville Technical Community College's department gives a copy of the data gathering form, preferably in electronic format, to the Director of

Disbursement in the Business Office at Fayetteville Technical Community College who will forward the FNIS to the System Office.

3. System Office establishes the record containing demographic data in Tax Navigator, performs the Substantial Presence Test (SPT) and/or Treaty Analysis, if applicable, and notifies the college contact via email of the appropriate taxation rules.

4. College certifies payment and withholding information to the System Office on the Foreign National Payment Certification Form for each individual or company added to the system for tracking. This form will be submitted on a quarterly basis to update the information in the Tax Navigator. The Director of Disbursements in the Business Office at Fayetteville Technical Community College will gather this information from the appropriate departments and submit required form to the System Office.

5. System Office will update all records quarterly from the payment information submitted by the college.

6. At the end of the calendar year, IRS Forms 1042, 1042-T and 1042-S will be created by the System Office and sent to the college to be submitted to the IRS by March 15 each year. Form 1042-S must also be distributed by the college to the foreign national individuals and companies by March 15 each year.

Foreign National Payment Certification is made to the NCCCS. A reminder email is sent with the due date and certification form attached.

The Director of Disbursement at Fayetteville Technical Community College gathers the data, completes the form and submits it to the NCCCS. The steps for this are:

a. Send an email to the Payroll and Benefits Supervisor, Human Resources, and the Student Services Customer Service Technician asking for a list of Foreign National employees and students, respectively.
b. Obtain employee payroll information from the Payroll and Benefits Supervisor and fill in the payment certification.
c. Using the list of Foreign National Students determine if there were payments made to them. Using Colleague run, VENI, EERN, WAGS to find out if students received payments. The Payroll and Benefits Supervisor will run the appropriate Payroll mnemonics. Enter this information on the certification form.
d. Complete the form and send it to **Liza Nordstrom: nordstroml@nccommunitycolleges.edu**

I-24.25.3.3 Colleague Set-Up

1. Nonresident Aliens (NRAs) are subject to wage withholding using special NRA wage withholding and reporting rules. Follow the directions to set up Federal and State withholding adjustments in Colleague.
   a. The Federal NRA table is in the 2015 Tax Table Document located in NCLOR: **http://explorethelor.org/**

      NRA Federal Tax Table 2015.pdf

   b. The NC NRA table:

      NC State NRA Tax Table 2015.pdf

   c. Contact Midge Miller or Pam Stutts for assistance in Colleague set-up: **millerm@nccommunitycolleges.edu** **stuttsp@nccommunitycolleges.edu**

I-24.25.3.4 Tax Information- Corporations/Vendors

The Internal Revenue Service (IRS) requires that all payments made to foreign vendors be made in accordance with IRS regulations. These regulations require that, when services are provided inside the U.S., taxes be withheld from payments made to foreign vendors unless the income is exempt under a provision of a tax treaty between the foreign vendor's country and the U.S. To avoid withholding, foreign vendors that are business entities must have a U.S. Taxpayer Identification Number (TIN) or Foreign Taxpayer Identification Number (FTIN). They need to submit IRS Form W-8BEN-E, W-8ECI, W-8EXP, or W-8IMY.

Foreign individuals (owner) who want exemption from withholding must claim a tax treaty exemption. They must have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) and submit IRS Form 8233 or W-8BEN.

Payments made to foreign vendors will be subject to U.S. Federal income tax withholding of 30% unless:

1. The appropriate IRS forms have been completed and accepted by Fayetteville Technical Community College as valid, and
2. Payments made to foreign vendors are:
   a. Exempt (or subject to a lower withholding rate) due to a tax treaty

b. Effectively connected with the conduct of a trade or business in the U.S. (i.e., the vendor files a U.S. income tax return. This applies to payments to foreign business entities only), or
c. Made to a foreign entity with U.S. tax-exempt status

Type of Income	**Federal Tax Rate**	**State Tax Rate**
Federal Withholding Tax on Foreign Vendors/Corporations (with TIN/FTIN)	30%	
NC Withholding Tax		4%

I-24.25.3.5 Tax Payments

1. Your department will need to send the tax payment electronically to the IRS via the Electronic Federal Tax Payment System Processing (EFTPS).
2. See OSC's website: **http://www.ncosc.net/Foreign_Nationals/Foreign_Nationals_Training.html**
3. **How to Pay Foreign Tax through EFTPS**

How_To_Pay_Foreign_Tax_Through_EFTI

I-24.25.3.6 Links

1. FNIS Data Gathering and FNIS Vendor Data Gathering Forms
http://www.nccommunitycolleges.edu/finance-operations/foreign-national-compliance-program
2. W-8(s)
http://www.irs.gov/pub/irs-pdf/fw8bene.pdf
http://www.irs.gov/pub/irs-pdf/fw8ben.pdf
http://www.irs.gov/pub/irs-pdf/fw8eci.pdf
3. W-9
http://www.irs.gov/pub/irs-pdf/fw9.pdf
4. 8233
http://www.irs.gov/pub/irs-pdf/f8233.pdf
5. I-9
http://www.uscis.gov/sites/default/files/files/form/i-9.pdf

6. E-verify
http://www.uscis.gov/e-verify
7. The North Carolina "Policy and Procedures Pertaining to Payments and Compensation of Foreign Nationals, Governments, and Corporations"

http://www.osc.nc.gov/Foreign_Nationals/Foreign_Nationals-Payments_Policy_Procedures_Final_0311.pdf

I-24.25.3.7 References

http://www.irs.gov/

http://www.uscis.gov/

http://www.ncosc.net/

http://www.dhs.gov/

I-25 SAFETY PLAN

I-25.1 OSHA Compliance Programs

I-25.1.1 Injury and Illness Records

OSHA Form 300 will be used to maintain a log of all recordable occupational injuries and illnesses. Form 300 will be kept by the OSHA Services Coordinator Room 166 Thomas McLean Administration Building. Annual summary information from this form will be posted with other employee notices from February 1 through March 1 annually. (29CFR1910.1904)

I-25.1.2 Hazard Communications Program

In compliance with federal and state requirements, FTCC has a written Hazard Communications Program which is available to employees, their designated representatives, and other interested parties. The program identifies amounts and locations of substances defined as hazardous by OSHA and provides information on labeling and other safety related issues. Copies of the Hazard Communications Program and related materials are available in the Library, Security Office, and the Office of the OSHA Services Coordinator. (29CFR1910.1200)

I-25.1.3 Hazardous Waste Operations and Emergency Response

Employees shall not handle any materials that may be hazardous waste. Disposal and recovery operations shall be contracted to vendors who are certified and equipped to handle hazardous waste. In the event of a hazardous waste spill, leak or emission, Fayetteville Technical Community College's employees shall isolate the spill area using appropriate "danger" signs and "warnings," evacuate the area, and call the Hazardous Materials Team of the local Fire Department. (29CFR1910.120)

I-25.1.4 Personal Protective Equipment Program

Protective equipment, including personal protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact. The employee and supervisor are responsible for selection and use of appropriate personal protective equipment. (29CFR1910.132-138)

