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PAMLICO COMMUNITY COLLEGE (PCC)

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PAMLICO COMMUNITY COLLEGE (PCC) BOARD OF TRUSTEES BYLAWS

ARTICLE I ADMINISTRATIVE CONTROL

1.1 Powers and Duties of the Board of Trustees

PCC shall be administered by a Board of Trustees (“the Board”), appointed in conformance with North Carolina General Statutes, Chapter 115D. Subject to any policies, standards, rules, and regulations adopted by the State Board of Community Colleges provided for Community College Institutions, the Board shall for the purpose of establishing, operating, and maintaining a community college, have the power and its duties shall be defined in Chapter 115D, as amended and shall include the duties outlined below:

- To establish the mission and goals of PCC and to approve long-range plans.
- To appoint, evaluate, and terminate the president of the College and to assign his/her duties.
- To appoint, or to delegate to the president the appointment of, other members of the faculty and such other employees of PCC as may be necessary within the appropriations made therefore and in accordance with the regulations of this Board, the State Board of Community Colleges and State Law, where applicable.
- To regulate the admission of students, tuition, fees, and all other matters pertaining to the government and administration of PCC by the adoption and publication of Board policies.
- To issue certificates, diplomas, and degrees to qualified students on the recommendation of the faculty.
- To provide and maintain suitable quarters for PCC and to acquire and install necessary equipment therefore.
- To provide for the care, custody, control, management and improvement of the lands, grounds, buildings, facilities and equipment pertaining to PCC.
- To adopt curricula, subject to the laws and regulations of North Carolina.
- To encourage the establishment of a private, non-profit Foundation as a fundraising mechanism for PCC.
- To accept gifts and bequests of real or personal property suitable for carrying out the programs and purposes of PCC.

- To approve an annual budget for the operation of PCC.
- To review the Board policies annually, and to establish, and from time to time to alter and amend, such rules and regulations not inconsistent with State Board of Community Colleges regulations or laws for the government of PCC, as the Board may deem advisable.
- To become familiar with, and knowledgeable of, PCC's facilities and programs by attending an orientation which shall include a tour of the main campus, the Bayboro Center, and Pamlico Correctional Institute. This shall be accomplished within three months of appointment of a new trustee, and every two years for incumbent trustees.
- To attend orientation and training sessions required by the state of North Carolina. This includes attendance at an orientation session sponsored by the North Carolina Association of Community College Trustees within six months of appointment or re-appointment of a new trustee or an incumbent trustee. Trustees shall also attend an ethics presentation within six months of appointment, and shall complete a Statement of Economic Interest required by the State Ethics Commission, which is annually renewable.

ARTICLE II

OFFICERS AND COMMITTEES OF THE BOARD

1.2 Officers

The officers of the Board shall be a chair, a vice-chair, and a secretary. The secretary shall be the Executive Assistant to the President of the College.

Rev. Nov. 2018

1.3 Term of Office

The chair, vice-chair and secretary shall be elected or re-elected each July. They shall hold office until the elected successors take office. A majority vote of the members of the Board shall be necessary for election. Vacancies in any of the offices shall be filled by the Board.

History note: [N.C.G.S. 115D-18](#)

Rev. Nov. 2018 as per Session Law 2018-92; SB 420

1.4 Duties of the Chair

The chair shall preside at all meetings of the Board, at commencements, and shall be a member ex-officio of all committees. He/she shall be entitled to vote at all meetings of the Board and of its standing committees. The chair shall appoint all committees and shall designate the chair of such committees, unless otherwise determined by the Board.

1.5 Duties of the Vice-Chair

The vice-chair shall perform the duties of the chair in his/her absence and such other duties as the chair may delegate to him from time to time.

1.6 Duties of the Secretary

The secretary shall be responsible for all official records and papers of the Board. He/She, in conjunction with the Board chair, shall prepare a proposed agenda for each regular board meeting. He/She shall, at the direction of the chair, send notices of all Board and committee meetings to Board members.

He/She shall be the custodian of two complete sets of Board minutes that will be retained in the College files.

Rev. Nov. 2018

1.7 Committees of the Board

The Board will act as a committee of the whole, regardless of the appointment of standing committees, or of ad hoc committees.

The Board may establish such standing and ad hoc committees as it deems necessary to secure and protect PCC's welfare. The committees will concern themselves with a detailed review of school functions in the assigned area of interest, bringing to the Board as whole, abbreviated information, summaries, recommendations or concerns for Board discussion and/or approval.

All committees shall be appointed annually and be limited to a maximum of five members. The Board chairperson shall appoint the members of all committees and the chairperson of each committee. The Board chairperson and the president shall serve as ex-officio members of each committee of the board. All Board members may attend any committee meeting, however, only members of each committee may vote on issues being addressed by the committee. In order to vote on any recommendation, a quorum of the respective committee (a simple majority) must be present.

Ad Hoc committees are established and appointed as needed.

The following standing committees are established by the board.

- Executive
- Policy
- Finance, Facilities & Grounds
- Personnel
- Curricula and Programs

Responsibilities of standing committees shall be as follows:

- Executive Committee

The Executive Committee shall comprise the board chair and vice-chair, as well as chairs of the other standing committees.

- To serve as the Board of Trustees Hearing Committee, as appropriate, concerning reduction in force (RIF), grievances, and dismissal for employees and students
- To study benefits desirable for institution employees and make recommendations accordingly
- To review audit findings and recommendations
- To actively participate in long range planning meetings with the Administrative Council
- To meet quarterly with the president to discuss and review current status of the College
- Policy Committee
 - To update the Board of Trustee Bylaws and Policy Manual annually
 - To serve as a clearinghouse for the clarification of policy issues or requests for policy changes, interfacing with College administrators and Board of Trustee committees as appropriate
 - To assure that the policies of PCC are in line with state law and the accepted “best practice” of the NC State Board of Community Colleges
- Finance/Facilities & Grounds
 - To meet with the vice president of finance as needed to review annual budgets and financial statements
 - To recommend to the Board for approval: the annual budget, transfer of funds between line items, requests for additional local (county) funds, authorizing signatures on college checks, and the establishment and expenditures of special funds
 - To meet with the vice president of finance annually, shortly after allocated State funds are received, to ascertain any deviation from the originally prepared budget and report changes to the Board
 - To inspect, thoroughly, the grounds and buildings of PCC’s main campus with the maintenance/custodian supervisor; thoroughly check the Bayboro Center and the Cosmetology Building to insure proper functioning of those facilities. This is to be done semi-annually during April and October.
 - To recommend to the Board all new construction and major renovations, proposing the terms of resolutions to be adopted, certifying titles, source of funds, and other specific details

- To select architects, approve design contracts, approve fund requests, and approve bid awards as the need arises
- To submit a checklist, through the president, to department heads once a year requesting input on capital improvements
- Personnel Committee
 - To hold bi-annual informational meetings with the Human Resources Department and report any significant changes in personnel policies or practices to the Board
 - To direct the annual appraisal of the president
 - To act as a liaison between the Board and the Human Resources Department and to ensure a continuous two-way flow of relevant information between the bodies
 - To recommend policies and procedures relating to employee benefits, employee welfare, and professional growth
 - To consult with the president regarding pending actions under consideration for employees whose overall evaluation indicates substandard performance
 - To consult with the president regarding pending actions under consideration for any hiring, firing, or non-renewal of contracts for administrative or faculty positions
- Curricula and Programs Committee
 - To annually review all curricula and programs with the president, division administrators, and program directors
 - To receive, review, and recommend to the Board new programs of Pamlico Community College
 - To receive, review and recommend elimination of any college curricula or program to the Board
 - To annually review enrollments, survey results and instructional needs analyses with the president, division administrators, and program directors
 - To serve as liaison between the trustees and the PCC Foundation in areas of scholarship needs and instructional support

ARTICLE III MEETINGS

1.8 Regular Meetings

The regular meetings of the Board shall be scheduled in accordance with Section 1(b) G.S. 115D-18 *Organization of boards; meetings*. The Board will meet six times per year. The date of any special meeting shall be established by the secretary and chair of the Board.

*History note: N.C.G.S. 115D-18
Rev. Nov. 2018 as per Session Law 2018-92; SB 420*

1.9 Special Meetings

- The time, place, and purpose(s) of special meetings shall be determined by the chair.
- The business to be transacted at any special meeting of the Board shall generally be confined to such matters as have been specified in the call to members and officers of the Board.

1.10 Notice of Meetings

Members and officers of the Board and the president shall be notified by letter in writing, or by email, by the Board secretary, of the time and place of all meetings and the purpose(s) of special meetings at least seventy-two hours in advance of meetings. Public notice of official meetings shall adhere to Community College Law 143-318.12 *Public notice of official meetings*, to include posting scheduled and called meetings on the college website. Also in accordance with 143-318.12, notice shall be delivered to media representatives or any person making a request in writing that such notice be delivered. The Board requires that media representatives renew such requests annually and that all other persons renew such requests quarterly.

*History note: [N.C.G.S. 143-318.12](#)
Updated July 2015 to add website posting language; December 2015 to add notice renewal language*

1.10(A) Electronic Meetings

The Board of Trustees may occasionally hold an official meeting by use of conference telephone or other electronic means, **not to include e-mail**. In adherence to N.C.G.S. 143-318.13 *Electronic meetings*, all Board members must simultaneously participate in the meeting. Board members will each identify themselves by name upon entering the meeting and before making any motions or voting on motions. The Board shall provide a location and means whereby members of the public may listen to the meeting, and the notice of the meeting shall specify that location.

Added July 2015

1.11 Individual or Group Hearings

Any individual or organized group who desires to appear before the Board shall state in writing the purpose of such appearance and the name of each person who is to appear as a spokesman. The statement shall be filed with the chair at least four days in advance of the meeting at which the appearance is desired in order that it may be included in the agenda for the meeting.

1.12 Quorum of the Board

A simple majority (over 50% of voting members) of Board members present at the specified time of the meeting shall constitute a quorum.

1.13 Presiding Officer

The chair, or in his/her absence, the vice-chair, shall preside at all meetings of the Board. In case the chair and vice-chair are not in attendance at the time appointed for any meeting of the Board, the secretary shall call the roll meeting to order, and, on the appearance of a quorum, shall call the Board to order. A chair pro tempore shall be elected by the Board for the meeting, or until the appearance of the chair or the vice-chair.

The presiding officer shall decide all questions of order, subject to appeal to the members present.

1.14 Parliamentary Procedures

The Board shall be governed in its procedure by parliamentary rules and usage as set forth in Robert's Rules of Order, Revised.

ARTICLE IV PAMLICO COMMUNITY COLLEGE PRESIDENT

1.15 Attendance at Board Meetings

The president shall attend and participate, without vote, in all meetings of the Board except where his/her absence is expressly desired.

1.16 Duties

The president shall serve as chief administrative officer and is responsible for the total operation of PCC. He/She shall:

- implement policy as set forth by the North Carolina Board of Community Colleges and PCC's Board of Trustees;
- provide leadership for the development and implementation of administrative policies and procedures for the operation of PCC;
- present all College budgets to the Board for approval. After budget approval, he/she has the authority to expend the budget for the operation of PCC including making necessary line item transfers;

- authorize the employment of all full-time and part-time personnel with personnel decisions reported to the Board for informational purposes at its next regular meeting. The creation of any new staff or faculty position must have the prior approval of the board;
- have authority to suspend, dismiss, and accept the resignations of College personnel on behalf of the Board as final within the guidelines of College policy; however, the board must be informed of terminations and non-renewals of contract before the action is taken;
- assign or reassign all personnel holding instructional and staff positions;
- complete and sign all federal and state compliance forms;
- submit and update Long Range Plans to the North Carolina Community Colleges System Office after Board approval;
- be responsible for and have final authority for the orderly conduct of College activities;
- recommend curriculum programs for Board approval and submit necessary requests to the State Board of Community Colleges;
- serve as advisor to all Board committees unless otherwise requested by the Board;
- discharge any other function which the Board may delegate to him/her;
- conduct the travel necessary to participate in state, regional, and national meetings for the improvement of PCC and his/her ability to carry out his/her duties;
- seek and accept grants for College improvement from any source.

ARTICLE V

ADVISORY COMMITTEES

1.17 Use of Advisory Committees

There may be an advisory committee for each major instructional area or single curriculum advisory committee of the College curriculum. These committees shall assist the instructional division, the President, and members of the Board in the development and evaluation of curricula, placement of graduates, and in other ways deemed appropriate by the President and/or the Board.

1.18 Membership in Advisory Committees

Members of the advisory committees shall be appointed by the president, with the approval of the Board, to serve at the pleasure of the College. There shall be no compensation for such voluntary service.

ARTICLE VI AMENDMENTS TO THE BYLAWS

1.19 Procedure for Proposed Amendments

Within at least ten calendar days before a proposed amendment is voted upon, together with a statement of the name of the introducer and of the meeting at which it is to be acted upon, an amendment to the Bylaws may be adopted at any regular meeting. Copies of the proposed amendment must be mailed to each member of the Board. No proposed amendment shall be adopted except upon the affirmative vote of a majority of the members of the Board.

ARTICLE VII BOARD RELATIONS WITH EXTERNAL ENTITIES

1.20 No Subjection to Undue Pressure

The Board of Trustees of PCC holds the institution in trust for the citizens of its service area. The effectiveness of the institution depends upon the effectiveness of individual members acting as a corporate body in official board session.

In order to protect the integrity of the Board as the legal authority for governing the institution, it is imperative that it not allow itself to be subject to undue pressure from political, religious or other external bodies. Furthermore, in order for the faculty, staff and administration to effectively fulfill the mission of PCC, the Board guarantees, to the fullest extent possible, that these individuals will not be subject to similar pressures.

ARTICLE VIII REMOVAL OF TRUSTEES

1.21 Trustee Responsibilities

It shall be the responsibility of each trustee to attend all meetings of the Board, insofar as possible, and to exemplify at all times the behavior implicit in the term, "college trustees." The privilege of membership on the Board requires an active and sincere interest by each trustee in fostering the growth of PCC. Each trustee should be wholly committed to the mission, goals and objectives of PCC.

1.22 Removal of Trustees

- Should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his/her office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the Chair of such Board of Trustees, unless the chair is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges. At that

meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting, and the findings of the other members of the PCC Board shall be recorded, along with the action taken, in the minutes of that meeting. If the charges are, by an affirmative vote of two-thirds of the members of the PCC Board, found to be true, the Board shall declare the office of the offending member to be vacant.

Nothing in this section shall be construed to limit the authority of the Board to hold a hearing as provided herein upon evidence known or presented to it.

- The Board may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

History Note: [N.C.G.S. 115D-19](#)

ARTICLE IX

DISTINCTION BETWEEN POLICY MAKING ROLE OF BOARD AND IMPLEMENTATION FUNCTION OF ADMINISTRATION

1.23 Establishing, Administering, and Implementing Policy

Members of the governing board accept the concept that it is the responsibility of the Board of Trustees to establish policy for PCC, and further, that it then becomes the responsibility of PCC administration to administer and implement such policy.

ARTICLE X

CONFLICT OF INTEREST

1.24 Ethics Awareness and Conflict of Interest Statement

All members of the Board shall abide by the ethical standards set forth in Article 4 of NCGS 138-A, avoiding conflicts of interest. These standards include but are not limited to making use of a position for private gain, accepting any gift of consequential value in return for recommending or influencing the award of a contract or any other business decision, granting any improper service, favor, or thing of value in the discharge of duties, or conducting business with PCC which results in direct or pecuniary interest. The following “Ethics Awareness and Conflict of Interest Reminder” shall be read at every Board of Trustees meeting:

“In accordance with the state government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.”

History Note: Added September 2010.

ARTICLE XI ANNUAL SELF-EVALUATION

1.25 Board Development and Self-Appraisal Activities

The Board will engage annually in Board development and self-appraisal activities. To accomplish this, in the July meeting, the Board shall conduct an annual assessment of its actions during the prior year. Through a formative self-evaluation process, each member of the Board shall identify those areas of overall Board effectiveness and areas for improvement. The Board Chair in consultation with the President shall develop the assessment instruments, which may be modified according to the Board's needs and desires.

History Note: Added November 2017; rev. January 2018

PAMLICO COMMUNITY COLLEGE (PCC)

BOARD OF TRUSTEES POLICIES

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PAMLICO COMMUNITY COLLEGE (PCC)

BOARD OF TRUSTEES POLICIES

2.1 Statement of Commitment to Equal Opportunity

In its philosophy and policies, PCC is dedicated to fair and equal treatment in employment and educational opportunity for all applicants for employment, employees, applicants for admission, students, or other recipients of, or participants in, college services, programs, or activities on the basis of any legally protected status without regard to race, color, sex, national origin, age, handicap, creed, sexual orientation or religious affiliation.

2.2 Statement of Commitment to Nondiscrimination

PCC supports the protections against discrimination available to members of its community under all applicable federal, state and local laws, including but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Equal Pay Act of 1963, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, the North Carolina Equal Employment Practices Act, and Chapter 115D of the North Carolina General Statutes, and the regulations promulgated there under, as these and other applicable laws and regulations from time to time may be amended.

2.3 Equal Employment Opportunity

PCC is an equal opportunity employer. The policy of PCC, from recruitment through employment, job assignment, promotion, retirement, and all phases of the employment relationship, is to provide equal opportunity at all times without regard to race, color, national origin, religion, sex, age, disability, or other legally protected status, and the College will insure that all employment decisions are made in accordance with these principles of equal employment opportunity. This policy extends to the use of College facilities and participation in all college-

sponsored activities.

Each supervisor is responsible for the administration of the Equal Employment Opportunity Policy, particularly in his/her own area of responsibility.

2.4 Statement of Commitment to Employment Preference for Veterans

While PCC strives to hire the most qualified candidate for every position, preference in employment shall be granted to eligible veterans and their spouses or surviving spouses or dependents as defined in [N.C.G.S. 128-15](#).

In order to claim veteran's preference, eligible veterans must meet the minimum education and experience requirements for the position and must be capable of performing the duties assigned to the position. The procedure for enforcing veteran's preference in PCC hiring can be found in PCC Procedures [6.11 Procedures for Filling Position Vacancies Externally](#).

2.5 Compensation and Benefits

All employees of PCC receive compensation and benefits in accordance with the positions occupied, qualifications, and length of service.

2.6 Organization Structure

PCC operates under the legal authority of a Board of Trustees as outlined in [Ch. 1, Board of Trustees Bylaws, Art. I, Sec. I](#). The Board establishes broad policies and appoints a President as the Chief Executive Officer whose duties are outlined in [Article IV](#) of the Bylaws. The President is commissioned with the responsibility for total operation of PCC and shall develop the organizational structure of the College.

Divisional and departmental restructuring may be done by recommendation of the Division Administrator and/or the President upon signed authorization of the President.

2.7 Adoption of Administrative Practices, Processes, and Procedures

In addition, the President is authorized to adopt administrative practices, processes, and procedures necessary to implement Board policy, directives of the North Carolina Community College System or the State Board of Community Colleges, the General Statutes of North Carolina, Federal rules and laws applicable to PCC, and standards set forth by accrediting agencies.

2.8 Strategic Planning

The President shall be responsible for the preparation and updating of PCC's strategic plan (the *Institutional Effectiveness Plan*) including operating and facility requirements. It shall be presented to the Board for approval.

2.9 Fiscal Management

The President shall prepare all budgets within the guidelines set forth by North Carolina General Statutes 115D, policies and procedures of the State Board of Community Colleges, and the local County Commissioners. These budgets will then be submitted to the Board for approval.

The President will be held responsible and accountable for the appropriate expenditure and administration of all funds. The President is authorized to make necessary transfers and amendments to the budget within established guidelines with these actions reported at the next regular quarterly Board meeting.

2.10 Contracts, Purchasing, and Protection from External Pressures

The President (or his/her designee) is authorized to enter into contracts on behalf of PCC for building and grounds maintenance and for the other goods and services essential to the operations of PCC. These contracts shall be in compliance with the guidelines published by the N. C. Dept. of Administration Division of Purchasing and Contract.

PCC shall operate a centralized purchasing system. Employees not following the established purchasing procedures or who make purchases without a purchase order and/or approval of the President or CFO can be held responsible for the payment of the unauthorized purchases.

The Board will protect employees from undue external pressures in the performance of assigned duties.

2.11 Policy for Bookstore Operating Profits

In accordance with [115D-58.13](#) and [115D-5\(al\)](#) for the budgeting, accounting, and expenditure of funds generated through bookstore operating profits, the Board adopts the following policies:

- PCC's bookstore will be operated in a manner that will ensure bookstore profits are kept as low as possible while ensuring that the bookstore operates as a financially sound auxiliary enterprise. Therefore, College personnel are authorized to operate the bookstore with a markup within a range of 15% to 25% of gross sales. The method for calculating markup shall be the retail sales method where markup is based upon a percentage of the retail sales price. Example: pure cost divided by .75 will give a 25% markup based on sales price.
- Profits earned from bookstore operations may be used as follows:
 - Support of bookstore operating expenses including, but not limited to salaries, supplies, transportation, travel, operating resources, and equipment associated with the operation, support and enhancement of the bookstore.
 - Funds in excess of these operating expenses may be used in support of:
 - Student aid and/or scholarships.
 - Other expenditures of direct benefit to students including but not limited to: funding of positions for financial aid including supplies and materials, any travel connected with the financial aid office; funding for positions, supplies, materials and other expenditure to support student activities, and

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other similar expenses.

- Other similar expenses authorized by the Board, such as new faculty positions for the start-up of new programs, counselors, equipment, advisory committee functions, faculty/student functions related to instructional program development, construction, etc.

2.12 Vending Machine Profits

Any commissions generated from on-campus vending machines shall be expended under the discretion of the President following the basic guidelines hereby set forth. The funds shall be used in a manner that would benefit PCC either directly or indirectly as deemed appropriate by the President. The funds in no way shall be used for a purpose of personal nature.

A suggested, but not exhaustive, list of purposes for which the funds could be used is as follows:

- Support of student activities
- Social activities involving PCC personnel and/or Board members and/or student body, including articulation efforts with the public schools, private industry, and other institutions of higher learning
- Assistance to students in connection with expenses which are not covered normally by student aid funds
- Support of visiting dignitaries, lecturers, speakers, or consultants for which funds are not normally available
- Purchase of materials, supplies, books, and equipment for which normal funds have been exhausted or not appropriated

2.13 Grants and Private Gifts

The President is authorized to seek and secure grants from any available source for the improvement of property, student aid, and college advancement. However, the President shall inform the Board of all grants and the purpose. Grants requiring matching college funds will require approval of the Board prior to acceptance.

2.14 Authority to Establish Student Fees

The President is authorized to establish graduation, activity, and other student fees within the limits established by the State Board of Community Colleges and to charge a fee for copies made for students and other clientele of the Library with funds collected refunded to the state budget line code from which the supplies and materials were purchased. Said fees will be reported to the state annually. The Board authorizes the charging of a malpractice insurance fee to students in the health occupation curriculum, such fee to be determined by the current rates charged by PCC's insurance company and for PCC to participate by adding the co-insurance for its own

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protection.

2.15 Fee Paying Regulations

- Paying and collecting of fees is established by law and is the responsibility of the Business Office. The following procedures must be followed by all students in order to register: PCC operates on a cash payment basis.
- No books will be sold on credit unless the Chief Financial Officer has approved an official authorization to bill a third party. (Examples: Vocational Rehabilitation-both state and Veterans program, WIA program, etc.).
- Tuition credit will not be allowed except in those cases where the Chief Financial Officer has approved an official authorization to bill a third party.

Revisions: September 2009 and July 2018

2.16 Investment Policy

Funds being received as Institutional Funds shall be deposited with the North Carolina State Treasurer in its Short-Term Investment Fund as authorized by N. C. State Law. This means of investment has proven to be the most profitable vehicle in the long-term since it is managed by investment professionals.

County funds shall be deposited with Wells Fargo Bank. PCC's President, the Chief Financial Officer, and/or the Controller are authorized, if and when the balance in the checking account warrants, to deposit funds in excess of current needs in a short-term interest bearing savings account and to move funds as needed to maintain adequate working capital in PCC's checking account. Interest earned shall be carried in the County Fund Balance and will be expended only after being added to the County budget by the Budget Amendment process.

2.17 Check Authorization and Required Signatures

The Board has authorized that all checks be co-signed by PCC's President and the Chief Financial Officer. In the event that PCC's President or Chief Financial Officer is absent and time is of the essence in releasing checks, the College is authorized to use a signature stamp for either the President or Chief Financial Officer but never both. All College checks shall carry one original signature of the above designated individuals. The signature stamps shall be properly secured and under the supervision of the Controller. Electronic signatures are held in Computer Services.

2.18 Distribution of Payroll Checks/Direct Deposit

For employees hired after July 1, 1996, direct deposit of payroll will be mandatory for all permanent full-time and part-time employees. In addition, direct deposit will be required for all temporary full-time and part-time employees who have a contract extending over six (6) months or more. Direct deposit is an option for temporary employees whose contract covers a minimum

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of four (4) months. All other temporary employees will receive a payroll check.

2.19 Insurance of Buildings and Contents

PCC's President and/or the Chief Financial Officer is authorized to insure College buildings, equipment and other facility contents and vehicles against fire, casualty, and other similar hazards as provided for in 115D-58.11.

2.20 Insurance Coverage

PCC's President and/or Chief Financial Officer is authorized to enter into contracts of insurance for General Liability, Automobile Liability, Fidelity Bonds, Workers Compensation, Errors and Omissions, and other insurance as necessary to protect the Board, PCC, and its employees as may be required by state and federal law, grants or contracts, or good business practices. Funds to purchase such insurance shall be included in the budgets prepared and submitted to the Board for approval.

2.21 Tax Sheltered Annuities Approval

The Board has adopted the policy to approve any tax shelter annuity providing three (3) or more employees are enrolling for payroll deductions.

2.22 Payroll Deductions

The Board authorizes the President to implement payroll deductions for employees consistent with state law and the policies of the State Board of Community Colleges.

2.23 Salaries

The monthly and annual salaries or hourly rates of pay for full-time and part-time personnel shall be established by the President of the College within PCC's budget. Salaries are established at the time of employment. Salary increases are based on performance and recommendations of supervisory personnel. Salary increases are given only in July of each year unless otherwise specified by the State Board of Community Colleges. Salary increases are dependent on funds being appropriated for that purpose in the budget allocations made by the funding source. (This policy does not limit increases due to promotions or substantial increases in job duties.)

2.24 Authority to Employ

Pursuant to the General Statutes of North Carolina and the Board bylaws and policies as outlined in the Board of Trustees Bylaws Article IV, [1.16 Duties](#) the President is delegated the authority to hire all personnel and to make instructional and staff assignments and reassignments. The President is also delegated authority to suspend, dismiss, and accept the resignations of PCC personnel on behalf of the Board as final within the guidelines of Board policy.

The board must be informed of terminations or non-renewals before such action is taken.

The creation of any new staff or faculty positions must have the prior approval of the board.

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All employment decisions, i.e. new hires or transfers, requested leave without pay, change of position title, etc. will be reported to the Board for informational purposes, not for ratification purposes, at its regularly scheduled meeting.

2.25 Personnel Qualifications

The administration of PCC is aware of the relationship that exists between the employment of competent professional personnel and the creation of an effective educational program. To the extent possible, every effort will be made to employ the very best candidates available. In no case, however, will personnel be employed who do not meet standards set by the North Carolina State Board of Community Colleges, the Southern Association of Colleges and Schools, or other appropriate accrediting agencies.

2.26 Definitions of Employment Categories

- **Permanent Full-Time:** A position established in the budget as a permanent, recurring position and is so designated by the President at the time of employment. Employment in this category must be for nine or more months per fiscal year and considered full-time weekly employment. An employee in this category is subject to mandatory retirement deductions, as determined by the North Carolina Teachers and State Employees Retirement System, is eligible to participate in the N. C. State Comprehensive Medical Benefits Plan (employee's premium paid by PCC to the extent allowed by N.C. Law), earn sick leave, earn vacation (instructors are exempt) and is eligible to participate in all other employee benefit plans.
- **Permanent Part-Time:** A position established in the budget as a permanent recurring position and is so designated by the President at the time of employment. Employment must be for nine or more months per fiscal year and at least 20 hours per week but less than full-time weekly employment. Employees in this category are eligible to earn sick leave and vacation (instructors and Integrated Learning Center coordinators are exempt from vacation) on a pro-rata basis of that of a full-time employee. Personnel hired for 30 hours or more but less than full-time per week are eligible for paid medical benefits and are required to contribute to the NC Teachers and State Employees Retirement System. Personnel hired for 20 hours through 29 hours per week may participate in the State Medical Benefit Plan by paying the full cost of the premium. No other benefits apply to this position.
- **Temporary Full-Time:** A position not established in the budget as a permanent recurring position and is so designated by the President at the time of employment. Employment must be for a period of nine or more months per fiscal year and considered full-time weekly employment but only for a special assignment or project not expected to recur on a continuous basis. The employee is eligible for paid holidays and vacation. However, the employee will earn vacation only at the first year experience level as defined in the vacation policy in [Section 2.51 of Board Bylaws and Policies](#). In addition, all vacation must be taken before the contract expires. These employees will not be paid for any unused vacation. This category earns sick leave at the rate outlined in the sick leave

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policy in PCC [Board Policies 2.52 Family and Medical Leave](#). ~~This category is not eligible for paid medical nor retirement benefits.~~ *Process under revision.*

- **Part-Time/Hourly:** A position not established in the budget as a permanent or recurring position. Employment is for less than full-time weekly employment. Employees in this category are paid at an hourly rate. Part-time/hourly employees are not eligible for employee benefits other than social security.

2.27 Contracts of Employment

All employees will be issued a contract stating a specific length, salary or hourly rate to be paid, and other conditions affecting the nature and substance of the contract.

2.28 Employment of Relatives

It is the policy of the State Board of Community Colleges that present and prospective employees shall be evaluated on the basis of individual merit, without respect to race, sex, religion, national origin, or any other factors not involving professional qualifications and performance. In accordance with the policy principle, the following restrictions are adopted, to avoid the possibility of favoritism based on family relationships, for all employees of technical institutes, technical colleges, and community colleges in the North Carolina Community College System:

- An institution shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which would result in one person of such family relationship supervising another closely related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative.
- "Closely related" is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, 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 division 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.
- The provisions of this policy shall be prospective only, with reference to appointments made after the adoption date of this policy. (February 1, 1976 as amended August 17, 1981)

2.29 Tenure

Presently there is no stated tenure policy by the North Carolina Community College System, and tenure is not authorized in the North Carolina General Statutes governing community colleges. Therefore, the Board does not have a tenure policy. To insure that employees are not unfairly

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terminated, the Board has adopted a Discipline, Non-Reappointment, and Grievances procedure ([see 2.89-2.90](#)) which allows for due process hearings for employees.

2.30 Secondary Employment

Full-time employees are expected to devote their full time, energy, and efforts to their employment with PCC. Any secondary employment of full-time employees must be approved by the President or his/her designee. The Board will approve or disapprove requests by the President to seek secondary employment. The form to request approval of secondary employment may be found in Office 365 SharePoint.

2.31 Employee Personnel Files

The Board will comply with [Chapter 115D Article 2A](#), Privacy of Employee Personnel Records, of the General Statutes of North Carolina regarding the privacy of community college employee personnel records.

Supervision of the central personnel records system of PCC is delegated to the President. The President delegates to the Administrative Assistant to the President the duties associated with updating and maintaining employee record files. All other personnel must request permission to examine or otherwise have access to these central records.

2.32 Employee Assessment

All employees shall be evaluated annually by the immediate supervisor. A standard evaluation template will be completed by both the supervisor and the employee.

2.33 Longevity Pay Plan

Full-time and part-time permanent employees paid from State funds are eligible for a longevity payment upon completion of ten (10) years of eligible service.

Full-time permanent employees paid from county fund are eligible for a longevity payment upon completion of five (5) years of eligible service.

Employees whose salary is paid from state and county funds will receive longevity payment under the state plan.

2.34 Intellectual Property Rights

PCC supports and encourages participation by its faculty, staff, and students in educational endeavors that reinforce and complement the educational mission of PCC. All faculty, staff, and students, from time to time, may be responsible for originating, developing, manufacturing, using, and distributing educational materials.