I-25.1.5 Welding, Cutting, and Brazing (Hot Work Permit System)

Appropriate fire prevention and protection procedures including use of guards will be used by employees in welding, cutting, and brazing operations. Supervisors will be responsible to enforce this work standard. (29CFR1910.252)

I-25.1.6 Communicable Diseases Program

In compliance with federal and state requirements, FTCC has a written Communicable Diseases (a.k.a., Infectious Diseases or Bloodborne Pathogens) Program which is intended to protect employees against the risks of exposure to communicable diseases in the workplace. Copies of this written program and related materials are available in the Library and the offices of the Dean of Health Programs and the OSHA Coordinator. Related materials are printed in this document as "Communicable Disease Policy." (Section I-17) (29CFR1910.1030)

I-25.1.7 Access to Employee Exposure and Medical Records

FTCC has an agreement with the Occupational Medicine Services Department of Cape Fear Valley Medical Center for required medical and related services resulting from an exposure incident. Employee exposure and medical records shall be properly secured with access limited. Employees or their designated representative may review their personal exposure and/or medical records by appointment at Cape Fear Valley Medical Center. (29CFR1910.20)

I-25.1.8 Chemical Hygiene Plan for Labs

In compliance with federal and state requirements, FTCC has a written Chemical Hygiene Plan which is intended to provide employees protection from health hazards associated with hazardous chemicals in labs. This written program is available to employees, their representatives, and other interested parties. Copies of the Chemical Hygiene Plan and related materials are available in the Library and offices of the Chemistry Department Chairperson and the OSHA Coordinator. (29CFR1910.1450)

I-25.1.9 Fall Protection Procedures

All passage ways, storerooms and service rooms shall be kept clean and in a sanitary condition. Floors throughout FTCC campus facilities shall be maintained in a dry condition. Where wet processes are used, drainage shall be accomplished through the use of false floors, platforms, mats or other dry standing places. All working walking surfaces shall be maintained free from protruding nails, splinters, holes, loose boards or other known hazards. (29CFR1910.23)

I-25.1.10 Hearing Conservation Program

While tasks performed by FTCC employees are not likely to exceed the noise levels determined in 29CFR1910.95, employees who are required to operate power equipment and/or tools, grounds keeping equipment, or service heating, ventilating and air conditioning equipment shall wear hearing protection as necessary during performance of tasks. Ear protection will be available from the employee's supervisor. (29CFR1910.95)

I-25.1.11 Respiratory Protection Program

In compliance with federal and state requirements, FTCC has a written Respiratory Protection Program which is intended to protect employees against respirable hazards. The program establishes a respiratory protection policy, and sets guidelines for protection of employees from respiratory hazards, through proper use of respirators. Copies of this written program and related materials are available in the Library and office of the OSHA Coordinator. (29CFR1910.134)

I-25.1.12 Fire Procedures

I-25.1.12.1 Fire Safety

Fire extinguishers are provided in conformance with appropriate safety laws at specified locations in all College facilities. They will be checked and serviced periodically by College maintenance personnel and local fire department inspectors. Use of this apparatus for any purpose other than firefighting is strictly prohibited. In the event of a fire in any facility, the person discovering the fire should follow the procedures outlined below for requesting emergency assistance. Evacuation instructions and route diagrams will be prepared for and posted in every room where required. (29CFR1910.38)

I-25.1.12.2 Upon Discovery of Fire or Smoke

Upon Discovery of a fire or smoke in any College building:

(1) The person discovering a fire will do the following:

a. Sound the alarm by yelling "FIRE! FIRE! FIRE!"
b. Locate the nearest wall fire alarm pull station and pull the alarm.
c. Call of designate someone to call 911 and the Security Office at 678-8433. If after 5 PM, weekends or holidays, call 624-5959 or use an Emergency Call Box nearest the affected building.
d. Give the 911 operator and Security Office the name of the building, the location of the fire, and if there are any injuries.
e. Assist those in need in evacuating the building.

(2) Security personnel will:

a. Respond to the location of the fire and insure maintenance is notified.
b. Insure 911 has been contacted, if not, 911 will be contacted.
c. Insure the Vice President for Administrative Services is notified during normal business hours. If after 5 PM, weekends or holidays, notify the Director of Public Safety and Security or the Operations Captain who will then notify the Vice President for Administrative Services.
d. Complete an incident report after the building is cleared or secured.

I-25.1.12.3 Evacuation Procedures

(1) Security - Security Officers will:

a. Request additional police support from the city police as necessary.

b. Insure affected building is evacuated and people are at least 300 feet from the building, preferably up wind. (Use Security Officers if necessary.)

c. Insure adjacent buildings are evacuated if necessary.

d. Direct emergency teams to the fire site and help keep access routes open.

e. Assist emergency teams as necessary.

f. Allow personnel to go back in the building upon clearance from the fire department.

(2) Instructors - Instructors conducting classes at the time the evacuating alarm is sounded will:

a. Inform students to gather up belongings (handbags, books, etc.) which they have at their seats and prepare themselves to evacuate the classroom. Students should be informed to remain together once outside at predetermined assembly points. This will assist in accountability. NO STUDENTS WILL BE PERMITTED TO GO TO THEIR LOCKERS OR OTHER PLACES TO PICK UP BELONGINGS.

b. Select students to assist in leading the class from the classroom in accordance with evacuation plans.

c. Select students to assist handicapped persons.

d. Insure windows and doors are CLOSED but NOT LOCKED before leaving the classroom (if time permits), and that the evacuation is handled in a quiet, orderly, and safe manner. Evacuation of the buildings should not exceed two to three minutes.

e. Account for students at the assembly area when possible and notify a security officer as soon as possible if someone is known to be missing.

(3) Clerical/Office Staff - The clerical and office staff will:

a. Secure all records, close vaults and file cabinets (if time permits), and evacuate the building to at least 300 feet away. Account for personnel.

b. Stay out of the building until the area has been declared safe by competent authority.

(4) Cafeteria Managers/Supervisors - Managers and supervisors will:

a. Cut off all ranges and secure kitchen areas, if time permits, and evacuate the building to at least 300 feet away. Account for personnel.

b. Secure cash registers and other monies before departure, if time permits.

(5) Maintenance Department - The Maintenance Department will:

a. Cut off fans and other equipment to restrict the spread of fire or contaminated materials.

b. Notify Carolina Power & Light, Public Works Commission, and Sprint if necessary.

I-25.1.12.4 Executive Director for Marketing and Public Relations

The Executive Director for Marketing and Public Relations will coordinate with the President to determine what information will be released to the media and concerned families.

I-25.1.13 Medical Emergencies

In the event of a serious illness or injury of a student, faculty or staff member of FTCC, the immediate concern is to aid the injured or ill person. (29CFR1910.151)

Proceed according to the following plan:

(1) Call 911 first explaining the type of illness or injury, and location.

(2) Designate someone to stay with the victim.

(3) Designate someone to call the Security at extension 8-8433 and advise of the situation at hand.