Work produced by an employee within the scope of his or her employment and by a student

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within his or her schooling and/or using college resources, equipment, supplies, facilities, or personnel is the sole property of PCC. The purpose of this policy is to advise employees and students of how to coordinate educational endeavors so as not to conflict with the interests of PCC.

“Educational materials” include class lectures (whether live or captured on audio or videotape, educational software, articles, course work, distance learning tools (including but not limited to materials intended for at-home or Internet instruction), work conducted in conjunction with course approval by an accrediting agency/clinical site/co-op site, student records, evaluations/projects, and other materials of an instructional nature (including books, workbooks, video tapes, audio tapes sent from publishers), whether or not related to an employee’s area of instructional responsibility, which are originated, developed, manufactured, used, distributed, or marketed by a PCC employee either individually or in cooperation with another PCC employee

or outside person or entity, while employed by, or a student at, PCC, and/or using PCC resources, equipment, supplies, facilities, and/or personnel.

Except as otherwise specifically agreed by PCC, all educational materials are and remain the sole property of PCC and may be used, distributed, or marketed only by the College or with the College’s prior express approval, to the extent authorized by PCC. The short of it is, “if you did not arrive at PCC with it, do not expect to take it with you upon your departure.”

Inside Educational Endeavors: PCC provides its employees and students many opportunities to originate, develop, manufacture, use, and distribute educational materials during the course of their employment. For example, faculty members regularly engage in activities that facilitate course development and instruction. Faculty members, staff, and students also may collaborate with each other to originate, develop, manufacture, use, or distribute educational materials on behalf of PCC or in a manner designed to further the educational mission of PCC. Because inside educational endeavors are expected of faculty, staff, and students the origination, development, manufacture, use, or distribution of educational materials in this context is expressly authorized by PCC without further approval. However, internal guidelines may be established by designated College personnel with respect to particular educational materials, and employees are required to adhere to these guidelines.

Other Educational Endeavors: PCC recognizes that there also may be opportunities for College employees and students to originate, develop, manufacture, use, distribute, or market educational materials through their own initiative or in cooperation with another College employee or a person or entity not connected with PCC. This includes involvement and/or a business or financial interest in an activity for any purpose other than as directed or specifically authorized by PCC. It also includes agreements (whether oral or written) with a person or entity other than PCC pertaining to educational materials that may be originated, developed, manufactured, used, distributed, or marketed in competition with PCC or in a manner that may conflict with an employee’s or student’s responsibilities to PCC.

- To help avoid potential conflicts and to ensure that PCC’s interest in any educational materials is protected, the involvement by a College employee or student in any outside

educational endeavor must be reviewed and approved by PCC. The following procedures will apply:

- Employees and students are required to disclose promptly and fully to PCC any involvement, business or financial interest, or agreement (whether oral or written) with a person or entity other than PCC relating to the origination, development, manufacture, use, distribution, or marketing of educational materials.
- An Intellectual Property Rights form or similar summary of the proposed activity and arrangement must be completed and provided Human Resources or Vice President of Student Services prior to any participation. Human Resources or Vice President of Student Services will be responsible for obtaining appropriate approvals.
- If there is a question as to whether the proposed activity and arrangement will or may conflict with PCC's interest, or if believed to be necessary to ensure that PCC's interest in any educational materials is protected, Human Resources or the Vice President of Student Services will be responsible for referring the matter to the President, who will be responsible for making a final determination as to whether and under what conditions the outside educational endeavor will be approved.
- Any outside educational endeavor conducted without the prior express approval of PCC through the Vice of Administrative Services or Vice President of Student Services will be considered a violation of this policy and can result in disciplinary action, up to and including termination and non-renewal of contract for the employee and expulsion from PCC for the student.

See PCC Procedures Chapter 5.10(A) for [Intellectual Property Guidelines for Distance Learning](#).

Pamlico Community College

Intellectual Property Rights Form

Purpose: The purpose of this policy is to advise employees and students of how to coordinate their educational endeavors so as not to conflict with the interest of PCC. This policy was approved by the Board of Trustees.

If an employee or student of PCC decides to originate, develop, manufacture, use, distribute, or market their own educational materials or in cooperation with another PCC employee, student, or a person or entity not connected with PCC, the outside educational endeavor must be reviewed and approved by PCC using the following procedure:

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DEPARTMENT (employee) _____ SUPERVISOR (employee)
Or PROGRAM (student) _____ Or ADVISOR (student) _____

DATE _____

Please disclose fully and to the best of your knowledge the outside educational endeavor that you will be participating in and list all others that will take part in this process.

Describe how potential conflicts will be avoided to protect PCC's interest and how this endeavor will not conflict with your duties at PCC.

Reviewed by:

Approved By:

Appropriate Division Chair
(Employee)
Or Advisor
(Student)

Human Resources
(Employee)
or Vice President of Student Services
(Student)

College President

2.35 Professional Development

All employees are given opportunity for professional development that will enhance their job performance. Every employee is encouraged to prepare professional development plans with their supervisors.

2.36 Academic Freedom

Freedom is a necessary element in education. This freedom must be accorded both to the instructor and to the student. PCC makes every effort to see that this situation exists. Hence, no semblance of thought control is imposed upon any faculty member. Each individual is free to investigate, to speculate, to revolutionize, and to express his or her academic convictions. However, it is the policy of the Board that no instructor of PCC shall teach or recommend that

students disobey the law, whether it be local, county, or federal. As the instructor is free, so is the student. A minimum of rules and regulations exist in relation to his/her personal conduct. Respecting the student as an individual, PCC assures him/her the right to the self-expression essential in intellectual and educational growth.

2.37 Accreditation

The President is responsible for securing PCC accreditation by the Southern Association of Colleges and Schools (SACSCOC) and other agencies deemed appropriate by the Board.

2.38 Safety

The President is authorized to establish safety policies as deemed necessary to comply with OSHA and other state and federal regulations. The Institutional Safety, Security, and Facilities Committee will monitor safety and recommend policy to the President. Refer to [Ch. 8 Physical Plant & Safety](#).

Shop and laboratory instructors shall promote safety practices in all areas. State regulations regarding the wearing of safety glasses and other devices shall be strictly adhered to.

2.39 Pets on Campus

Pets of any kind are not allowed on campus. This policy does not apply to trained animals which provide assistance to persons with disabilities. Students requiring the use of an assistive animal must notify Student Services at the time of registration. Visitors requiring the use of an assistive animal should report to the office to notify college officials.

2.40 Lockdown

In the case of lockdown, PCC will follow the procedures outlined by the local Sheriff's Dept. and the Emergency Response Team.

2.41 Equipment

An equipment purchase requires the approval of the President or, when authorized, the Chief Financial Officer. Each requisition for equipment purchase not included in the equipment budget allocations must be accompanied by a letter justifying the need for the item and explaining how it will be used. Upon approval of the President, the requisition will be processed.

2.42 Adverse Weather or Conditions

The President or his/her designee will make the decision as to whether or not classes will be held during periods of inclement weather or because of other unusual circumstances. Announcements will be made on the PCC Website, PCC social media (such as FaceBook), local radio, television stations, and television websites.

2.43 Workweek

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Executive/Administrative and/or managerial officials of PCC are responsible for the efficient operation of their divisions without regard to weather, sickness, holidays, or vacation. Proper care should be exercised to see that PCC operates effectively at all times.

PCC operates a schedule of services from 7:30 a.m. to 10:00 p.m. Monday through Thursday, and from 7:30 a.m. to 1:00 p.m. on Friday. In addition, PCC may offer classes at times other than these depending on community needs. Employee assignments may be made anytime during these hours. Therefore, the established workweek is defined as 168 consecutive hours beginning at 12:00 a.m. Sunday and ending at 12:00 a.m. the next Sunday. The number of work hours in a normal workweek is considered to be 39 1/2 and 40 hours on a rotating week basis for all non-instructional employees. Full-time instructional personnel are expected to be present during assigned class and office hours and at such times as may be necessary for student consultation, committee meetings, and any other work necessary for the effective performance of duties. During the Summer Session, PCC may operate on a four-day workweek.

The Education Department at the Pamlico Correctional Institution operates from 7:30 a.m. to 4:30 p.m. Monday through Friday. The office is open from 7:30 a.m. to 4:30 p.m. daily Monday through Friday. Non-instructional personnel work 39½ and 40 hours on a rotating week basis. Continuing Education and Occupational classes are held from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m. Monday through Friday. Lunch break is from 11:00 a.m. to 12:00 p.m. The time period from 12:00 p.m. to 1:00 p.m. is used for planning and committee and/or staff meetings.

2.44 Overtime Leave Compensation

In 1985, the Supreme Court declared state and local governments and units thereof subject to the Fair Labor Standards Act (FLSA). This means that employees of PCC are subject to the minimum wage provision and to the overtime provision of the law. Compensatory leave may be used in lieu of monetary compensation under certain circumstances to comply with the FLSA requirements. PCC's Board has adopted a policy of compensatory leave in lieu of overtime pay. Applicants for employment are made aware of this and agree to it when signing the employment application. Unsigned applications are not accepted.

2.45 Disruptive Activities

Responsibility for oversight of disruptive activities is delegated to the President and the division administrators who exercise responsibility within defined areas. The Campus Security Officer is responsible for the orderly conduct of activities that occur on campus but outside the classroom. The Vice President of Instructional Services is responsible for the orderly conduct of the faculty and students within the instructional process. The Vice President of Student Services will assist as requested. The Campus Security Officer is responsible for evening operations, both inside and outside the classroom. Any incident that occurs during evening hours will be reported to appropriate administrators, which will include the Chief Information Officer, who oversees Campus Security.

2.46 Professionalism

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The members of the faculty and staff of PCC are expected to maintain a level of personal and professional behavior consistent with the policies of the state, College, and the trustees of PCC.

Faculty and staff members are expected to maintain a professional attitude toward colleagues and to support the purpose, objectives, and programs of PCC. Confidential professional information entrusted to a college employee should be treated with discretion, especially information concerning students and other faculty and staff members.

2.47 Campus Visitors

Any person not enrolled as a student or a library user must report to the Business Office for a visitor's pass. Visitors must also sign the visitors' roster stating the purpose for the visit. Any violators will be asked to leave and if they fail to do so, the Sheriff's Department will be notified.

2.48 Children on Campus

Out of a concern for individual safety and protection of children, and the educational environment, no student, staff, or visitor, should leave children unattended on campus at any time. Nor shall children be allowed in classrooms during periods of instruction.

2.49 Leave Policies

Annual leave, sick leave, and holiday policies for PCC employees shall be commensurate with the [State Personnel Act](#). Administration of the leave program within the scope of established policy is the responsibility of the President or his/her designee. Paid leave for absence during scheduled working hours shall be charged to the appropriate leave account of the employee. Additional types of leave included within the scope of this policy are family and medical leave, civil leave, military leave, and educational leave.

2.50 Vacation/Annual Leave

The primary purpose of paid vacation is to allow and encourage every employee to renew his or her physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose.

This leave may also be requested for other periods of absence for personal reasons; absences due to adverse weather conditions; and for personal illness or illnesses in the immediate family, in lieu of sick leave.

Time lost for late reporting may be charged to the vacation leave account when it is not handled under the variable work schedule policy. Deductions should be made from the employee's pay where excessive tardiness or absenteeism occurs.

Vacation leave shall be taken only upon authorization of the employee's supervisor. Supervisors, when deciding to approve or disapprove a leave request, should consider employee preferences and attempt to work out schedules bearing in mind individual and divisional needs.

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Employees may be required to take annual leave when in the judgment of the President it will lead to a more efficient operation for PCC. Example: Christmas break.

Annual leave should normally be requested well in advance of the date leave is desired. Employees should be aware of individual job responsibilities and avoid requesting leave during those times when an absence will place a hardship upon the College. Vacation leave shall be taken only upon authorization of the College, which shall designate such time or times when it will least interfere with efficient operation.

At the end of the fiscal year (June 30th), all annual leave in excess of 240 hours will be converted to sick leave and credited to the employee's sick leave account.

Eligibility for Vacation/Annual Leave is as follows (refer to [2.26](#) for definition of employment categories):

- **Permanent Non-faculty Employees**
 - Permanent full-time and probationary employees who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month earns annual leave for that month. The earning rate is determined by total state service.
 - Permanent part-time and probationary employees (half-time or over) who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month earns annual leave for that month. Leave shall be computed as a percentage of the total amount provided to a full-time employee. The earning rate is determined by total state service.
- **Faculty Employees:** Faculty are only required to be on campus for scheduled classes, posted office hours, special work and committee assignments, and in-service training; therefore, the Board exempts faculty from earning annual leave. However, unscheduled time for faculty will be provided in the College calendar as semester breaks.
- **Temporary Full-time Non-Faculty Employees:** Temporary full-time non-faculty employees who are working or on paid leave for one-half or more of the regularly scheduled work days in any month earn annual leave for that month. However, employees in this category will earn vacation only at the first-year experience level regardless of the number of years of experience. In addition, all vacation must be taken before the contract expires and will not be considered for terminal leave payment.
- **Temporary Part-time or Hourly Employees:** This classification of employee is not eligible to earn vacation.

Calculation of Earning Rate for Vacation/Annual Leave: Many employees are scheduled to work eight hours per day. Since there are other schedules in existence due to the nature of the

work, the vacation leave rates are stated in terms of hours rather than days, and requires no conversion for special schedules. Vacation leave for employees working 40 hours per week (or full-time) shall be computed at the following rates

| <i>Benefit Service Years</i> | <i>Monthly Accrual Amount (Hrs.)</i> |
|----------------------------------|--|
| <i>Less than 5 years</i> | <i>9.33</i> |
| <i>5 but less than 10 years</i> | <i>11.33</i> |
| <i>10 but less than 15 years</i> | <i>13.33</i> |
| <i>15 but less than 20 years</i> | <i>15.33</i> |
| <i>20 years or more</i> | <i>17.33</i> |

State law revised; PCC policy revised eff. August 2011

Total State Service: Total state service is defined as the time of full-time or part-time (half-time or over) permanent, trainee, probationary or provisional employment whether subject to or exempt from the State Personnel Act. If an employee so appointed is in pay status or is on authorized military leave for one-half or more of the regularly scheduled workdays and holidays in a pay period, credit shall be given for the entire pay period. The employee will receive full credit for each pay period he/she is in pay status for one half of his/her scheduled workdays and holidays.

Credit toward total State service shall also be given for:

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

The College shall be responsible for informing each employee of the types of prior service which are eligible to be counted as total State service. If the employee fails to produce evidence of prior service at the time of employment and later produces such evidence, it creates a cumbersome, time consuming process to adjust leave records. When this occurs, credit will be

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allowed for the service and the earnings rate will be adjusted; however, retroactive adjustments will only be allowed for the previous twelve months. Exceptions will be made if the College is at fault or fails to properly detect prior service.

Maximum Accumulation of Vacation/Annual Leave: Leave may be accumulated without any applicable maximum until June 30 of each calendar year. However, if the employee separates from service, payment for accumulated leave shall not exceed 240 hours. On June 30 any employee with more than 240 hours of accumulated leave shall have the excess accumulation transferred to sick leave. Only 240 hours of annual leave are carried forward to July 1 of the next calendar year. Accumulation for part-time employees will be prorated based on the amount of time worked.

Advancement of Vacation/Annual Leave: An employee may be advanced the amount of leave needed on an individual basis and which can be credited during the remainder of the fiscal year.

Leave Charges: The minimum amount of annual leave which may be taken is one (1) hour. Leave beyond (1) hour must be taken in increments one-half (1/2) hour. **EXAMPLES:** 1 1/2, 2, 2 1/2, etc. Due to employees working different schedules only scheduled work hours shall be charged in calculating leave taken.

Leave Transferable: PCC will not accept annual leave transfer from another employer.

Options Regarding Annual/Vacation Leave During Leave Without Pay: An employee going on leave without pay may exhaust vacation leave or may retain part or all accumulated leave until the employee returns, the only exceptions being: (a) if an employee has accumulated vacation leave, all leave must be exhausted before going on leave without pay for vacation purposes, or (b) if an employee requests leave for other personal reasons for a period not to exceed 10 workdays, leave must be used if available; however, if the leave is for a period longer than 10 workdays, the employee may choose to use vacation leave or retain it for future use. If leave without pay extends through June 30, any leave accumulation above 240 hours will be transferred to sick leave.