I-25.1.14 Lockout/Tagout-Energy Isolation

A. Scope

This written program establishes guidelines and procedures for the control and isolation of hazardous energy (lockout/tagout), employee training, and periodic inspections per OSHA (Occupational Safety and Health Administration) 29 CFR 1910.l47. It shall be used to ensure that all machines and equipment are isolated from all potentially hazardous energy (locked and/or tagged out) during a service and/or maintenance activity where the unexpected energization, start-up, or release of energy could cause injury.

B. General

(1) This written program will cover any maintenance and/or servicing activities in which employees may come in contact with machines and/or equipment, where the unexpected energization, start-up or release of energy could cause injury. This program will also apply whenever an employee is required to bypass a guard, place any part of his or her body into an area on a machine or piece of equipment where work is actually performed (point of operation), or where an associated danger zone exists during a machine operating cycle. This program does not cover normal production operations unless the criteria listed above are met.

(2) Lockout/tagout is a hazardous energy control program used to ensure that machines and equipment are totally isolated from all energy sources (electrical, hydraulic, pneumatic, kinetic, potential, thermal, chemical, and radiation). Locks will be used to secure switches and valves in the OFF or SAFE position. Tags will be attached as a warning device indicating the equipment may not be operated until the tag is removed.

C. Applicability

This procedure shall apply to all Fayetteville Technical Community College operations and worksites, including contractors, with respect to the control of hazardous energy during maintenance and/or servicing of equipment.

D. Definitions

(1) **Affected Employee:** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

(2) **Authorized Employee:** A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include

performing maintenance or service on a machine or equipment that must be locked or a tagout system implemented.

(3) **Energized:** Connected to an energy source or containing residual or stored energy.

(4) **Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy including, but not limited to. the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector switch and other control circuit type devices.

(5) **Lockout:** The placement of a lockout device on an energy-isolating device in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

(6) **Lockout device:** A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

(7) **Maintenance and/or Servicing:** Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

(8) **Tagout:** The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

(9) **Tagout device:** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

E. Procedure

(1) This procedure applies to the control of hazardous energy during maintenance and/or servicing of machinery and equipment. Normal production operations are not covered by this procedure. Maintenance and/or servicing which takes place during normal production operations are covered by this procedure only if:

a. an employee is required to remove or bypass a guard or other safety device;

b. an employee is required to place any part of his or her body into an area on a machine or piece of equipment at the point of operation;

c. where an associated danger zone exists during a machine operating cycle.

(2) The exception to this is minor tool changes and adjustments and other minor servicing activities which take place during normal production operations. These activities include those that are routine, repetitive and integral to the use of the equipment for production, provided that the work performed uses alternative measures which provide effective protection for the employee.

(3) This procedure does not apply to work on cord and plug connected electric equipment if the employee has exclusive control of the disconnected cord and plug.

(4) Lockout or tagout devices shall not be used on machinery or equipment that is designated to be removed from service.

F. Energy Control Program

(1) **Authorization:** Only authorized employees or contractors who have been trained in the type and magnitude of the energy, the hazards of the energy, the methods or means of isolating and/or controlling energy, the means of verification of effective energy control, and the purpose of the procedures to be used may begin to perform maintenance or servicing of machinery or equipment under lockout/tagout procedures.

(2) **Training** will be provided to employees as follows:

a. Authorized employees (in the Department) will be trained in recognition of the type and magnitude of hazardous energy sources, the hazards of the energy, the methods or means necessary for isolating and/or controlling energy, the means of verification of effective energy control, and the purpose of the lockout/tagout procedures to be used (see **Training Authorized Employees**).

b. Affected employees will be instructed in the purpose and use of this energy control procedure.

c. Other employees who work in an area where energy control procedures may be utilized shall be instructed about the purpose of this procedure and prohibition on tampering or attempting to restart or reenergize machines or equipment which have been locked out or tagged out.

d. Training will also be provided concerning the tagout system and the limitations associated with tagouts including:

    i) Only those tags which have been approved by the Department Head/Supervisor or his/her designee will be used as a part of the program.

    ii) Tags are warning devices and do not provide the physical restraint that is provided by a lock.

    iii) Tags are to be removed only by the authorized employee responsible for the tags, and they shall never be bypassed, ignored or otherwise defeated.

    iv) Tags must be legible and understandable to all employees in order to be effective.

    v) Tags and their means of attachment must be able to withstand environmental conditions encountered in the workplace.

    vi) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

    vii) Tags must be securely attached to energy isolating devices so that they cannot be detached during use.

viii) Tagout device attachment means shall be non-reusable, attachable by hand, and self-locking with a minimum unlocking strength of no less than 50 pounds.

ix) A tag shall never be used in place of a lock on an energy-isolating device that is capable of being locked.

x) Must be able to be locked.

e. Employee retraining will be accomplished:

i) Whenever there is change in job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures;

ii) Whenever a periodic inspection reveals or whenever there are deviations from or inadequacies in an employee's knowledge or use of the energy control procedures;

iii) To reestablish employee proficiency or to introduce new or revised control methods and procedures.

(3) **Documentation of Training**
Employee name and date of training will be used to document all training. Fayetteville Technical Community College Department Head will maintain records with a copy sent to Auxiliary Service Coordinator.

(4) **Hardware and Materials**

a. Lockout devices must be identified as such and not used for any other purpose. All locks used for energy isolation, LOTO, will be kept in a LOTO box at Fayetteville Technical Community College identified facilities locations. The Department Head or his/her designee is responsible for distribution of the locks and security of keys.

b. Both lockout and tagout devices must be capable of withstanding environmental conditions in the workplace (locks should not rust or tags deteriorate).

c. All tagout devices will be standard with "DO NOT OPERATE" warning (see **Energy Isolation Program Tagouts**).

d. Each authorized employee will receive one lock and one key. The second key will be maintained in a locked supervisory key case in the employee's department.

(5) **Energy Control Procedures**

a. Application of Lockout or Tagout: The following information relates to the steps to be followed before work on equipment or machinery has been started. Application of lockout or tagout shall be performed in the following sequence:

i) Notification: Before lockout or tagout procedures begin, employees who operate the machine or equipment or those who work in the area around the machine or equipment must be notified that a procedure under lockout or tagout will be performed on their machine or equipment. The notification may be made by the employee performing the work or by a designated Fayetteville Technical Community College employee.

ii) Preparation for Shutdown: Before a machine or piece of equipment is isolated, the employee(s) who will perform the lockout or tagout must have the knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, the method or means of isolating and/or controlling the energy, the means of verification of effective energy control, and the purpose of the procedures to be used.

iii) Machine or Equipment Shutdown: The machine or equipment must be shut down in an orderly fashion in order to avoid any additional or increased hazard(s) to employees or damage to the machine or equipment as a result of the de-energization.

iv) Machine or Equipment Isolation: All energy isolating devices that are needed to control the energy to the machine or equipment must be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

v) Applying Lockout or Tagout Devices: The person(s) performing the lockout or tagout must attach a lockout or tagout device to each energy-isolating device. These devices must be placed in a manner so that they will hold the energy isolating devices in the safe or off position.

1. If tagout devices are used, they must clearly indicate that the operation or movement of energy isolating devices from the safe or off position is prohibited.

2. A tag shall never be used in place of a lock on an energy-isolating device that is capable of being locked.

3. If a tag cannot be attached directly to an energy isolating device, it must be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

4. (Electrical only): A tag used without a lock (as permitted) shall be supplemented by at least one of the following additional measures that provide a level of safety equivalent to a lock:

   a. removal of an isolating circuit element,

   b. blocking of a controlling switch, or

   c. opening of an extra disconnecting device.

vi) Stored Energy: Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained or otherwise controlled. If there is a danger that the stored energy will re-accumulate to a hazardous level, the employee performing the work must continue to verify isolation until the servicing or maintenance is completed or until the possibility of such accumulation no longer exists.

vii) Verification of Isolation: Before starting work on a machine or equipment, the authorized employee must verify that the isolation and de-energization of the machine or equipment has been effective. This includes but is not limited to:

1. Mechanical: Checking the position for valves and blanking lines, utilizing pressure gauges to determine if supply is under pressure or in a vacuum state, and ensuring blocks or other devices are in place to isolate movement.

2. Electrical: A qualified person shall use test equipment to test the circuit elements and electrical parts that are exposed to verify that parts are de-energized; determine if any energized condition exists from inadvertently induced voltage or backfeed voltage even though specific circuits are presumed to be de-energized; and if testing over 600 volts nominal, test equipment shall be checked immediately before and after test.

(6) **Release from Lockout or Tagout**

The following information relates to the steps to be followed once the work or activity on equipment or machinery has been completed and the unit is to be placed in service. Release from Lockout or Tagout shall be performed in the following sequence:

a. Inspect the Work Area: Ensure that all non-essential items and employees have been removed or safely positioned, and machine or equipment components are operationally ready.

b. Initial Employee Notification: Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices are being removed.

c. Removal of Lockout or Tagout Devices: The employee who applied the device shall remove each lockout or tagout device from each energy-isolating device. If the authorized employee who applied the lockout device is not available to remove it, the device may be removed by the supervisor as long as:

i) the authorized employee who applied the device is not in the building;

ii) a reasonable effort is made to contact the employee to advise them of the device removal;

iii) the employee has been advised before he/she resumes work;

iv) the supervisor applies his or her own lock before removing the employee's lock;

v) the employee's lock is removed using the supervisory key;

vi) the employee's lock is placed in the supervisory lock box and given to the employee at the first opportunity.

d. Final Employee Notification: After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

e. Follow the machine or equipment's specific startup procedures.

f. If bolt cutters are used to remove a lockout device, the employee's supervisor and a Director/Dean of Fayetteville Technical Community College must give prior written authorization to cut the lock before the lock is cut off.

(7) **Testing or Positioning Machines and Equipment**

In situations where lockout or tagout devices need to be temporarily removed from the energy isolating for testing or positioning, the procedure below shall be followed:

a. Inspect the Work Area: Ensure that all non-essential items and employees have been removed or safely positioned and machine or equipment components are operationally ready.

b. Initial Employee Notification: Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices are being removed.

c. Removal of Lockout or Tagout Devices: The employee who applied the device shall remove each lockout or tagout device from each energy-isolating device. If the authorized employee who applied the lockout device is not available to remove it, the device may be removed by the supervisor as long as:

i) the authorized employee who applied the device is not in the building;

ii) a reasonable effort is made to contact the employee to advise them of the device removal;

iii) the employee has been advised before they resume work;

iv) the supervisor applies his or her own lock before removing the employee's lock;

v) the employee's lock is removed using the supervisory key;

vi) the employee's lock is placed in the supervisory lock box and given to the employee at the first opportunity.

d. Final Employee Notification: After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

e. Energize and proceed with testing or positioning.

f. De-energize all systems and proceed with energy control procedures for the application of lockout/tagout.

(8) **Group Lockout or Tagout**

When maintenance and/or service work is performed by more than one employee or in conjunction with another department, group or contractor, a procedure shall be utilized which affords each employee a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. The following requirements apply for group lockout or tagout:

a. When machine or equipment maintenance or servicing involves more than one employee and/or more than one crew (including contractors) or department, one authorized employee must be designated to take primary responsibility to coordinate the affected work and ensure continuity of protection for all.

b. The designated employee is responsible to coordinate activities for the entire group to ensure that the Application of Lockout or Tagout procedure and the Release from Lockout or Tagout procedure are followed by each participating authorized employee.

c. The designated employee has primary responsibility for providing the group lockout and/or tagout device(s) and all employee notifications.

(9) **Shift or Personnel Changes**

A single authorized employee or the designated authorized employee responsible for group lockout or tagout shall communicate with the oncoming shift personnel to ensure that the continuity of protection is maintained during machine or equipment maintenance or servicing. This procedure is as follows:

a. The authorized employee(s) assuming responsibilities on a servicing or maintenance activity currently locked out shall place their lock(s) on all current or existing lockout devices(s).

b. The authorized employee(s) leaving the servicing or maintenance activity shall remove their lock(s) from current or existing lockout device(s).

c. The oncoming authorized employee(s) assuming responsibilities shall verify that all energy sources have been identified and controlled.

(10) **Outside Contractors**

a. Outside contractors will be informed of Fayetteville Technical Community College hazardous energy control requirements and are expected to follow the same basic program. Fayetteville Technical Community College's responsible Department Head will coordinate this activity with contractors.

b. Contractors who perform work on machinery or equipment at a Fayetteville Technical Community College facility which has the potential of containing or storing hazardous energy will be required to document that their (contractor) employees have been trained in standard lockout/tagout procedures.

c. Contractors who perform work on machinery or equipment which has the potential of storing or containing hazardous energy are required to provide each of their authorized employees with approved lockout/tagout devices.

(11) **Periodic Inspection**

a. Periodic inspections will be conducted, at least annually, to ensure compliance with this program. The inspection will be conducted to ensure compliance with Fayetteville Technical Community College's Hazardous Energy Control Procedure and the requirements of 29 CFR 1910.147. If any deviations or inadequacies are identified, retraining shall occur for all authorized employees.

b. The inspection will be conducted to assess the authorized employees' knowledge of their responsibilities and the procedures under the energy control procedure being inspected. The inspector shall certify that the periodic inspection was completed using the Lockout Tagout Periodic Inspection form. The certification will be filed in Department Head/Supervisor and the Auxiliary Services Coordinator office along with comments regarding where problems may exist and/or where additional training may be necessary.

i) A review will be held with a sufficient number of employees to assess the knowledge of the authorized employees of their responsibilities and procedures under the energy control procedure being inspected.

c. The Lockout/Tagout Periodic Inspection form (located on the Fill-in Forms website at http://www.faytechcc.edu/faculty-staff/facultystaff-fill-in-forms-5/ will be used to perform the periodic inspection.

d. The Department Head/Supervisor or his/her designee shall certify that the periodic inspection was completed.