When exhausting earned annual or sick leave, an employee continues to accumulate annual leave, sick leave, is entitled to holidays, and is eligible for salary increases during that period.

Leave without pay requires prior approval by the employee's supervisor. The employee must submit a written request to his/her supervisor well in advance of the leave. The supervisor must immediately notify the payroll department of the employee's request. The President is then asked to review the request for approval and the payroll department notified.

Payment of Annual/Vacation Leave upon Separation:

- Lump sum payment for leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours (prorated for part-time employees) when separated from College service due to resignation, dismissal, reduction in force, or death. An employee is not entitled to any

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scheduled holiday occurring after the last day of work, except when the last day of the month is a holiday and the employee is in pay status through the last available workday. The employee ceases to accumulate leave and ceases to be entitled to take sick leave. The last day of work is the date of separation.

- Employees separating from College service due to service retirement or early retirement may elect to exhaust vacation leave after the last day of work but prior to the effective date of retirement. All benefits accrue while leave is being exhausted. If leave is exhausted, the last day of leave is the date of separation and any unused leave not exhausted must be paid in a lump sum not to exceed 240 hours. If no leave is exhausted, the last day of work is the date of separation. (Example: An employee retiring effective January 1, 2017, could establish the last day of work as December 13, 2016; then exhaust 56 hours of vacation leave through the end of December and receive the unused balance, up to 240 hours, in a lump sum. The date separated would be December 31.)
- If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn.
- Payment for leave will be made on the regular payroll reflecting the number of hours of leave and the amount of payment. Leave may be paid through the last full hour of unused leave. This will be charged to the budget subhead under which the employee's position was charged.
- Retirement deduction shall be made from all leave payments.
- Receipt of lump sum leave payment and retirement benefit shall not be considered as dual compensation.
- In the case of a deceased employee, payment for unpaid salary and leave must be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence.

Record Keeping: PCC will maintain employee leave records on a monthly basis. Employees shall file a record of leave taken on forms provided by PCC each month before pay checks will be released. PCC will provide a statement of leave balance to each employee once each calendar year. PCC shall retain leave records for separated employees for a period of at least four years from the date of separation.

2.51 Sick Leave

Sick Leave policies are commensurate with the [State Personnel Act](#). 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.

It may also be requested for:

- Medical appointments;
- The illness of member of the employee's immediate family. For this purpose, immediate family is defined as spouse, parents, and children (including step relationships). Leave may also be taken for the illness of other dependents living in the employee's household;
- The death of a member of the employee's immediate family. For this purpose, immediate family is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren. Also included are the step, half and in-law relationships;
- Use in conjunction with family and medical leave (see 2.53, below).

Sick Leave Credits: Sick Leave credits at the rate of 8 hours per month or 96 hours per year shall be provided for a full-time or part-time (half-time or over) permanent, trainee or probationary employee, who is in pay status for one-half or more of the regularly scheduled workdays and holidays in a pay period. Leave for part-time employees shall be computed as a percentage of the total amount provided to a full-time employee. Faculty is included in the above definitions of eligible permanent employees.

Accumulation of Sick Leave: Sick leave is cumulative indefinitely.

Advancement of Sick Leave: PCC will advance sick leave not to exceed the amount an employee can accumulate during the current fiscal year.

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

Sick Leave Charges: The minimum amount of sick leave which may be taken is one (1) hour. Thereafter, sick leave shall be taken and charged in units of one-half (1/2) hour. Because staff personnel work varying work schedules, only scheduled work time shall be charged in calculating the amount of leave taken. Faculty must use 8 hours for reporting a day of leave taken. Eight (8) hours should be prorated for less than a full day.

Sick Leave Transferable: New employees may transfer unused sick leave to PCC when leaving employment with a State agency. Sick leave may also be transferred from a local SPA agency of Mental Health, Public Health, Social Services, or Emergency Management, a N. C. Public School unit, or a N. C. Community College.

The College shall be responsible for informing new employees of the transfer of sick leave. It shall be the employee's responsibility to obtain a certification from the previous employer of unused sick leave balance. This certification must be obtained within 60 days from the date of employment.

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Status of Sick Leave upon Separation: Sick leave is not allowable in terminal leave payments when an employee separates from service. It may be exhausted prior to participation in the Disability Income Plan.

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

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

Sick leave may be reinstated when an employee returns to employment within five years after separating from State Personnel Act employment with a local government, public school, or community college.

Sick Leave Retirement Credits: One month of credit is allowed for each 20 days, or any portion thereof, of sick leave to an employee's credit upon retirement but not to exceed 12 days for each year of retirement membership.

Sick Leave Without Pay:

- Accumulated sick leave shall be exhausted during the waiting period required prior to short-term disability. Additional sick leave may be exhausted or it may be retained for future use. The employee may also exhaust vacation leave or may retain part or all of accumulated vacation leave. While exhausting leave, all benefits for which the employee is entitled are credited.
- Sick leave without pay up to one year may be granted by the President for the remaining period of disability after sick leave has been exhausted. Extension of sick leave without pay beyond one year must be requested by the employee and approved by the Board.

Sick Leave Records: The College shall maintain annual records for sick leave for each employee. Crediting and balancing of an employee's leave record will be done monthly. The College will notify employees of sick leave balances at least once by the end of each calendar year.

PCC will retain sick leave records for all separated employees for a period of at least five years from the date of separation.

2.52 Family and Medical Leave

[The Family and Medical Leave Act of 1993](#) was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for men and women.

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This policy is to be coordinated with the other applicable leave policies of PCC. Examples: Vacation, Sick Leave, and Leave Without Pay.

Definitions:

- **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.
- **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 who is:
 - A biological child
 - An adopted child
 - A foster child - a child for whom the employee performs the duties of a parent as if it were the employee's child
 - A stepchild - child of the employee's spouse from a former marriage
 - A legal ward - a minor child placed by the court under the care of a guardian, or
 - A child of an employee standing in loco parentis.
- **Spouse** - a husband or wife
- **Serious Health Condition** - (1) an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility or that involves continuing treatment by a health care provider; (2) any period of incapacity requiring absence from work of more than three workdays that also involves continuing treatment by a health care provider; or (3) continuing treatment by a health care provider for conditions so serious that, if not treated, would likely result in an absence of more than three workdays. Prenatal care is also included. The period of actual physical disability associated with childbirth is considered a serious health condition and must be taken as family/medical leave, whether as paid or unpaid leave.
- **Workweek** - The number of hours an employee is regularly scheduled to work each week.
- **Reduced Work Schedule** - A work schedule involving less hours than an employee is regularly scheduled to work.
- **Intermittent Work Schedule** - A work schedule in which an employee works on an irregular basis and is taking leave in separate blocks of time, rather than for one continuous period of time, usually to accommodate some form of regularly scheduled

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medical treatment, or family leave in order to assist PCC in establishing a continuous work flow.

- **12-Month Period** - The 12-month period is measured forward from the date any employee's first family and medical leave begins, provided the employee has been employed the 12 months preceding the date FMLA leave begins. Exceptions to the 12-month period are described in the following paragraphs B (1a and 1b).

Eligibility for Family and Medical Leave:

- **Permanent Employees** - An employee who has been employed with PCC for at least 12 months and who has worked at least 1040 hours (half-time) during the previous 12-month period is entitled to a total of 12 workweeks, paid or unpaid, leave during any 12-month period for one or more of the reasons listed below:
 - For the birth of a child and to care for the child after birth, provided the leave is taken within a 12-month period following birth.
 - For the employee to care for a child placed with the employee for adoption, provided the leave is taken within a 12-month period following adoption.
 - For the employee to care for the employee's child, spouse, or parent where that child, spouse, or parent has a serious health condition, or
 - Because the employee has a serious health condition that makes the employee unable to perform the essential functions of the employee's position.
 - Leave without pay beyond the 12-week period for employees not covered under the Family and Medical Leave Policy shall be administered under Section 2.59, Leave Without Pay, below. Under these provisions, employees must pay for health benefits coverage.
- **Temporary Employees** - This policy does not cover temporary employees since the maximum expected length of a temporary appointment is one year; however, if by exception, a temporary employee is extended beyond one year, the employee shall be covered if he or she had worked at least 1250 hours during the previous 12-month period. Any leave granted to a temporary employee shall be without pay, except for temporary full-time employees who earn vacation and sick leave at the minimum rate. In this case, an employee whose contract is extended beyond one year may use any accumulated sick leave or vacation leave in conjunction with leave with pay to make up his/her family and medical leave entitlement (See Sections 2.51 and 2.52, above, for earnings rates). This also applies to any other type of appointment that is not permanent, including intermittent, if the employee worked at least 1250 hours during the previous 12-month period.

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- **Leave Charges:** It is the responsibility of the President to designate leave, paid or unpaid, as FMLA leave, based on information provided by the employee. This must be done before the leave starts or before an extension of leave is granted if the employee is already on leave. If an employee on paid leave has not provided information sufficient to determine whether it is to be designated as FMLA leave, the College shall, after a period of 10 workdays, request that the employee provide sufficient information to establish a FMLA-qualifying reason for the needed leave. This does not preclude PCC from requesting the information sooner, at any time an extension is requested.

If an employee takes paid leave and it is not designated by the employee or employer as FMLA leave, the leave taken does not count against the employees FMLA entitlement.

The employee has the following options for charging leave:

- **Birth** - For the birth of a child, the employee may choose to exhaust available vacation and/or sick leave, or any portion, or go on leave without pay; except that sick leave may be used only during the period of disability. This applies to both parents.
- **Adoption** - For the adoption of a child, the employee may choose to exhaust available vacation leave, or any portion, or go on leave without pay.
- **Illness of Child, Spouse, or Parent** - For the illness of an employee's child, spouse, or parent, the employee may choose to exhaust available sick and/or vacation leave, or any portion, or go on leave without pay.
- **Employee's Illness** - For the employee's illness, the employee shall exhaust available sick leave and may choose to exhaust available vacation leave, or any portion, before going on leave without pay. If the illness extends beyond the 60-day waiting period required for short-term disability, the employee may choose to exhaust the balance of available leave or begin drawing short-term disability benefits.

Periods of paid leave and periods of leave without pay (including leave without pay while drawing short-term disability benefits) count towards the 12 workweeks to which the employee is entitled.

- **Intermittent Leave or Reduced Work Schedule:** Pursuant to the Family Medical and Leave policy, the employee may not take leave intermittently or on a reduced work schedule for child birth and birth related care or for adoption unless the employee and College agree otherwise; however, when medically necessary, the employee may take leave intermittently or on a reduced schedule to care for the employee's child, spouse, or parent who has a serious health condition or because the employee has a serious health condition. There is no minimum limitation on the amount of leave taken intermittently.

If such leave is foreseeable, based on planned medical treatment, the College may require

the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

Only the time actually taken as leave may be counted toward the 12 weeks of leave to which the employee is entitled when leave is taken intermittently or on a reduced leave schedule. (For example, an employee normally works 40 hours each week. The employee is on a reduced work schedule of 20 hours per week. The FMLA leave may continue for up to 24 calendar weeks.)

If an employee works a reduced or intermittent work schedule and does not use paid leave to make up the difference between the normal work schedule and the new temporary schedule to bring the number of hours worked up to the regular schedule, the employee's supervisor must notify the bookkeeper/controller of the change in the number of hours the employee is scheduled to work. This will result in an employee earning leave at a reduced rate.

Employee Responsibility: The employee shall give written notice to the supervisor for leave requested under this policy. The employee must explain the reasons for the needed leave so as to allow the President to determine that the leave qualifies under the Act.

- **Birth or Adoption** - the employee shall give the agency no less than 30 days' notice in writing of the intention to take leave, subject to the actual date of the birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as soon as possible.
- **Planned Medical Treatment** - When the necessity exists for leave to care for the employee's child, spouse, or parent or when the employee has a serious health condition, the employee must give 30 days' notice if practicable of the intention to take leave.
- **Medical Emergency** - In the case of medical emergency requiring leave because of an employee's own serious health condition or to care for a family member with a serious health condition, an employer cannot require written advance notice.

If the employee will not return to work after the period of leave, the supervisor and President shall be notified in writing. Failure to report at the expiration of the leave, unless an extension has been requested, may be considered as a resignation.

Certification: For leave pursuant to this policy, PCC may require that a claim for leave because of adoption be supported by reasonable proof of adoption.

PCC may require that a claim for leave because of a serious illness of the employee or of the employee's child, spouse, or parent be supported by a doctor's certification which includes the following:

- The date on which the serious health condition began

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- The probable duration of the condition
- The appropriate medical facts regarding the condition
- A statement that the leave is needed to care for the child, spouse, or parent and an estimate of the amount of time that is needed or that the employee is unable to perform the functions of the position, whichever applies.

Where the College has reason to doubt the validity of the certification, the College may require the employee to get the opinion of a second doctor designated or approved by PCC. Where the second opinion differs from the opinion in the original certification provided, the College may require the employee to get the opinion of a third doctor designated or approved by the employer and the employee. The third opinion is final and is binding on PCC and the employee. PCC may require that the employee get subsequent recertification on a reasonable basis.

Employment and Benefits Protection:

- **Reinstatement** - The employee shall be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits, and other conditions of employment. The College may require the employee to report at reasonable intervals to his/her supervisor on the employee's status and intention to return to work. The College also may require that the employee receive certification that the employee is able to return to work.
- **Health Benefits** - The College shall maintain coverage for the employee under the State's group health plan for the duration of leave at the level and under the conditions coverage would have been provided if the employee had continued employment. Any share of health plan premiums that an employee had paid prior to leave must continue to be paid by the employee during the leave period. The obligation to maintain health insurance coverage stops if an employee's premium payment is more than 30 days late. If the employee's failure to make the premium payments leads to a lapse in coverage, the employer may still restore the employee, upon return to work, to the health coverage equivalent to that the employee would have had if leave had not been taken and the premium payments had not been missed without any waiting period or pre-existing conditions.

PCC may recover the premiums if the employee fails to return after the period of leave which the employee is entitled has expired for a reason other than the continuation, recurrence or onset of a serious health condition or other circumstances beyond the employee's control.

Interference with Rights:

- **Actions Prohibited** - It is unlawful to interfere with, restrain, or deny any right provided by this policy or to discharge or in any other manner discriminate against an employee for opposing any practice made unlawful by this policy.

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- **Protected Activity** - It is unlawful to discharge or in any other manner discriminate against any employee because the employee does any of the following:
 - Files any civil action or institutes or causes to be instituted any civil proceeding under or related to this policy,
 - Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this policy, or
 - Testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under this policy.

Request for Family and Medical Leave

EMPLOYEE: _____
 DIVISION: _____ SECTION: _____
 DATE LEAVE TO BEGIN: _____ DATE LEAVE TO END: _____

REASON FOR REQUESTING LEAVE: Attach supporting documentation/ certification from health care provider which substantiates request. Certification should include/address:

1. The date on which the serious health condition began.
2. The probable duration of the condition.
3. The appropriate medical facts regarding the condition.
4. A statement the leave is needed to care for the child, spouse, or parent and an estimate of the amount of time that is needed or that the employee is unable to perform the functions of the position, whichever applies.
5. Any applicable restrictions to be imposed upon employee's return to work.

CERTIFICATION

Official Discussion Between Employee and Supervisor:

| | |
|---------------------------------|---------------|
| _____ Employee's Signature | _____ Date |
| _____ Supervisor's Signature | _____ Date |

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Official Discussion Between Employee and President (if needed to clarify request):

| | |
|--------------------------------|---------------|
| _____ Employee's Signature | _____ Date |
| _____ President's Signature | _____ Date |

Official notice in Writing Detailing Specifics/Particulars/Conditions/Terms Regarding the Request. Copies to Employee, Immediate Supervisor, and President.

NOTE: Medical information is considered confidential. Employee is required to sign a medical release form giving personnel permission to release/discuss the medical condition.

Enforcement: Violations can result in any of the following or a combination of any of the following and are enforced by the U.S. Department of Labor:

- U.S. Department of Labor investigation, or
- Civil liability with the imposition of court cost and attorney's fees, or
- Administrative action by the U.S. Department of Labor.

Notice Provisions: When an employee provides notice of the need for FMLA leave, PCC shall provide the employee with notice detailing the specific expectations and obligations of the employee and explaining the consequences of a failure to meet these obligations.

2.53 Civil Leave

When an employee serves on a jury, he/she is entitled to leave with pay for the period of absence required. He/She is entitled to his/her regular compensation plus fees received for jury duty. The employee should report back to work as soon as jury duty is completed.

When an employee attends court in connection with his/her official duties, no leave is required. Fees received as a witness while serving in an official capacity shall be turned in to the Business Office.

When an employee is subpoenaed or directed by proper authority to appear as a witness, he/she shall be granted civil leave with pay. Any fees received shall be turned in to the Business Office. The employee may use annual leave with pay in which case he/she may retain fees received.

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

2.54 Holidays

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The President is authorized to establish the date of legal holidays. The Board has approved the number of holidays to be commensurate with the [Office of State Human Resources Act](#). The State Human Resources Act, as of July 2013, allows for 12 legal, paid holidays. A list of holidays for PCC employees is in PCC Procedures Chapter [6.31 Recognized Holidays](#).

Rev. dates: Oct. 2013

2.55 Military Leave

Leave with pay shall be granted to members of reserve components of the U. S. Armed forces for certain periods of active duty training and for state military duty. Reserve components of the U. S. Forces are the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, and the Coast Guard Reserve. The Civil Air Patrol is not a reserve component; it is an Air Force Auxiliary, and its members are not subject to obligatory service. The National Guard is unique among the reserve components in that it has a dual role, serving both as a federal reserve component and as the State Militia. In its role as the State Militia, the North Carolina Army National Guard and the North Carolina Air National Guard respond to the Governor who is the Commander-in-Chief and serve as the military arm of the state government. Therefore, the National Guard is subject to active state duty upon order of the Governor:

Periods of Entitlement for All Reserve Components: Military leave with pay shall be granted to full-time or part-time permanent (prorated for part-time employees), provisional trainee and probationary employees for 96 working hours annually for any type of active duty as defined below. On rare occasions due to annual training (summer camp) being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For instance, the employee may be required to attend annual training for federal fiscal year 1995 in March for federal fiscal year 1996 in November. For this purpose only, an employee shall be granted an additional 96 hours military leave during the same calendar year as required.

Additional Periods of Entitlement for National Guard Members:

- Infrequent special activities in the interest of the state, usually not exceeding one day, when so ordered by the Governor or his/her authorized representative;
- Active state duty (domestic disturbances, disasters, search and rescue, etc.) for periods not exceeding 30 consecutive calendar days; for periods in excess of 30 days, employees shall be entitled to military leave with differential pay between military pay and regular state pay if military pay is the lesser. Military leave for active state duty is to be considered separate from and in addition to military leave which may be granted for other purposes.
- Periods of Entitlement for Civil Air Patrol. When performing missions or encampments authorized and requested by the U. S. Air Force or emergency missions for the State at the request of the Governor or the Secretary of Crime Control and Public Safety, a member of the Civil Air Patrol is entitled to military leave not to exceed a combined total of 96 hours (prorated for part-time employees) in any calendar year unless otherwise

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authorized by the Governor. Such service may be verified by the Secretary of Crime Control and Public Safety upon request of the employing agency.

Military Leave Without Pay: The employing agency is required by federal law to excuse an employee for regularly scheduled military training duty, such as scheduled unit assemblies usually occurring on weekends and referred to as "drills." **However, these periods are unacceptable for military leave with pay.** If necessary, the employee's work schedule shall be appropriately rearranged to enable the dates of these regularly scheduled unit assemblies. The employing agency may require the employee to provide a unit training schedule which lists training dates for a month or more in advance.

Military leave without pay shall also be granted for certain periods of active duty or for attendance at service schools. Except for extended active duty use of all or any portion of an employee's 96 hours annual military leave (prorated for part-time employees) with pay or regular annual (vacation) leave may be used in lieu of, or in conjunction with, military leave without pay.

Leave for Physical Examination for Military Service: An employee shall be granted necessary time off when required to undergo a physical examination relating to military service.

Exceptions: Employing agencies are not required to excuse an employee for military service performed under the following circumstances:

- Duties resulting from disciplinary actions imposed by military authorities;
- Unscheduled or incidental military activities, such as volunteer work at military facilities, unofficial military activities, etc.;
- Inactive duty training (drills) performed for the convenience of the member, such as equivalent training split unit assemblies, make up drills, etc.

Retention and Continuation of Benefits: During the period of military leave with pay, no employee shall incur any loss of state service or suffer any adverse service rating. The employee shall continue to earn and accumulate sick and annual leave, aggregate service credit, and receive any promotion or salary increase for which otherwise eligible.

Military Leave with Differential Pay: Military leave with differential pay between military pay and regular state pay, if military pay is the lesser, shall be granted for active state duty for periods in excess of thirty consecutive days.

Administrative Responsibilities for Military Leave: The President may require the employee to submit a copy of his/her orders or other appropriate documentation evidencing performance of required military duty.

Additional Information: If additional information is required, reference should be made to the North Carolina Office of State Human Resources Manual.

History Note: [Statutory Authority G.S. 115D-5;127A-116](#); Eff. February 1, 1976;
Amended Eff. August 17, 1981.

2.56 Educational Leave

The term "educational leave" as defined in this policy refers to the release of a full-time permanent employee from duties or time normally required in carrying out his/her full load of responsibilities assigned. It does not apply to routine duty time used for educational purposes. State funds may be used to pay salaries of professional personnel while on educational leave providing all of the following conditions are met:

- The employee is employed full-time on a 9, 10, 11, or 12 month basis for a minimum of the prior two years.
- The employee must agree to return for a period to coincide with the normal contract.
- Educational leave will not exceed one semester per calendar year.
- An employee who fails to honor the contract stipulated in paragraph B shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a prorate portion (e.g. if an employee works 4 months of a 12 month contract, a repayment of 66.7% of the educational leave would be required).
- The studies engaged in during such educational leave are directly related to improving the competence of the employee in the teaching or administrative duties assigned.
- Approval must be obtained from the respective Administrative Council member prior to submission to the President.
- The final decision rests with the President and the Board.

2.57 Workers' Compensation Leave

PCC employees are covered by North Carolina Workers' Compensation law. See Business Office for details.

2.58 Leave Without Pay

Leave without pay may be granted to a permanent full-time, permanent part-time, or a temporary full-time employee for family and medical leave, sick leave, educational leave, vacation, or for any other reason deemed justified by the PCC President and the Board. Each request should be in writing and submitted to the President.

Leave without pay requires prior approval by the employee's supervisor. The employee must submit a written request to his/her supervisor well in advance of the leave. The supervisor must

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immediately notify the payroll department of the employee's request. The President is then asked to review the request for approval and the payroll department notified.

2.59 Voluntary Shared Leave

There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and, therefore, be placed on leave-without-pay. It is recognized that such employees forced to go on leave-without-pay could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation or sick leave so as to provide assistance to a fellow employee. This policy provides an opportunity for employees to assist another affected by a medical condition that requires absence from duty for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave. This policy is designed to provide, on a case-by-case basis, a means of continued income for PCC employees experiencing serious and prolonged medical conditions.

For the purposes of this policy, a qualifying medical condition is defined as a medical necessity of an employee or a family member (including step and in-law relationships) of such an employee that would result in a substantial loss of income to the employee. This policy permits the sharing of leave only in instances of documented medical necessity, as substantiated by a doctor's certificate. Such medical condition must be of a "prolonged" serious, critical nature; generally considered to be at least 20 consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, the agency may make an exception to the 20 day period. The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

General Guidelines for Voluntary Shared Leave:

- Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.
- 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. Individual leave records are confidential and only individual employees may reveal the donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.
- The employee must be a full-time or part-time permanent employee and must be currently employed at PCC.

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- An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina 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 disability benefits have not begun.

Application Procedure and Recipient Guidelines:

- By letter of application to the President, a recipient shall apply or be nominated by a fellow employee.
- The application shall consist of the following: name, description of the medical condition, and estimated length of time needed to participate in the program. The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known and then provide a doctor's certificate stating the nature of the illness and the approximate recuperation time.
- The decision relative to shared leave shall be made by the President and may be retroactive for up to 60 calendar days.
- The employee must exhaust all available leave before using donated leave.
- Leave donated to a recipient's leave account is exempt from the maximum accumulation carryover restrictions at fiscal year-end.
- At the expiration of the medical condition, as determined by the President, any unused leave in the recipient's donated leave account shall be treated as follows:
 - The vacation and sick leave account balance shall not exceed a combined total of 40 hours (prorated for permanent part-time employees).
 - Any additional unused donated leave will be returned to the donor(s) and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.
 - If a recipient separates from PCC, participation in the program ends. Donated leave shall be returned to donor(s) on a pro rata basis.

Donor Guidelines:

- Each employee may contribute up to 5 sick days to a nonfamily-member employee, not to exceed a combined total of 20 days per year from nonfamily employees. An employee may also contribute vacation leave to a nonfamily-member employee within the same agency.

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- A family member who is a PCC employee may contribute vacation leave or sick leave to another immediate family member employee. For transfer of leave to an immediate family member, immediate family is defined as spouse, parents, children, brother, sister, grandparents, grandchildren, great-grandparents, and great-grandchildren. Also included are the step, half, and in-law relationships.
- The minimum amount to be donated is four hours.
- An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours.
- The maximum amount of vacation leave allowed to be donated by one individual is to be no more than the amount of the individual's annual accrual rate. However, the amount donated is not to reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate.

EXAMPLE 1 -- Employee with 5 but less than 10 years of state service earns 120 hours annually. Employee may contribute from 1 to 120 hours but may not reduce vacation leave balance below 60 hours.

EXAMPLE 2 -- Employee with 20 or more years of state service earns 192 hours annually. Employee may contribute from 1 to 192 hours but may not reduce vacation leave balance below 96 hours.

- The source of funding must be from the same source as the source for the employee requesting shared leave assistance.

EXAMPLE – County-funded employees to County-funded employee.

Revised July 2011

Leave Accounting Procedures:

- The administration shall establish a system of leave accountability which will accurately record leave donations and recipients use. Such accounts shall provide a clear and accurate record for financial and management audit purposes.
- All leave donated shall be credited to the recipient's sick leave account. Voluntary shared leave available in the recipient's sick leave account will be charged according to the Sick Leave Policy. (See [2.52](#), above.)
- Withdrawals from recipient's leave account will be charged to the recipient's account according to usual leave policies.
- Leave transferred under this program will be available for use on a current basis or may

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be retroactive for up to 60 calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the leave recipient.

- Each approved medical condition shall stand alone and donated leave not used for each approved incident shall be returned to the donor(s). Returned leave shall be credited to the same account from which it originally came. Employees who donate "excess" vacation leave (any amount above the 240 maximum allowable carryover) at the end of December may have it returned and converted to sick leave.
- The source of funding must be from the same source as the source for the employee requesting shared leave assistance.

EXAMPLE – County-funded employees to County-funded employee.

2.60 Furloughs

Furlough is defined as mandatory unpaid leave that is enacted as a cost savings measure, usually implemented to meet budget limitations. A furlough may be ordered by the state or by the Board.

There are two types of furlough leave that the college may utilize: 1) Mandatory Furlough and 2) Flexible Furlough. Mandatory Furlough is unpaid leave that is taken at the discretion of the employer. Flexible Furlough is unpaid leave that is taken at the discretion of the employee upon approval of the immediate supervisor.

In the event a furlough is required by the Board, it shall implement guidelines at the time the furlough is ordered.

In the event a furlough is required by the State of North Carolina, PCC will abide by rules issued or stated by any Executive Orders, the Office of State Budget and Management, and/or the North Carolina Administrative Code at the time of the furlough.

In the event of a flexible furlough, where employees are allowed to choose the time of their leave, general leave policies as outlined in 2.50, shall be followed. Other requirements are:

- Employees using flexible furlough leave shall coordinate the leave times with their immediate supervisor. Additional levels of approval are not required.
- Flexible furlough leave can be taken in any increment.
- Faculty, Adjunct, part-time and full-time instructors may not use flexible furlough leave at any time that students are scheduled to be in attendance (an instructional period).
- Employees will use flexible furlough during the specific time period addressed by the Board.
- Flexible Furlough leave cannot be paid out when separating from service.

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Above all, leave time should be carefully chosen so as not to place a hardship on PCC because of the employee's absence. Leave shall not interfere with instructional delivery nor shall it interfere with the efficient operation of PCC

New policy added September 2001

2.61 Admissions-Open Door

A high school diploma or its equivalent is required for admission to all curriculum programs. Some exceptions may be made for individuals whose age and maturity make successful completion in a given program seem likely.

With the exception of 2.61(A), below, PCC follows the "open door" admission policy articulated by the North Carolina State Board of Community Colleges. This policy provides for admission of all state citizens who have attained the age of eighteen, whose high school class has been graduated, and who can profit from instruction. To implement the concept of "open door" admission, PCC offers educational opportunities at varying levels of difficulty. To make the concept "live", it is essential that the student be admitted to a course of study consistent with his/her needs and aspirations and attainable in terms of his/her academic ability. Under certain conditions, students less than eighteen years of age may be admitted to PCC.

2.61(A) Admissions Refusal

PCC's Board of Trustees subscribes to the philosophy that educational opportunities should be provided to all, and the College operates through an open door admission policy which provides that, for any applicant who wants and needs more education, regardless of his or her educational background, the College is open. However, admission may be refused for two reasons:

1. Pamlico Community College, like all colleges across the country, must comply with federal State Authorization regulations. Out-of-state students will find State Authorization guidelines under "Admissions→ State Authorization" on the college website or by clicking [here](#). Here is a summary of the regulation: "If an institution is offering post-secondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering distance or correspondence education in that State." ([Chapter 34, § 600.9©Higher Education Opportunity Act](#)).

Students who do not reside in North Carolina or in one of authorized states should contact their state agency or agencies regarding PCC's authorization to offer online classes within said state.

2. If deemed necessary to protect the safety of the applicant or others when there is an articulable, imminent, and significant threat to the applicant or others. Those denied admission for this reason may appeal the decision to the PCC Board of Trustees or a

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committee of the Board. The appeal procedure may be found in [PCC Procedures Chapter 4.2 Admissions Procedure](#).

History Note: 23SBCCC 02C.030(e),(f); PCC Board adopted 2.61(A)(2) July 2012; added 2.61(A)(1) October 2014

2.62 Campus Clubs and Student Organizations

Upon election of officers, the Student Government Association (SGA) Advisor(s) will furnish the Administrative Assistant to the President with a list of SGA officers.

The President of the SGA and the Advisor(s) to the SGA shall have the joint responsibility for seeing that minutes are written for SGA members. Although the Secretary of the SGA may perform this duty, the ultimate responsibility lies with the Advisor(s) and the SGA President. The Advisor(s) and the SGA President shall submit the official copy of the Student Government Association minutes to the Administrative Assistant to the President of PCC to be maintained as the official record.

These minutes may be examined in the Minutes Book located in the Board Room by interested persons upon request. They may not, however, be removed from the Board Room without approval from the President. See PCC Procedures Chapter [4.10 Student Activities](#) for further details.

2.63 Student Publications

Any publications, i.e., yearbook, magazines, newsletter, etc., shall operate under the direction of the Services for Students Committee and the Vice President of Student Services.

The campus publications are student written and student edited. PCC, by sanctioning the campus publications, is also held accountable for their content. Therefore, the College must ask the student editorial staff to produce publications that are in harmony with the overall policies and responsibilities of PCC.

The Services for Students Committee shall have authority over:

- Approval of editors selected by the campus publications' staff.
- Approval of the staff recommendations made by the campus publications' staff.
- Removal of the editor if his/her removal should be judged necessary.
- Appropriate action if the advisor-staff relationship becomes unworkable.

Actions of the Committee are subject to review by the President at the request of the advisor or staff. Committee actions will be final unless such request is made within forty-eight hours.

The editors of the campus publications and the Student Services Committee are responsible for

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the publications and contents. The editor has the responsibility to seek advice on all matters regarding school policy and suitability of publication materials.

An editor shall be a qualified student selected by the staff of the publication that he/she will lead, and approved by the Services for Students committee.

In the event of poor academic standing, irresponsibility, incompetence, or inefficiency of the editor, action may be taken to secure his/her removal from office. Removal of the editor shall be by a voting majority of the Services for Students Committee.

Good working relationships between the advisors and the staff are essential to the production of good campus publications. If such a relationship does not exist, both the staff and the advisor have the responsibility of reviewing the situation before the Services for Students Committee. The review may be initiated by either the editor or the advisor.