I-25.1.14.1 Training Authorized Employees

Qualified employee from Fayetteville Technical Community College will provide the training for authorized employees. The outline of topics included in the training is as follows:

(1) Introduction and purpose

a. OSHA 29 CFR 1910.147 and other applicable standards

b. Fayetteville Technical Community College policy

c. Goals and objectives

(2) Fayetteville Technical Community College's responsibilities

(3) Employee responsibilities

(4) Lockout/Tagout definitions

(5) Energy identification: electrical, hydraulic pressure, pneumatic pressure, other forms of pressure, potential energy, thermal energy, kinetic energy, chemical energy, and radiation

(6) Tag limitations

(7) Energy control procedures

a. Application of lockout or tagout

b. Release from lockout or tagout

(8) Testing or positioning machines and equipment

(9) Group lockout or tagout

(10) Shift or personnel changes

(11) Special procedures for multiple energy sources

(12) Outside contractors

(13) Periodic inspection

(14) Responsibility

(15) Review of subject matter

(16) Written evaluation of training.

I-25.1.14.2 Energy Isolation Program Tagouts

The tags shown below have been approved by Fayetteville Technical Community College and shall be used as a part of the Hazardous Energy Control Program. Each department should furnish their own tags. Wording on the tags to warn of hazardous conditions may include:

(1) DO NOT START
(2) DO NOT OPEN
(3) DO NOT CLOSE
(4) DO NOT ENERGIZE
(5) DO NOT OPERATE

I-25.1.14.3 Inoperable Equipment Tagout

Equipment that is no longer operable shall be tagged with a do not operate tab and the appropriate supervisor and the Director of Facilities shall be notified immediately.

I-25.2 Traffic

The large number of motor vehicles moving about the FTCC campus daily necessitates strict adherence to College traffic rules and regulations to preclude possible serious accidents or injuries. Pedestrians have the right-of-way at all times. The speed limit on all campus roads and in all parking lots is I0 MPH. Reckless driving at any speed on campus will not be tolerated. Hull Road is city property and divides the campus in half, thus creating a safety hazard. The same problem exists on Devers Street. The speed limit on these roads is 25 MPH and is enforced by city police. Vehicles on campus must be parked and operated as outlined in the Campus Map and Traffic Rules and Regulations Pamphlet which is provided to students and employees.

I-25.3 Use of Tobacco Products and Nicotine Delivery Devices

The use of tobacco products and nicotine delivery devices shall not be permitted in any FTCC vehicle or in any FTCC buildings that are owned or leased by the College. The President of the College shall be authorized to designate certain outdoor areas for the use of tobacco products and other nicotine delivery devices to reduce second-hand smoke/vapor at building entrances. **Smoking will only be authorized in designated areas.**

Tobacco products and nicotine delivery devices shall be defined to include the following:

a. Any smokeless tobacco product, such as chewing tobacco, snuff, and similar items;
b. Any device in which tobacco or tobacco products are burned such as cigarettes, cigars, tobacco pipes, cigarillos, blunts, bidis, hookahs, and other similar items; and,
c. Any device which delivers nicotine to the user, such as electronic cigarette or other similar device which emits a vapor or smoke.

In order to assist persons desiring to end their use of tobacco products and nicotine delivery devices, the college shall permit the use of nicotine replacement patches, gum containing nicotine, and doctor prescribed smoking cessation nicotine delivery devices that do not emit smoke or vapor. Any North Carolina resident desiring assistance in quitting use of tobacco products may contact QuitlineNC for nicotine cessation services and coaching. Toll-free assistance and coaching is available 24/7 by calling 1-800-QUIT-NOW with language translation services available for those requiring translation assistance.

Smoking will only be authorized in the areas listed below:

BLDG#	NAME	LOCATION
1	Administration Building (ADM)	Rear of building
2	Library/Student Learning Center (SLC)	Patio between Library & VCC
3	Cumberland Hall (CH)	Center patio area
4	Lafayette Hall (LH)	End of building facing Rose Garden
5	Horace Sisk (HOS)	Large center courtyard area
6	Neill Currie (NC)	Patio area by snack bar
7	Tony Rand Student Center (TRSC)	Rear patio and Faculty/Staff dining room patio
8	Center for Business & Industry (CBI)	Rear parking lot
9	Advanced Technology Center (ATC)	Patio area by vending area
10	Continuing Education Center (CEC)	Patio area by snack bar
11	Health Technology Center (HTC)	Rear of parking lot by tree
12	Early Childhood Education Center (ECC)	Rear of College bus parking pad
13	Auto Body Shop	Area in parking lot

BLDG#	NAME	LOCATION
14	**Cosmetology**	**Side patio area toward front of building**
15	**Virtual College Center (VCC)**	**Patio between Library & VCC**
16	**Horticulture Educational Center (HEC)**	**Patio off the lobby**
17	**Warehouse/Print Shop**	**Rear of Print Shop**
18	**Spring Lake Center (SLC)**	**Continuing Education Center wing sidewalk area and Auditorium wing sidewalk area**
19	**General Classroom Building (GCB)**	**Patio lattice off end of Book Store and covered area in parking lot**
20	**Collision Repair & Refinishing Center (CRRC)**	**Rear of back parking lot**

I-25.4 Bomb Threat Explosion Procedures

I-25.4.1 Telephone Bomb Threat Procedures:

Bomb threats may be received by various means, but will usually be by telephone. The following procedures will be followed:

(1) The recipient of the call will:

a. Initiate the BOMB THREAT CHECKLIST included in your campus phone directory.

b. Remain as calm as possible. An attempt should be made to record every word said, especially the specifics of the threat.

c. Attempt to get the caller to talk about who he or she is, why he/she is doing this, exact location where the bomb is, what time the bomb will go off, how the bomb got on campus, what type of bomb, where he/she is now, and how he/she knows so much about the bomb.

d. Follow the BOMB THREAT CHECKLIST.

e. Immediately after the caller hangs up, notify FTCC Security at 8433. If the line is busy, notify the Switchboard Operator by dialing 8400.

(2) Insure Security gets the completed BOMB THREAT CHECKLIST.

I-25.4.2 Response and Evacuation Procedures

(1) Security - The Chief, Safety and Security or designee will:

a. Collect all vital information and notify appropriate personnel:

- Security Officer (During school hours)
- Vice President for Administrative Services (During school hours)

b. Respond to the affected area.

c. Direct Security Officers in securing the area and advise personnel of no radio transmissions inside an affected building.

d. Direct evacuation of the building if not already initiated by sounding the alarm either by voice and/or several blasts of a whistle or use a megaphone. Instruct personnel to evacuate not less than 300 feet from the building.

e. Insure adjacent buildings are evacuated as necessary.

f. Request city police and fire department support.

g. Direct emergency teams to the affected area.

h. Not assume there is only one bomb.

i. Brief the police and fire department personnel of the situation upon their arrival and cooperate in searching the building.

j. Keep all non-essential personnel away from the building.

k. Notify Carolina Power & Light, Public Works Commission, and Sprint if necessary.

l. Declare the area safe only after coordination with police and fire department.

m. Inform other Security Officers to make a quick check of their buildings for any suspicious objects or items.

n. Complete a written report.

o. Conduct a follow-up inquiry with the police department.