2.64 Academic Warning and Dismissal Policy for Curriculum Programs

- **First Warning:** A student with a grade point average less than 1.50 upon completion of the first semester will be placed on academic warning and will be notified. The student will then be advised to meet with a counselor for a conference. A possible reduction in course load to less than full-time status may be required.
- **Second Warning:** A second consecutive academic warning will require a re-examination of the student's progress. This review will include close consultation between the counselors, advisors, and instructors, including the Vice President of Student Services when deemed necessary. At this point, the student is subject to possible dismissal or redirection in another curriculum.

2.65 GPA Maintenance

Transfer hours are included in total attempted hours.

| | Cumulative Semester Hours Attempted | Cumulative Grade Point Average |
|----------------------------|--|---|
| Degree/Diploma Students | 1 - 12 | 1.50 |
| | 13 - 24 | 1.75 |
| | 25 & Over | 2.00 |
| Certificate Students | 1 - 11 | 1.50 |
| | 12 & Over | 2.00 |

Students enrolled in learning laboratories, open labs, etc., are required to demonstrate acceptable progress towards an identified educational goal (e.g., High School Equivalency). "Acceptable Progress" is defined as the successful and systematic completion of learning objectives within an

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acceptable time frame.

The identification of students who fail to demonstrate "Acceptable Progress" is the responsibility of the instructor. Guidance is also notified with an "Early Alert" form from the instructor so additional support can be provided for the student.

Any student enrolled in learning laboratories, open labs, etc., who fails to demonstrate acceptable progress towards educational goals may be placed on academic warning upon recommendation of their advisor/instructor. Any student failing to remove satisfactorily the cause of his/her probation within a reasonable period of time (not to exceed two academic semesters) shall be subject to a loss of VA benefits and possible dismissal from PCC.

2.66 Readmission of Curriculum Students

Students re-entering PCC after one or more semesters will follow normal registration procedures. If the student was out of school as a result of disciplinary actions, he/she must appear before the Appeals Committees and petition for readmission to PCC. If the returning student was on academic warning at the time of his/her leaving, the academic warning will remain in effect.

2.67 Student Refund Policy

In all refund cases, the student must initiate his withdrawal through the Division of Student Services (Student Services). The Business Office will make the allowable refund only after written request from Student Services.

Types of Refunds:

- Tuition Refund: The tuition refund adheres to the state guidelines. The current policy is available in the Student Services office.

To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.

Where a student, having paid the required tuition for the semester, dies during that semester (prior to or on the first day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.

- Fees Refunds: There is no refund on such fees as activity fee, insurance premiums, graduation fee, diploma once it is ordered, caps and gowns, and special fees such as for late registration. (Exception: a refund of student activity fee may be made if the student withdraws prior to or on the first day of classes for the semester or when classes are cancelled and the activity fee schedule is affected.)
- Textbook Refunds: There will be no guaranteed refunds on textbooks unless a class fails to materialize. In other cases, the bookstore manager will examine books to determine possible refunds.

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- Continuing Education Refunds: See [PCC Instructional Services Procedures 5.30\(A\)](#).

2.68 Student Registration

The school consists of three semesters. Students who are pursuing a curriculum must register at the beginning of each semester as they progress toward their educational objectives. All students will register during the prescribed registration period for that semester.

A student may register late for class providing:

- The class is not canceled or closed;
- The student was pre-advised or otherwise fully admissible to the courses for which he/she registers;
- The student convinces his/her advisor and the counselor that it was impossible or would have involved extreme hardship for him to have registered at the appointed time. Negative decisions may be appealed to the Vice President of Student Services;
- The student pays a late registration fee.

A student may audit any course offered at PCC. Courses that have been audited can later be taken for credit. The cost for auditing is the same as taking the course for credit. Students auditing courses are not required to take examinations. No grade or credit is given. The student must register for the course during registration, and "audit" will be noted on the registration form.

2.69 Rights and Freedoms of Students

Preamble - PCC exists for the transmission of knowledge, the pursuit to truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

Freedom of Access to Post-Secondary Education - PCC operates under the "open door" policy as set forth by the North Carolina Community College System and the North Carolina State Board of Community Colleges.

2.70 Student Discipline

The President and his/her designated representatives may, after suitable investigation, dismiss, suspend, or expel any student who impairs, impedes, or disrupts the legal mission, processes, or functions of PCC. Students found to have counseled, encouraged, instigated, or incited others to impair, impede, or disrupt the education and other lawful operations of the College also shall be subject to immediate suspension, dismissal, or expulsion.

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2.71 Student Involvement in Political Activities

PCC endorses the concept of citizenship development. Because the College believes that its students should become as knowledgeable as possible about the various political candidates and their platforms, it permits group activities in support of a candidate or candidates provided the guidelines as set forth below are followed:

- Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the SGA President or group leader and the President. See PCC Procedures Chapter [4.12 Student Involvement in Political Activities](#) for more information.
- Activity in the halls must in no way interfere with classes or the instructional process.
- Rallies may be held in the late afternoon between the hours of 4:00 p.m. and 7:00 p.m.
- Classes during the day or evening are not to be disrupted by any activity that might occur or any candidate or representative that might visit the campus.
- Students are to refrain from placing bumper stickers or other similar devices on all vehicles unless permission has been obtained from the owner.

2.72 Student Records Regulations

Pursuant to regulations of state, federal, and accrediting agencies for the keeping and protection of student records, the President shall have the authority to develop and implement policy consistent with said regulations. (See PCC Procedures Chapter [4.20 Student Records.](#))

2.73 Transfer Students and Evaluation

Students desiring to transfer credits to PCC from other institutions must be in good standing (be eligible to return to the institution at which last matriculated for reasons other than GPA) at that institution and must submit the following:

- A completed application form.
- A completed health questionnaire.
- Official transcript(s) of all post-secondary credits previously earned.
- A catalog or course descriptions from institutions previously attended may be requested by your advisor.
- A financial aid transcript form completed by the Financial Aid Officer at each prior school.
- ECU program - Applicants must complete the ECU Information Sheet.

There is no limit to the number of hours that may be transferred from other institutions; however, 25% of the total credit hours for a degree, diploma, or certificate must be earned at PCC. Any credit earned with a grade of "C" or higher at an accredited institution will be accepted at PCC provided it is appropriate to the student's program and a comparable course is offered. In some sequence programs where a student has made a "D" on the first course and a "C" or better on the second course, both courses may be accepted. The catalog and/or course descriptions from other institutions attended may be required for evaluation before credit is granted. In order to receive transfer credit, the student must submit the transfer credit evaluation form available in the Division of Student Services office. NOTE: As a part of the evaluation of transfer credits or experimental learning, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to transfer between programs may receive credit for all applicable courses with a passing grade as verified by transcript of the student's permanent record. Evaluation of transcripts is conducted by department chairs with final approval of the Vice President of Instructional Services. Transfer credits ten years or beyond from other colleges may require proficiency examinations. In certain curriculums credits will not transfer due to changing technology.

2.74 Prevention of Fraud and Program Abuse in WIA Contracts

No member of the Board of Trustees of PCC shall cast a vote on any matter which has a direct bearing on services to be provided under a Workforce Investment Act (WIA) contract by that member or any organization which such member directly represents or on any matter which would financially benefit such member or any organization such member represents.

The school shall avoid organizational conflict and staff shall avoid personal conflict of interest and the appearance of conflict of interest in awarding financial assistance and in the conduct of procurement activities relating to WIA contracts.

2.75 No Personal Use Policy for College Owned Vehicles

It is the policy of the Board that institution-owned vehicles be used by employees only for purposes which are connected with the mission of PCC; that when the vehicles are not in use for business purposes that they remain on the campus; that no employee may use the vehicle for personal purposes; and a log of mileage and employees using vehicle shall be maintained for record purposes.

2.76 Political Activities of Employees

The Board adopts the policy of the State Board of Community Colleges on political activities of employees.

For purposes of this rule, public office means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute, or ordinance.

Membership in the General Assembly is a full-time public office under this Rule.

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

Any employee who decides to run for a public office shall notify the Board through the President of his/her intention to run and certify that he/she will not campaign or otherwise engage in political activities during his/her regular work hours or involve the College in his/her political activities.

Any employee who is elected to a part-time public office shall certify through the President to the Board that his/her office will not interfere with his/her carrying out the duties of his/her position with the College or request leave.

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

Any employee who becomes a candidate for public office shall be prohibited from soliciting support during his/her regular work hours. The employee in question is prohibited from soliciting support on College property unless otherwise authorized by the local Board of Trustees.

2.77 Political Activities of College Presidents

Any College President who decides to run for public office shall notify the local Board of Trustees of his/her intention to run and certify that he/she will not campaign or otherwise engage in political activities during his/her regular work hours or involve the College in his/her political activities.

Any College president who is elected to a part-time public office shall certify to the local Board of Trustees that his/her office will not interfere with his/her carrying out the duties of his/her position with the College or request leave.

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

Any College president who is a candidate for public office is prohibited from soliciting support during his/her regular work hours. The president in question is prohibited from soliciting support on College property unless otherwise authorized by the local Board of Trustees. The authorization must be on a case by case basis.

The local Board of Trustees shall notify the State Board if the College president should become a candidate for public office or if the College president is elected or appointed in this rule.

2.78 Communicable Disease Policy

Students and employees of PCC who may be infected with a reportable communicable disease as defined by the North Carolina Commission for Health Services will not be excluded from enrollment or employment, or restricted in access to PCC services or facilities, unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the institutional community, or others associated with the institution through clinical, cooperative, intern, or other such experiences involving the general public.

Persons who know or have reasonable basis for believing that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly, in accordance with such knowledge, for the protection of others.

Persons who know that they are infected are urged to share that information with their vice president or advisor so PCC can assist in the appropriate response to their health and educational needs. Such information will be disclosed only to responsible institutional officials on a strictly limited, need-to-know basis, unless the individual consents in writing to other releases of the information. PCC is obligated by law to disclose to public health officials information about all confirmed cases of reportable communicable diseases.

2.79 Drug Abuse Policy

Illegal drugs or controlled substances are any drug listed in 21 U.S.C. Sub-Section 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and "Crack". Included within illegal drugs are also "legal drugs" which are not prescribed by a licensed physician.

In compliance with the Drug-Free Workplace Act of 1988, the Board has established a Drug Abuse Policy. PCC will not tolerate nor condone violations of this policy. A violation of the policy results when an employee:

- is using, or is in possession of, illegal drugs while in the workplace, at a job site, while traveling to and from a job site in a college vehicle, or while representing PCC away from the workplace.
- is distributing illegal drugs on or off of the employer's premises during any working hours for which the employee is being compensated or paid.
- fails to report a conviction of a workplace drug-related crime to his/her or her supervisor within five days of such conviction.
- is charged and convicted while in the employ of PCC with possessing, manufacturing, distributing or being under the influence of illegal drugs.

Commission of the above violations may result, at the College's sole discretion, in severe

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disciplinary action up to and including termination being taken against any employee involved. Likewise, at its sole discretion, in lieu of or in addition to taking disciplinary action against the employee, the College may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency.

All new employees of PCC must sign and date the following consent statement upon hire:

“I have carefully and thoroughly read PCC's Drug Abuse Policy. I further realize that federal law mandates that the College communicate any criminal drug conviction or a violation occurring in the workplace to the federal agency and I hereby waive any and all claims that may arise for conveying this information to the federal agency.”

2.80 Continuing Education

See PCC Procedures, Chapter [5.27 Continuing Education](#).

PCC shall publish, maintain, and utilize an internal audit plan for Continuing Education Program Management. The President shall periodically report to the Board on the findings of the internal audit. The plan is published in PCC Procedures Chapter 5.27; see link above.

2.81 Use of College Facilities by Outsides Agencies or Persons

It is the policy of PCC and its Board to provide a service to the community by allowing the occasional use of campus buildings and facilities for civic, cultural, educational, recreational and other activities within the policies and regulations of PCC. “Campus buildings and facilities” refers to and includes the buildings, grounds and parking lots of the main college campus at 5049 Highway 306 South, Grantsboro, NC, and of PCC’s Bayboro Center, 701 Main Street, Bayboro NC.

College-sponsored programs, activities, and events shall have first priority for facilities use. No group, organization, or individual will be allowed to use any PCC facility if, at any time, such usage would conflict with the planned use of the facilities, which is to support PCC’s mission. The College will consider all requests for access in light of the availability of the requested facility at or near the requested time on the requested date. A facility will be considered unavailable if a College program or activity or other event sponsored by the College conflicts with the requested date and/or time; or another individual or group’s previously scheduled use of the facility conflicts with the requested date and/or time; if the facility will be closed; or repair or maintenance of the facility, or other factors limiting the use of the facility, make access impracticable at the requested time; or the College deems the facility’s use to be inadvisable for any individual or group due to similar operational considerations.

Public use of PCC facilities and campus will be in accordance with the Policies and Procedures which have been approved and enacted by the Board. See PCC Procedures [8.7 Use of College Facilities by Outside Agencies or Persons](#).

2.82 Distribution of Literature on the PCC Campus

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Annually, numerous requests are received from external entities to distribute various types of literature on the PCC campus. Generally, the requests are for approval to post one-page announcements on the bulletin boards located in the mall, the student lounge, and the Opinions and Announcements Board in the Brinson building. This approach does not disrupt the activities of PCC and is encouraged by the Board and by the administration. Those wishing to post opinions or announcements on the Brinson building board must place their name and the date of posting on the posted piece. They must see the Administrative Assistant to the President to unlock the board and place the piece on the board. The posted piece must be removed after thirty days or when it has expired (as in the case of an advertised event), whichever comes first.

Occasionally, requests are made to distribute literature to faculty, staff, and students on a more personal (one-to-contact) basis. Examples of direct distribution of literature include, but are not limited to, pamphlets, brochures, booklets, religious materials, and other publications. When these types of requests are made, the following conditions must be met:

- The distribution of such literature shall not interfere with the educational process at PCC.
- The distribution must not interrupt classes, labs, shops, or study areas (including the library) when in session.
- The president or his/her designee, must approve all requests for dissemination of such literature.
- The president or his/her designee shall determine the time(s) and location(s) in which the literature may be distributed.
- No literature may be distributed by attachment to vehicles.

The Board reserves the right to prohibit the distribution of literature judged to be a substantial disruption to the fulfillment of PCC mission, goals, and objectives.

2.83 Smoking Policy

Smoking is not allowed inside College buildings, or within 25' of any entrance. Smoking is allowed in designated areas.

2.84 Non-Sufficient Funds (NSF) Check Policy

Any individual writing a NSF check to PCC will be liable for the amount of the check plus a \$25 NSF charge. Any individual not redeeming the NSF check within 10 days or upon agreement with the Chief Financial Officer (not to exceed 30 days) will be prosecuted to the extent of the law. Moreover, any future payment to PCC by the individual must be made by certified check, cash, or money order.

2.85 Weapons on Campus

Possession of weapons on campus or at any PCC class, site, activity, or program is a violation of

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North Carolina State Law [N.C.G.S.14-269.2](#). The following applies:

- With limited exception, it shall be a class 1 felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on campus or at any PCC class site, activity, or program.
- A firearm is permissible on campus only under the following limited circumstances:
 - The firearm is a handgun, AND
 - The individual has a valid concealed handgun permit or is exempt from the law requiring a permit, AND
 - The handgun remains in either: a closed compartment or container within the permittee's locked vehicle or within a locked container securely affixed to the permittee's locked vehicle, AND
 - The vehicle is only unlocked when the permittee is entering or exiting the vehicle, AND
 - The firearm remains in the closed compartment at all times.
- It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors or razor blades, and any sharp-pointed or edge instrument except instructional supplies, unaltered nail files and clips, an ordinary pocket knife whose cutting edge is fully enclosed in its handle, and tools used solely for preparation of food, instruction and maintenance on campus or at any PCC class site, activity, or program.
- Any person found to be in violation of the law will be referred to Campus Security, when possible, or to the local area law enforcement authorities for appropriate legal action.
- Students who violate the law will be suspended immediately for a minimum of one full semester. 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 a minor.
- Students in violation of this policy will be placed on permanent expulsion when one of the following occurs:
 - A repeat offense on campus or any PCC class site, activity, or program;
 - Use of a weapon to harm or threaten another individual.