(2) Instructors

a. Inform students to gather up belongings (handbags, books, etc.) which they have at their seats and prepare themselves to evacuate the classroom. Students should be informed to remain together once outside at predetermined assembly points. This will assist in accountability. NO STUDENTS WILL BE PERMITTED TO GO TO THEIR LOCKERS OR OTHER PLACES TO PICK UP BELONGINGS.

b. Select students to assist in leading the class from the classroom in accordance with evacuation plans.

c. Select student to assist handicapped persons.

d. Insure windows and doors are CLOSED but NOT LOCKED before leaving the classroom (if time permits), and that the evacuation is handled in a quiet, orderly, and safe manner. Evacuation of the buildings should not exceed two to three minutes.

e. Account for students at the assembly area when possible and notify a security officer as soon as possible if someone is known to be missing.

(3) Clerical/Office Staff

a. Secure all records, close vaults and file cabinets (if time permits), and evacuate the building to at least 300 feet away. Account for personnel.

b. Stay out of the building until the area has been declared safe by competent authority.

(4) Cafeteria Manager/Supervisor

a. Cut off all ranges and secure kitchen areas, if time permits, and evacuate the building to at least 300 feet away. Account for personnel.

b. Secure cash registers and other monies before departure, if time permits.

(5) Emergency Service Coordinator

Upon request, the Department Chairperson of Associate Degree Nursing (ADN) and/or Emergency Service Coordinator will immediately dispatch all qualified and Emergency Medical Technician personnel present on campus to the office of the Health Coordinator. These personnel will be utilized in administering first aid, in evacuation of the injured, and in performing administrative duties.

(6) Executive Director of Marketing and Public Relations

The Executive Director of Marketing and Public Relations will coordinate with the President to determine what information will be released to the media and concerned families.

(7) Maintenance, Housekeeping, and Building/Grounds Personnel

Upon notification of emergency, these personnel will report to their supervisors for accountability.

I-25.4.3 Post Bomb Threat Procedures

Once the threatened or damaged site has been declared safe by competent police authority, classes will continue unless, in the opinion of the President or his designee, the conditions warrant the closing of the school.

Staff/faculty members who are not presently in classrooms or in their offices at the time of the alarm should report to their Department Chairperson for accountability and be available to provide assistance as needed.

I-25.5 Severe Weather/Emergency Conditions/Inclement Weather Policy

I-25.5.1 College Schedule Changes

In the event of severe weather conditions, the Vice President for Facilities and Support Services, the Vice President for Legal and Administrative Services, and the Director of Public Safety and Security will coordinate with the College President to make decisions to close the College or revise operating hours. The Vice President for Legal and Administrative Services will then be responsible for notifying members of Executive Council and direct reports of the President. Individuals contacted are to notify appropriate supervisory personnel/employees in their areas to inform them of changes to the College Schedule due to severe weather/emergency conditions.

The Marketing and Public Relations office will place severe weather/emergency information on the College website and social media. The Executive Director for Marketing and Public Relations will send out an “All at Fayetteville” message to staff and faculty and will coordinate with Student Services to send a notification to students. The Director of Public Safety and Security will send out a text message and notify appropriate media outlets specifying closure/delay information. MIS will place a phone message on the College switchboard, 678-8400, specifying closure/delay information.

If the College is closed, only those staff members designated as essential personnel, i.e. Security, will be expected to report to work. In the event that conditions allow for classes to begin on a delayed schedule, regularly scheduled classes will begin at the hour designated.

Public service announcements will inform staff, faculty, students, and the community of the changes in the College schedule due to severe weather/emergency conditions. The following media will be requested to broadcast information about College closings. An attempt will be made to contact all the radio and television stations listed.

Tune in to the following radio/TV stations for the latest information on the closings or revision of the College operating hours (see chart on next page).

The following media will be requested to broadcast and post information on closing or revision of College operating hours.			
TV Stations	**Radio Stations**	**Newspaper**	**FTCC**
WRAL (TV 5) WTVD (TV 11) WNCN (TV 17) NEWS 14	<u>Beasley Broadcasting</u> WKML 95.7 FM WFLB 96.5 FM WZFX 99.1 FM WAZZ 1490 AM WTEL 1160 AM <u>Cumulus Broadcasting</u> WQSM 98.1 FM WRCQ 103.5 FM WMGU 105.7 FM WFNC 640 AM <u>Other</u> WFAI 1230 AM	The Fayetteville Observer	Website Student G-mail Text Message

I-25.5.2 Tornadoes/Severe Thunderstorms/Hurricanes

(1) A tornado watch or severe thunderstorm watch is issued when there is a possibility of tornadoes or severe thunderstorms in the area. These could be upgraded to a tornado or severe thunderstorm warning at any time. A tornado warning means a tornado has been sighted in the area and immediate shelter should be sought. The College Mass Notification System may be activated informing all campus personnel of the current situation. This may include use of the following means:

a. Outlook
b. Interior/exterior speakers
c. Security Officers
d. Phone calls from Security personnel

(2) Upon notification of a tornado warning, instructors should instruct students to position themselves in a curled position facing an interior wall; keep students away from windows. Interior walls offer a greater degree of protection. A hallway in a building that does not have windows can also be used for protection. If available, coats and jackets can be used to cover heads, arms, and legs as a means of protection from flying debris. Desks and other large pieces of furniture, which can be crawled under, offer some

protection. Employees should follow the same directions. Instructors should maintain accountability for all students in their respective classrooms. Personnel caught outside should seek shelter in the closest building. Staff, faculty, and students should follow directions given by College Security personnel or local law enforcement personnel. All personnel should remain in the recommended areas until the “all clear” is given by a responsible official of the College.

(3) In the event a hurricane is predicted to hit the local area, a decision will be coordinated by the Vice President for Legal and Administrative Services to close the College, as required. Only essential personnel, i.e., Security, will remain on the campus. Public service announcements will be made on the radio/TV stations when the College will reopen.

I-25.6 Civil Disturbances

I-25.6.1 Preventive Measures

(1) At the beginning of each semester, each instructor should brief students on the rules and regulations that will apply to them as outlined in the Academic Procedures Manual.

(2) Academic problems will be handled in accordance with the Due Process Procedure for students as explained in the Academic Procedures Manual.

(3) Any disturbance that occurs off the College campus during an official function of the College will be handled by the person in charge of such an event or function. At the discretion of the person in charge, the problem may be turned over to available security or law enforcement agency.

(4) Disturbances that occur on the various campuses or any other property leased by the College will immediately be reported to available security and dealt with in an appropriate manner.

(5) Security on the main campus should be notified at 678-8433 during normal operating hours, or at cell phone number 624-5959 after 5 PM (weekends/holidays, Spring Lake Campus at 678-1012 during normal operating hours, or at cell phone number 303-1208. An emergency Call box may also be used. Security should be notified of the following situations:

a. Any life-threatening event.

b. Any situation that may deteriorate to or result in physical violence directed against person(s) or property under the control of the College.
c. Any criminal act or suspected criminal activity resulting in violation of any College regulations.
d. Any omission or refusal to act when person(s) or property of the College are placed in or will be placed in fear of injury or loss of property.

(6) The Security Department will be responsible for the prompt reporting of any of the above listed events to the proper administrative authority.