Rev. dates: Oct. 2013 [House Bill 937 NCGS 14-269\(k\)](#)

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2.86 Sexual Misconduct

PCC's Board of Trustees is committed to maintaining a campus environment free from sexual harassment, domestic violence, dating violence, sexual assault and stalking, collectively referred to in this policy as sexual misconduct.

The Board and PCC employees take seriously the obligations placed on colleges and universities by the Title IX civil rights laws and the federal Violence Against Women Reauthorization Act ("[VAWA](#)") signed into law March 7, 2013. VAWA includes the Campus Sexual Violence Act ("[SaVE](#) Act") provision, Section 304, which updates the 1990 Jeanne Clery Act. For the purpose of this policy and relevant procedures, this shall be referred to as the Clery Act.

The Board of Trustees prohibits the crimes of dating violence, domestic violence, sexual assault, stalking or other harassment or discrimination against any person because of race, color, religion, gender, national or ethnic origin, genetic characteristics, gender identity, sexual orientation or any other category prohibited by law.

The major provisions of the reauthorized Clery Act are to:

- Increase transparency about sexual violence on campuses
- Guarantee victims enhanced rights
- Require institutions to provide students and employees with primary prevention and awareness programs and to describe the programs
- Provide for prompt, fair and impartial institutional conduct proceedings and to describe the proceedings
- List the possible sanctions that may be imposed following the results of any institutional disciplinary proceedings for sexual misconduct allegations
- Describe the range of protective measures that the institution may offer following an allegation of sexual misconduct
- Require institutions to maintain statistics about specific Clery Act crimes and to include policies, procedures and programs pertaining to these incidents in their Annual Security Reports, which must be made publicly available

Reference: Federal Register, Vol. 79 No. 202 34 CFR Part 668 Violence Against Women Act; Final Rule, p. 62752

In accordance with Board Bylaws Article IV (1.16), which states PCC's president shall provide leadership for the development and implementation of administrative policies and procedures for the operation of PCC, the Board authorizes the president to establish new procedures or revise existing procedures to comply with these regulations.

Sexual Misconduct reporting procedures, PCC's response to allegations of sexual misconduct, Complainant/Respondent rights, interim interventions, potential sanctions, and definitions are published in [PCC Procedures Chapter 6](#) and are linked to the [student catalog](#).

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2.87 Annual Review of Sexual Misconduct Policy

This policy will be reviewed annually in accordance with the Board policy review guidelines.

2.88 Discipline, Non-Reappointment, and Grievances Policy

Discipline will be based on the severity of an offense or failure, the repetitive nature of an offense or failure, the circumstances surrounding an offense or failure, and the frequency of the current or previous offenses or failures. In all events, disciplinary action will depend upon the severity of the offense and decisions will be made in the best interest of the College.

Disciplinary actions may include an oral warning, a written warning, disciplinary probation, suspension with pay, suspension without pay, demotion, and involuntary termination. These actions are not required to be taken all together or in any particular order. The time used for suspension with pay may be charged against earned vacation leave.

All disciplinary actions, including oral warnings, shall be noted in the employee's evaluation file that is maintained in the supervisor's office. Disciplinary probation, suspension, demotion, or involuntary termination must also be noted in the employee's personnel file that is maintained in the President's office.

For purposes of this policy, "College premises" shall include the buildings, grounds, and parking lots of PCC's campus, or any other location where the business of PCC is being performed or carried out, and College equipment and vehicles. "Students" of the College shall include enrolled students, applicants for enrollment, and other participants and applicants for participation in College programs and services.

Definitions for purposes of this policy:

- Fiscal year: July 1 to June 30 of the following calendar year.
- Contractual employee: any College employee who has a written letter of employment with PCC to work for all or any portion of a fiscal year
- Contract period: the period during a fiscal year for which a contractual employee has been hired to work.
- Disciplinary action: an oral warning, a written warning, disciplinary probation, suspension with pay, suspension without pay, demotion, and involuntary termination.
- Pre-disciplinary conference: a meeting of administrator(s) and employee held prior to disciplinary action involving suspension without pay, demotion, or termination of employment.
- Suspension with pay: a period designated by the supervisor when the employee is not on the job. The time may be charged to annual leave, but benefits continue to accrue.
- Suspension without pay: a disciplinary period when the employee may not work and no benefits accrue.
- Demotion: a reduction of responsibilities and salary.
- Disciplinary probation: a period designated for further evaluation of conduct and qualifications and may be assigned by a supervisor when warranted for disciplinary concerns.

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- Involuntary termination: the termination of a contractual employee's employment by PCC during a contract period.
- Non-reappointment: an administrative decision not to rehire a contractual employee at the conclusion of the contract period.
- Grievance: any matter of concern or dissatisfaction arising from the working conditions of an employee, including any disciplinary action taken against the employee, subject to the control of the College.
- Day: a normal workday during which the administration of PCC is open for business, unless otherwise specified.

Disciplinary actions, up to and including dismissal, may be taken in response to the following offenses:

- Falsifying personnel or other College records or documents or obtaining employment on the basis of false or misleading statements.
- Refusal or inability to perform assigned duties (including the duties and responsibilities imposed on any employee by the General Statutes of the State of North Carolina), deliberately neglecting assigned duties, or poor, careless, or inefficient performance of assigned duties.
- Repeated discourtesy to or difficulty in dealing with students of PCC, fellow employees, or the public.
- Theft from PCC, from a fellow employee, or from any student.
- Violation of safety practices, negligence, or intentional conduct which results or could result in damage to College property or serious injury to self, students, or fellow employees.
- Failure to report to work, being absent from work without timely notifying the supervisor, repeatedly being late to work or in reporting back to work following breaks or the meal period, or unauthorized leaving of College premises during working hours.
- Disclosure of confidential information concerning PCC, students of PCC, or fellow employees.
- Immoral or inappropriate conduct on College premises (see [2.81](#), above, for definition of College premises).
- Willful or unnecessary waste, damage, abuse, or misuse of equipment, materials, supplies, or other PCC property or that of a student or fellow employee, or removing equipment, materials, supplies, or other PCC property or that of a student or fellow employee from College premises without permission.
- Possession of illegal weapons ([2.85](#), above), ammunition, firearms, firecrackers, or other explosives on College premises or during working hours.
- Insubordination to supervisors or management personnel.
- Performing personal tasks or attending to personal business during working hours.
- Using vulgar, profane, or abusive language toward a student, another employee, a supervisor or any other management person, or a member of the public at any time, whether on or off College premises while conducting College business.
- Provoking or instigating a fight or fighting on or off College premises, while engaged in College duties, or while at any College-sponsored event.

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- Violation of PCC's Drug and Alcohol-Free Workplace Policy.
- Falsification of hours worked or omission of information requested on College documents or records.
- Gambling in any form or the sale of tickets of any kind without specific permission from employee's supervisor on College premises or during working hours.
- Poor personal hygiene or creating or contributing to unsanitary conditions.
- Allowing, directly or indirectly, anyone other than employees of PCC and other authorized persons to drive or ride in College-owned vehicles or using College-owned vehicle or College-owned equipment without authorization.
- Engaging in harassment.
- Conviction for committing a felony or a crime involving moral turpitude.
- Use of College property, resource, or labor for personal gain.
- Failure to follow the policies and procedures adopted by PCC's Board or any other rules and regulations applicable to the employees of PCC.

These examples are not all-inclusive, but serve to illustrate certain types of unacceptable behavior that may result in disciplinary action, including dismissal for just cause. Moreover, appropriate disciplinary action will be taken for violations of other policies and procedures adopted by PCC's Board or any other rules and regulations applicable to employees of PCC, up to and including dismissal for just cause. Separate sections of this manual address the Drug Abuse Policy ([Section 2.79](#)), the Weapons on Campus Policy ([Section 2.85](#)), and Sexual Misconduct ([Section 2.86](#)).

2.89 Discipline, Non-Reappointment, and Grievances Procedures

The purpose of the Discipline, Non-Reappointment, and Grievance Procedures is to insure that, where appropriate, employees will be afforded adequate notice and opportunity to respond to any charges that may result in disciplinary action, to inform employees of PCC's procedures relating to non-reappointment, and to assure employees that grievances (including those relating to disciplinary action) will be considered fairly, rapidly, and without reprisal.

Employees who wish to appeal any disciplinary action taken against them should refer to the Grievance Procedure section of PCC's Discipline, Non-Reappointment, and Grievance Procedure. Review of the disciplinary action may be requested in accordance with the Discipline, Non-Reappointment, and Grievance Procedure, from the level where the decision to administer discipline was made.

Employees may be disciplined for any of the reasons described in the College's policy on Disciplinary Actions ([Section 2.88](#)) and in other policies and procedures applicable to PCC employees. Any supervisor administering discipline beyond an oral or written warning should consult first with the Division Administrator and/or the President. This is for the purpose of achieving reasonable uniformity in administering discipline by coordination through appropriate managerial personnel and a centralized office.

No pre-disciplinary conference is required for an oral warning, a written warning, disciplinary probation, or suspension with pay.

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A pre-disciplinary conference must be held before placing an employee **on suspension without pay, a demotion, or involuntary termination.**

Disciplinary Action for Which a Pre-Disciplinary Conference Is Not Held: A pre-disciplinary conference generally will not be made available to an employee prior to disciplinary action involving an oral warning, a written warning, disciplinary probation, or suspension with pay. At the time of any disciplinary action against an employee that does not require a pre-disciplinary conference, i.e., an oral warning, a written warning, disciplinary probation, or suspension with pay, the supervisor administering the discipline should complete a written report describing the offense(s) with which the employee has been charged and the disciplinary action taken. (A copy of a written warning may be substituted for this report.) A copy of the report should be maintained by the Administrator of the Division in the employee's evaluation file. Suspension with pay may include vacation time. If a suspended employee refuses to leave campus, the conduct may result in further disciplinary action.

Disciplinary Action for Which a Pre-Disciplinary Conference Is Held: Prior to any disciplinary action other than an oral warning, a written warning, disciplinary probation, or suspension with pay, an employee will be afforded the opportunity to participate in a pre-disciplinary conference, at which the employee will be provided with notice of the charges against him/her (including a description of the nature of the proposed disciplinary action, its recommended effective date, and the reason for the proposed action) and an opportunity to respond to those charges. Any response by the employee to the charges will be considered by those College officials participating in the conference (which may include the employee's immediate supervisor, the Administrator responsible for the employee's division, and/or the President) prior to a decision regarding any disciplinary action against the employee. The employee then will be notified in writing of the final decision regarding disciplinary action.

A copy of the notice of final disciplinary action should be provided to Human Resources, who will place it in the employee's personnel file. Supervisors and other administrative officials who do not believe that they can render an impartial decision in connection with a disciplinary conference due to their involvement in the circumstances leading to the disciplinary conference should excuse themselves from the decision-making process.

Special Rules Relating to Suspension Without Notice: Notwithstanding the foregoing, an employee may be suspended with or without pay without notice by the Division Administrator or the President in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons.

When an employee is suspended without notice, he or she shall be required to leave PCC premises at once. The College official responsible for the suspension should notify Human Resources immediately. Campus Security or the Sheriff's Office may be called at any time to handle uncooperative conduct.

A written summary describing the circumstances and facts leading to the immediate suspension shall be prepared and mailed via certified mail to the suspended employee, and a copy provided

to Human Resources, who will place it in the employee's personnel file. In the event the suspension is without pay, scheduling of a pre-disciplinary conference then shall be initiated and a pre-disciplinary conference held as soon thereafter as practicable. A pre-disciplinary conference is not required for suspension with pay.

In the event of an employee's suspension without pay for disciplinary reasons, benefits will not accrue or be recoverable during the suspension period. When the suspension terminates with full reinstatement of the employee, he or she again will be entitled to all pay and benefits applicable to his/her job, to resume as of the date of reinstatement. If, following an employee's pre-disciplinary conference, a determination is made that the suspension of the employee without pay was improper, the employee will be reinstated to his/her position, and all pay and benefits applicable to his/her job (including back pay, leave time, or other benefits) that would have accrued had the employee not been suspended without pay will be restored.

Non-Reappointment/Reduction in Force Procedure: Any contractual employee may be subject to non-reappointment following a contract period, depending upon program changes, financial exigency, reduced enrollment, and other factors deemed relevant to total institutional interests. All non-reappointment determinations will be based on the best interest of PCC and shall be made in accordance with applicable law and applicable College policies. The approval of the Board is not required in non-reappointment, but the President shall **inform** the Board prior to the non-reappointment. The College will give as much notice as is reasonable to contractual employees whose contracts will not be renewed. The College will use its best efforts to give this notice thirty days prior to the beginning of the next contract period, but failure to do so does not entitle the individual to employment under contract.

The decision not to reappoint an employee at the conclusion of a contract period is committed, without further recourse, to the judgment of PCC officials authorized to make the non-reappointment determination, based on the factors described above, and may not be appealed through PCC's Grievance Procedure or otherwise.

Grievance Procedures: Employees who wish to appeal any disciplinary action taken against them may have the decision reviewed under PCC's Grievance Procedure from the step where the decision was rendered. Additional Review Steps are granted to employees suspended without pay, demoted, or involuntarily terminated.

- **General Information about Grievances:** Employees are encouraged to discuss matters pertaining to their employment initially with their immediate supervisors. PCC's goal is to find solutions at the lowest possible level and to keep proceedings relating to complaints and grievances as informal and confidential as possible. Supervisors and employees are expected to make every effort to resolve any problems as they arise.

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

For such grievances as cannot be settled satisfactorily between an employee and his/her

supervisor, the following procedures are adopted to assist in the formal resolution of grievances. This Grievance Procedure is open to all College employees, except in the case of non-reappointment; provided, however, that the Additional Review, as explained below, is available only to employees who wish to appeal a disciplinary action taken against them for which a pre-disciplinary conference has been held.

Supervisors are responsible for making certain that employees under their jurisdiction understand PCC's Discipline, Non-Reappointment, and Grievance Procedures and that employees feel free to use the Grievance Procedure without fear of criticism or action being taken against them affecting the terms and conditions of employment. All grievances will be given prompt and objective consideration in an atmosphere of mutual assistance.

- **Review Steps:** As to those grievances that cannot be resolved informally, the following procedure is established to insure fair and impartial review: *The three review steps apply to levels of management. Step one is an appeal to the employee's immediate supervisor only. Step two is an appeal to the Division Administrator, and step three is an appeal to the President. Only those instances which require a pre-disciplinary conference may be appealed for Additional Review.*

1. Within five days following his/her knowledge of an event giving rise to a grievance, including receipt of a notice of disciplinary action, an employee must present the grievance to his/her supervisor, who will make a careful inquiry into the facts and circumstances of the grievance.

The supervisor will make every effort to resolve the matter promptly and fairly and, in any event, within ten days of when presented.

2. An employee who is dissatisfied with the decision of his/her supervisor may submit, within five days after the decision of the supervisor is made known to the employee or the employee with the exercise of reasonable care could have determined the decision, the grievance in writing to the Administrator responsible for the employee's Division.

The grievance must include the date of the incident that gave rise to the grievance, a brief description of the grievance, and the relief that the employee is seeking. If a grievance in proper form is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 1 of this Grievance Procedure.

If further review of a decision made at Step 1 of this Grievance Procedure is appropriate, the Division Administrator will make such investigations and conduct such hearings as he/she deems appropriate, will make an independent determination on the merits of the grievance, and will inform the employee in writing of his/her findings and decision within ten workdays after receipt of the employee's grievance.

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If, for some reason, an employee reasonably believes that he/she cannot take the complaint to his/her supervisor initially, the employee may submit the complaint directly to the Division Administrator in accordance with this step. *(This should be the procedure only in extreme cases such as where the employee is alleging harassment by his/her immediate supervisor).*

3. At any time within five workdays following receipt of the decision of the Division Administrator or within five workdays after the date of an involuntary termination from employment, the employee may submit a written request for further review of his/her complaint to the President of the College.

If the employee is not entitled to review under this Grievance Procedure beyond Step 3 (i.e., where there was no pre-disciplinary hearing), the President will review the personnel actions of the Division Administrator responsible for the employee's department, and if, in the opinion of the President, the procedures established in this Grievance Procedure were not complied with or the personnel action was arbitrary and capricious or unfounded, the President will reverse the Division Administrator's decision. Otherwise, the Division Administrator's decision will be affirmed. The President will provide the employee with written notice of his/her decision as soon as reasonably feasible.