I-25.6.2 Disturbance Response

(1) The moment a situation or disturbance is identified, a member of the staff or an instructor should attempt to solve the situation or refer it to the appropriate authority as outlined above.

(2) The staff member or instructor should suggest that the situation be discussed in private, out of the view of others, in order not to disturb other activities or classes.

(3) If necessary, report the disturbance to Security as outlined in I-25.6.1(5). Describe the situation, specific location, and request assistance.

(4) Once the Security Officer arrives, describe the problem and render assistance as needed.

(5) Within the scope of his/her authority, the Security Officer will attempt to solve the situation or refer the situation to a higher authority.

I-25.7 Utilities Outage Plan

I-25.7.1 Electric Power Outage

(1) In case of a power outage, immediately notify the Director of Facilities Services at 678-8228 or 678-8287 during normal operating hours. After 5 pm, weekends and holidays notify Security at the numbers listed in I-25.6.1(5). The Director of Facilities Services will call the emergency services office at the electric company to determine the source of the trouble, the estimated time to restore power, and the assistance, if any, to be

rendered by the College. Auxiliary power, if available, will be utilized.

(2) The Director of Facilities Services will dispatch adequate electrical maintenance personnel to the affected site as required to disconnect all equipment subject to damage from power fluctuations.

(3) All staff, faculty and students will evacuate the building if the loss of power constitutes a safety hazard.

(4) If safe natural lighting levels exist, personnel may remain in the building.

(5) The Vice President for Administrative Services, in coordination with the College President, will determine if conditions permit continued school operation. If the decision is made to close the College or revise operating hours, notification procedures in paragraph I-25.5.1 will be implemented.

I-25.7.2 Water Service Outage

(1) The Director of Facilities Services will contact the maintenance section of the water company to determine the source of the trouble, the estimated time the outage will last, and the assistance to be rendered by the College.

(2) Procedures in paragraph I-25.5.1 will be followed to determine the need to close the College or revise operating hours.

I-25.7.3 Phone Service Outage

(1) After notification, the Associate Vice President for Management Information Services (MIS) will contact the phone company.

(2) If the outage continues after 5 PM, personnel in isolated parts of the campus will be provided with a portable radio, if available.

I-25.8 Emergency and/or Severe Weather College Closure Procedures for Curriculum, Continuing Education, and Fort Liberty Educational Offerings

If FTCC is closed, only those staff members designated as essential personnel are expected to report. In the event that conditions allow for classes to begin on a delayed schedule, regularly scheduled classes will begin at the hour designated.

Continuing Education scheduled classes which are missed due to weather or emergency closure should be rescheduled.

Curriculum classes missed due to weather or emergency closure should continue instruction through the classes' Blackboard sites.

In the event classes are missed due to inclement weather with power outages the appropriate days will be made up during scheduled break periods, Saturdays or semester extensions. This also pertains to classes where the content cannot be taught online such as lab or clinical experiences.

I. Curriculum Faculty and Students

Deans:

- Remind instructors to obtain all student contact information for each class they teach during the first class meeting. This information should include whether or not the student has immediate high-speed access to Blackboard. Students without this access will need alternate instructional plans which may be telephoned assignments.

- Add the following statement to each course syllabus and on each Blackboard course site:

  "This syllabus may be changed due to extenuating circumstances. Please refer to the FTCC website (www.faytechcc.edu) and/or your FTCC Student gmail address for additional information."

- Add to the Faculty Handbook:

  "At the beginning of each course, each instructor must collect the contact information for each student to include phone numbers, mailing addresses, and gmail addresses."

- Telephone trees of students may be helpful.

Public Information Office (PIO):

Include on FTCC website:

"Students ensure each of your faculty members has your current phone number and gmail address."

Missed Face-to-Face Instruction

(1) Immediately move the instruction to Blackboard delivery.

(2) Expand the use of Web-Assisted or Hybrid delivery during the College closure to document the make-up of missed instructional hours.

(3) Contact each student with a modified syllabus to complete the missed days or weeks of instruction via an outline course format. Assignments must correspond to the course outcomes identified in the syllabus.

(4) Upon a widespread electrical outage, when the College reopens, and if the appropriate week days are not available, use Fridays, Saturdays, and evenings as makeup days and/or alternate instructional times. Note: This may cause serious hardships for working students taking face-to-face classes.

(5) Revisit your class rosters to post your comments denoting how the unscheduled classes were made up. You will find the instructions in the Web Advisor training guide. This manual can be found under the Faculty/Staff Resource link. Username and password will be needed. If Datatel does not allow you to post comments, submit to the Registrar's office a copy of the documentation.

Missed Finals Due to College Closure

Instructor's options per Division Chair's approval:

(1) Online → Online
(2) Hybrid → Online

(3) Face-to-Face (Choose only one)

a. Email the final to the students

b. Run a testing center for proctored exams when College reopens.

Locations:
- Auditorium
- Gym
- I-PASS Center
- Multipurpose Room
- Success Center
- Testing Center

c. Give a grade to date: If small number of instructional hours or a small percentage of final grade points remain in the semester, the VP of Academics and Student Services, the Dean, and the Division Chair may suggest the instructor give the student the option of accepting the grade to date. (The student must document in writing the acceptance of the grade to date or take an incomplete.) The appropriate number of instructional hours must be backed out of the ICER.

d. Place the test on Blackboard.

Missed Labs, Clinicals, Presentations, or Software Assignments Due to College Closure

(1) Focus on instruction that is not clinical or lab performance.

(2) Follow the directions for the “missed face-to-face instruction” above.

(3) This will probably mean working ahead on other information until the College reopens. When the College reopens, revert to the make-up of the missed clinicals and labs instead of other instructional methodologies.

(4) Labs, Clinicals, Presentations, or Software Assignments: Time must be made up on non-class days to include Fridays, Saturdays, or evenings if calendar week days are a problem. For example, one semester butts up to close to another for make-up time. Note: This can cause serious hardships for working students taking face-to-face classes.

(5) If you have added one or more of the following virtual components as a feature of your class, you may use Virtual Computing Lab components, online labs such as Lights Out Labs or simulation applications to document the completion of course assignments.

College Not Closed but Multiple Instructors Absent in Each Department

(1) Lesson plans need to be current and “ready to go” for possible coverage by another colleague. Location of lesson plans should be communicated to Department and/or Division Chairs.

(2) Be prepared. Depending on the severity of absences, the faculty contingencies may be the same as if the campus is closed. Follow the guidelines in the previous sections.

(3) By AVP/Deans' approval an extension of time may be granted to complete the course. Note: This can cause serious hardships for working students taking face-to-face classes.

(4) In the case of a pandemic virus and if instruction is continuing, the President and Vice President for Human Resources and Institutional Effectiveness will make the determination whether or not sick days will be charged for absent employees.

(5) The Vice President for Academic and Student Services and the President will determine whether or not to extend the days/weeks of the semester.

Graduation Cancelled

If graduation is affected, the President, Vice President for Academic and Student Services, and the Associate Vice President for Student Services will either:

(1) Move graduation to an alternate date.

(2) Host a virtual graduation pending a health advisory by the Center for Disease Control or the World Health Organization.

II. Continuing Education Faculty and Students

(1) College Closed for One Week: Due to the many specialized continuing education courses that require specialized equipment, classes would be suspended and instructors, along with coordinators and directors, would arrange make up time for the classes.

(2) College Closed for Longer than One Week: Attempts would be made to offer courses at surrounding public schools, senior centers, community buildings, and other locations.

The Vice President for Academic and Student Services would be informed of possible alternatives and would assist the Associate Vice President for Continuing Education to make the best decision for students, faculty, and staff.

III. Fort Liberty Military Installation Curriculum and Continuing Education Classes

Under normal circumstances faculty, staff and students will follow the guidelines of FTCC. When directed by competent authority on the Fort Liberty Military

Reservation faculty, staff, and students will follow the directions given for base personnel per FTCC's Memorandum of Understanding.

If closure is required for only the Fort Liberty FTCC Office and instructional locations, arrangements will be made to relocate those classes and personnel to the Spring Lake Campus or Main Campus.

For further details regarding FTCC's restoration of normal activities, refer to the FTCC Continuity of Operations Plan (COOP).

IV. Documentation of Notification to Students in Preparation of the Program Audit:

Information will be filed in the Office of the Senior Vice President for Academic and Student Services.

Documentation	Provided by:
FTCC website message	Executive Director of Marketing and Public Relations
E-mail sent to the students' g-mail account	Executive Director of Marketing and Public Relations
FayText Message (for individuals who have signed up for the service)	Executive Director of Marketing and Public Relations

I-26 WEAPONS ON CAMPUS POLICY

I-26.1 Possession of Weapons on Campus

Illegal possession of weapons on campus or at any FTCC class, site, activity, or program is a violation of College policy.

(1) It shall be a violation of college policy for any person to illegally possess whether openly or concealed, any of the following items while on any FTCC campus or at the site of any FTCC class, activity or program:
   a. Any gun or firearm, including, but not limited to a rifle, pistol, BB gun, air pistol, or air rifle;
   b. Any powerful explosive device, including, but not limited to, dynamite cartridge, bomb, grenade, or mine;
   c. Any knife or other sharp-pointed or edged instrument, such as, but not limited to, a bowie knife, dirk, dagger, switchblade knife, razor, or razor blade; or,
   d. Any slingshot, leaded cane, blackjack, or metallic knuckles.

(2) The possession of any item listed above shall not be a violation of College policy if the possession is permitted by law. Current law permits those who have valid concealed weapon permits and those exempt from obtaining such permits to have handguns secured, as described by law, in their vehicles. The law also permits weapons on campus solely for uses associated with approved educational programs.

(3) Instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on campus are exempted from this policy.

(4) Any person, other than an FTCC student, found to violate this policy shall be removed from campus and shall not be permitted to return to campus for 120 calendar days.

(5) Students in violation of this policy shall be suspended for a minimum of 120 days and shall not be permitted on any property owned or used by the College. A student is identified as any person currently enrolled in continuing education class(es) or curriculum class(es), whether the person is an adult or minor.

(6) Students in violation of this policy may be placed on a permanent expulsion when one of the following occurs:

   a. Illegal possession of a firearm on campus;

b. Repeat offense on campus or any FTCC class site, activity or program;

c. Subsequent conviction of a violation of the law; or,

d. Use of a weapon to harm or threaten another individual.

I-26.2 Procedures

A violation of this policy or possible violations shall be reported to campus security immediately by phone, 678-8433, Emergency Callbox, or in person. The Director of Public Safety and Security, or designated representative, shall cause a full inquiry to be conducted and notification of civilian police if deemed necessary. An incident report shall be filed on all violations of this policy. Violations shall be reported in the Annual Crime Statistics published by campus security as requested by the Campus Security Act of 1990.

(1) The appropriate Associate Vice President or Dean shall be notified by the Director of Public Safety and Security, or designated representative, immediately when any student is believed to have violated the Weapons on Campus policy. In the absence of the Associate Vice President or Dean, the next available Dean/administrator/director/supervisor should be notified.

(2) Upon notification by the Director of Public Safety and Security, the Associate Vice President or Dean shall temporarily suspend any student being investigated for a violation of this policy. The temporary suspension shall be imposed until the inquiry into the alleged violation is complete, but under no circumstances shall the temporary suspension exceed five weekdays.

(3) Upon the completion of the inquiry, the Associate Vice President or Dean shall determine whether a violation of this policy occurred. If the Associate Vice President or Dean determines a student did violate this policy, the Associate Vice President or Dean shall suspend the student for a minimum of 120 days and shall notify the student of any right to appeal the decision. If it is determined the student did not violate this policy, the student shall be immediately allowed to return to class and shall be given every reasonable opportunity to complete any missed coursework.

I-26.3 Precautions

If a violation is observed, the following actions should be taken:

(1) Do not approach the individual. Stay calm.

(2) Either notify campus security or have someone else do it.

(3) Monitor individual from a safe distance or take cover if necessary.

(4) Notify other persons in the area.

(5) If possible, get a good description of the individual, vehicle, or weapon.

(6) Stay alert.

(7) If necessary, get away from the affected area.

(8) Do not take chances.

I-27 PREVENTION OF DRUG AND ALCOHOL ABUSE

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, the public at large, and result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of this College that the use, possession, manufacture, distribution, or dispensation of a controlled substance or alcohol, is prohibited while in the College workplace, on College premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

FTCC does not differentiate among users, pushers or sellers of drugs or alcohol. Any employee or student who possesses, uses, sells, gives or transfers a controlled substance or alcoholic beverage to another person while in the College workplace, on College premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion, and referral for prosecution.

The term "controlled substance" means any drug listed in 21 CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: heroin, PCP, cocaine, "crack", and marijuana. They also include "legal drugs" which are not prescribed by a licensed physician. Drugs, not including marijuana, prescribed by a licensed physician to an employee or student may be used and possessed by that employee or student while on campus.

The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the College workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Any such person charged with a violation of these policies concerning illegal drugs may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Office of Human Resources determines that the continued presence of such person within the College community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry. All employees and students of the College are currently eligible and are encouraged to participate without cost in an employee assistance program which offers among its many services, drug and alcohol abuse counseling.

Each employee or student is required to inform the Office of the Vice President for Human Resources and Institutional Effectiveness at the College, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the College workplace, on College premises, or as part of any College-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of **nolo contendere**) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

The Office of the Vice President for Human Resources and Institutional Effectiveness must notify the U.S. governmental agency from which a grant was made within ten (10) days after receiving notice from the grant employee or otherwise receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the College within 30 days.

A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is available in the offices of the Vice President for Human Resources and Institutional Effectiveness and the Vice President for Legal Services.

The following are limited exceptions to prohibitions of this policy:

1. The President of College is authorized to waive the prohibition on the use, possession, distribution, and/or dispensation of beer and/or non-fortified wine for campus events, which do not involve significant student participation.
2. The President of the College may authorize course requiring the use, possession, distribution, dispensation and/or manufacturing of beer and/or non-fortified wine.
3. Unopened (sealed) alcoholic beverages, in their original containers, are permitted in personally owned vehicles parked on college property.