If the employee is entitled to review under this Grievance Procedure beyond Step 3 or if the President determines that further review of a decision made at Step 2 of this Grievance Procedure is appropriate, the President will make such investigations and conduct such hearings as he/she deems appropriate, will make an independent determination on the merits of the grievance, and will inform the employee in writing of his/her findings and decision within ten workdays after receipt of the employee's grievance.

The right of petition to the President of is expressly granted to each employee after all of the above applicable procedures have been exhausted.

- **Additional Review:** If an employee wishes to appeal a decision of the President relating to disciplinary action for which a pre-disciplinary conference was held, he/she may submit a written request for a hearing of his/her complaint by the President and a committee appointed by the Board, to the President at any time within five workdays following receipt of the decision of the President. The hearing shall be conducted within 30 days of the date on which the written request for hearing is received by the President and will involve the President, the committee, appointed by the Board, the employee and his/her representative, and any person whose alleged conduct is the cause of the complaint.

The hearing shall be conducted by the chairperson of the Committee. Following the hearing, the Committee shall make a recommendation to the President concerning the appropriate disposition of the matter, and the President shall make a final and binding

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decision as to whether to uphold or reverse the disciplinary action taken against the employee. The President will provide the employee with notice of his/her decision as soon as reasonably feasible.

Failure to request review of a decision relating to disciplinary action or a grievance in accordance with the provisions of this Grievance Procedure shall be deemed to be a waiver of the opportunity to receive such review, unless the College official at the level where the review is sought determines that extenuating circumstances have prevented employee from requesting review in a timely manner, in which case the College official, in his/her sole discretion, may extend the applicable deadline for requesting review.

- **Grievances or Complaints Relative to Violation of Civil Rights for Employees:** Personnel who feel that they have been deprived of their civil rights shall confer with PCC's Human Resources, who will attempt to informally resolve the complaint within ten (10) days.

If Human Resources is unable to achieve resolution of the complaint, the employee may appeal directly to the President, who will render a decision within five (5) days.

Should the employee not wish to accept the decision of the President as final, he/she may appeal further by following steps 2 and 3 in Review Steps, found above.

2.90 Statement of Due Process for Students

The Board of Trustees of PCC officially declares that all students have the right of due process of law as supported by the Fourteenth Amendment to the Constitution of the United States, with the approval of the following procedures:

- **Disagreement with Decisions:**

1. Should a student wish to appeal any decision imposed by a College official, a written notice of appeal should be submitted by the student within five school days of the date of the written notification. The appeal should be directed to the President. Admission refusal appeals are directed to the Board of Trustees. See [2.61\(A\)](#), above.

The Student Appeals Committee is composed of the following: an appropriate vice president, a representative of the Student Government Association, Phi Theta Kappa or other student representatives, and other members deemed necessary by the President.

The Student Appeals Committee will convene within five school days of the notice of appeal. The result of any appeal made to the Student Appeals Committee will be determined by a majority vote of the committee members. Based upon the decision of the Appeals Committee and upon notification of the President, written notification of the decision will be sent to the student by the Appeals Committee Vice President. However, any adjustments of the action

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rendered by the Appeals Committee will come from the president's office.

2. Should a student desire to make a second appeal, a written notice will be made to the Board through the President of the College. In order to appeal before the Board, the student must:

A. Inform the President, in writing, of the desire to schedule a hearing by the Board. This request should be made in writing within five (5) school days after the student is advised of the findings.

B. Inform the President as to the number and identity of individuals who will accompany him/her. Should the student indicate they will be accompanied by legal counsel, the hearing will be scheduled when legal counsel for the Board can be present.

It will be the President's responsibility to notify the appropriate members of the Board. The Administrative Assistant to the Board of Trustees will place the item on the agenda and notify the student of the date, time, and place of the meeting. The Board will meet as soon as possible, after the request has been received. The time that may elapse between the appeal notification and the date the Board will convene, usually will not exceed twenty calendar days. The student will be notified in writing of the results of the appeal by the Chair of the Board of Trustees. The decision of the Board of Trustees will be final. Copies of such notification will be forwarded to the President, Student Appeals Committee, and included in the Grievance Binder within Student Services in accordance with SACSCOC Federal Requirement 4.5 *Student Complaints*.

- **Civil Rights Complaints:** Students who feel that they have been deprived of their civil rights shall confer with PCC's Vice President of Student Services who will attempt to resolve the complaint. If the Vice President of Student Services is unable to achieve resolution of the complaint, the student may appeal directly to the President further by following steps 1 and 2 under Disagreement with Decisions, found above.

2.91 PCC Mission

The mission of PCC is to provide accessible and affordable quality education, workforce training, and lifelong learning opportunities through quality teaching, and supporting and working in partnership with the communities served by the College.

Revision Dates; January 2010, July 2011

2.92 Naming of Facilities

The board may name buildings, rooms, driveways, parking lots, open spaces, and all other areas owned or controlled by PCC. The Board also may name scholarships, endowments and academic chairs. All such naming is at the sole discretion of the Board and upon its approval.

Naming requests may come from the PCC Foundation to honor financial donors or directly to the Board. The Foundation donation criteria for naming will be approved by the Board on an annual basis. Ordinarily a facility should be named for a deceased person, a group, or a Corporation, but in unusual circumstances or for compelling reasons a facility may be named for an individual still living. If that person was a trustee or employee of PCC, then they must have been out-of-office for at least five years. All named facilities will have appropriate signage installed.

Creation date: September 2009

2.93 Electronic Signature Policy

PCC 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 may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff may use electronic signatures when submitting forms and applicable reports, 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 Log-In ID and Personal Identification Number (PIN)
 1. Institution provides student or employee with a unique PIN
 2. Student or employee sets his or her own PIN
 3. Student or employee logs into a secure site using both the log-in ID and PIN
- Condition 2: Campus Network Username and Password
 1. Institution provides student or employee with a unique username
 2. Student or employee sets his or her own password
 3. 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 his or her PIN and password private so others cannot use them.

Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes. PCC will take steps to ensure that both the PIN and password are protected

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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.

History Note: [N.C.G.S. 66-58.1](#); PCC Board adopted April 2011

2.94 Excused Absences for Religious Observances

As directed by the State Board of Community Colleges, PCC has adopted a policy that authorizes two excused absences each academic year for religious observances required by the faith of a student. Within the guidelines established in N.C.G.S. 115D-5(u), PCC's policy requires written notice of the request in advance of the religious observance absence. The policy also provides that the student be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. For details and procedure, see [PCC Procedures Chapter 5.14 Absences for Religious Observances](#).

2.95 Foreign National Compliance Policy

All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding taxes and reporting payments to certain foreign nationals (nonresident aliens, hereafter referred to as "aliens") and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441, laws and regulations of the U.S. Citizenship and Immigration Services (USCIS) and the Office of the State Controller (OSC).

USCIS defines what payments may be made to aliens who perform services in the United States. The IRS defines which payments made to aliens are reported and subject to taxes, as well as establishes the tax rates for those payments.

This reporting requirement applies to alien employees, students, contractors and vendors. Using the guidelines set forth by the community college system office, the college will develop internal workflow processes establishing a collaborative effort between the Business office, including the purchasing director, who submits procurement requisitions, Accounts Payable, Student Services and Human Resources. The required processes will ensure that aliens are paid according to prevailing tax and immigration rules/regulations and appropriate taxes withheld and

payments properly reported.

Approved Jan. 2019.

CHAPTER 1

ORGANIZATION AND ADMINISTRATION

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CHAPTER 1

ORGANIZATION AND ADMINISTRATION

1.1 Board of Trustees

The trustees have ultimate responsibility for PCC and thereby must assure that PCC is properly performing its mission, that it has established appropriate standards, employed qualified faculty and staff, and that the facilities are, insofar as possible, adequate to the assigned task.

The current board may be viewed at <http://www.pamlicocc.edu/about-pcc/11/board-of-trustees>

1.2 College Administration

The Board of Trustees delegates the overall administration of PCC to the President who is charged with the responsibility of assuring that the College achieves its mission. The President delegates the daily administration of PCC to the appropriate members of the Executive Committee. Broad-based involvement in the governance of PCC is ensured through college committees which advise and make recommendations to the President and the Executive Committee.

Within available resources, the administration must provide facilities, equipment, and personnel sufficient to implement and support these programs.

The Executive Committee:

- President
- Vice President of Instruction
- Vice President of Student Services
- Chief Financial Officer
- Chief Information Officer

1.3 Chart of Organization

PCC's organizational charts are published on its website. Click to view:
<http://www.pamlicocc.edu/about-pcc/441/organization-chart> (fix link)

1.4 Structure of Institutional Committees

The committee structure at PCC is to provide broad-based involvement and shared governance by including all employees on committees. Committee participation provides opportunities for all employees to have input into various areas of PCC operation including assisting in the development and recommendation of policies, procedures, initiatives, and guidelines for the operation of PCC as well as to provide an effective flow of communication both vertically and horizontally throughout the organization. Employees are expected to attend all meetings of the committee to which they are assigned. Committee assignments are typically for 2 calendar years. Administrative liaisons are assigned to each committee; students may be invited to participate on committees.

Any college employee or student may make suggestions to the respective College committees.

Major changes in the function of any committee require the approval of the President of the College.

Rev. Dates: Jan. 2015

1.5 Safety, Security, and Facilities Committee

The Safety, Security, and Facilities Committee examines campus buildings and grounds and recommends efficient and cost-effective expenditures or projects to enhance the physical aesthetics of the campus. It also assists the Executive Committee with developing and evaluating the Master Facilities Plan. The committee also develops, promotes, reviews and updates the Emergency Management Plan and the Safety Plan.

Ideally, the Committee shall consist of the Director of Maintenance, a custodian, the Safety/Security Officer, three employees (one of whom works at the Bayboro Center), and one student. The Administrative Liaison shall be the Chief Information Officer, who oversees all three areas of involvement.

Rev. Dates: Feb. 2012, Jan. 2013, July 2018

1.6 Institutional Effectiveness Committee

The Institutional Effectiveness Committee leads and monitors performance assessment in order to more systematically set objectives and priorities for planning and budgeting purposes. It serves as an on-going compliance team to evaluate and monitor PCC's effectiveness in fulfilling its mission and its continuous improvement process.

Ideally, the Committee shall consist of five instructors; the instructional support staff member; one member from each of the following departments: Business Office, Student Services, Computer Services, and Maintenance/Custodial; and two at-large members, one of whom shall be a student. The Administrative Liaison shall be the Director of Planning, Research, and Effectiveness.

Rev. Dates: Feb. 2012, Jan. 2013

1.7 Marketing, Recruitment, and Retention Committee

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The Marketing, Recruitment, and Retention Committee develops an overall marketing plan for PCC to include a campus-wide plan for recruiting and retaining students. It also maintains PCC's "Publications Guidelines," including providing electronic access to all employees.

Ideally, the committee shall consist of the Director of Public Affairs; the Cashier/Bookstore Manager; the Recruiter/Financial Aid Technician; three instructors; a student; Maintenance/Custodial; and one at-large member. The Administrative Liaison shall be the Vice President of Student Services.

Rev. Dates: Feb. 2012, Jan. 2013

1.8 Professional Development Committee

The Professional Development Committee develops and implements a campus-wide professional development plan regarding general and specific professional development needs.

Ideally, the committee shall consist of four instructors; one representative each from the Business Office, Student Services, Maintenance/Custodial, Computer Services, the Small Business Center Director; and three at-large members. The Administrative Liaison shall be the Vice President of Administrative Services.

Rev. Dates: Feb. 2012, Jan. 2013

1.9 Services for Students Committee

The Services for Students Committee will review and assess services provided campus wide for students and encourage support from throughout PCC for these services. Services may include, but not be limited to matters regarding: student activities; student activity fee allocations; honor societies; scholarships; nominations for local, state, and national awards, etc.

Ideally, the Services for Students Committee shall consist of the Student Services Counselor; 2 curriculum instructors; PTK Advisor; a financial aid staff member; and 1 representative each from the Business Office, the Library, and Computer Services. The Administrative Liaison shall be the Vice President of Student Services.

1.10 Instructional Committee

The Instructional Committee ensures that all instructional programs of the College meet the needs of the students and the service area. The Instructional Committee shall make recommendations to the Vice President of Instructional Services regarding such matters as: new program implementation; course additions/deletions; course prerequisites; curriculum/CE program improvements or evaluations; assessment and evaluation of placement tests; equipment and technology needs; distance education; academic calendar; graduation requirements; and other instruction-related needs.

Ideally, the Instructional Committee shall consist of the Registrar; 6 instructors; Coordinator of Distance Learning; and a representative from the Library. The Administrative Liaison shall be the Vice President of Instructional Services.

Revision dates February 2012, January 2013, January 2015

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1.11 Quality Enhancement Plan Committee (Retention & Completion)

Also known as the Retention & Completion Committee, the Quality Enhancement Plan Committee oversees the design, implementation, and continuous improvement of PCC's quality enhancement plan, *Focus on Success*, and ensures the plan and its outcomes are in compliance with regional accreditation principles and requirements.

The committee's work will focus on three components, which include academic advising, new student orientation, and student success courses (ACA). An academic advising coordinator as well as an ACA liaison will provide leadership in these respective areas. The Student Services Division will provide leadership for New Student Orientation. The committee will be representative of primary campus stakeholders. Administrative Liaisons include the Vice President of Instructional Services, the Vice President of Student Services and the DPRE.

Revision dates February 2012, January 2013, January 2015, July 2018

1.12 Hospitality Committee

The Hospitality Committee facilitates campus events and activities for faculty and staff as well as other general college functions.

Ideally, the committee shall consist of at least six at-large members. Members may serve on this and another committee. The Administrative Liaison shall be the President.

1.13 Advisory Committees

Advisory committees may be identified for specific academic programs, academic programs that are closely associated, or specific college programs or services. These committees shall assist PCC, its President, and members of the Board of Trustees in program development and evaluation, placement of graduates, and in other ways deemed appropriate by the President and/or the Board of Trustees.

Members of the advisory committees shall be appointed by the President, with the approval of the Board, to serve at the pleasure of PCC. There shall be no compensation for such voluntary service.

1.13(A) Instructional Services Advisory Committees

Advisory committees' purpose is to strengthen the program it serves. The committees advise, assist, support and advocate for career and technical education, transition programs, and transfer opportunities. They have no legislative, administrative or programmatic authority and are advisory only. Advisory committee members are volunteers who share an expert knowledge of the career tasks and competency requirements for specific occupations and programs. The committees may serve a specific program or several related programs. Meetings of advisory committees should be conducted at least annually.

Advisory committees' responsibilities:

- Advise – Advisory committees assess specific programmatic areas. Suggestions are designed to improve specific content areas. Such suggestions could include industry standards, the updating of curriculum, purchase of new instructional materials or equipment to modernize the classroom and to adopt safety policies, services and strategies to improve seamless transitions and transfer. Suggestions should be presented in writing to the Vice President of Instructional Services.
- Support and Advocate – Advisory committees promote educational programs throughout the community. Promotion or marketing could include identifying industry and community resources, talking to legislators, speaking for basic skills programs, career, technical, and transfer education at board meetings, writing articles for local newspapers or arranging for publicity
- Assist – Advisory committees help the Instructor or department chair carry out specific activities. These activities could include judging competitive skills events, setting up a scholarship program or obtaining media coverage for special events.

Stakeholders to consider when inviting & appointing committee members:

- Economic development representatives
- Potential employers
- Professional organization officers
- University representatives
- Potential employers
- Disability-related agencies
- Former students/alumni working in the industry
- Current students

Committee representation will include segments of the community being served and industrial and educational leaders. The program Subject Matter Expert (SME) and/or a program administrator should serve as non-voting, consulting members and should be present at all meetings to provide information, participate in discussions and take minutes. If the program(s) has/have multiple instructors, they may all participate.

Answers to the following questions should be sought from prospective members:

- What are potential emerging occupations within the field?
- Provide ideas for curriculum modification and/or revision.
- What are the latest trends in the particular educational or career field?
- What opportunities do you have for professional development?

Size and Composition of each Committee:

Effective advisory committees are large enough to reflect the diversity of the community, yet small enough to effectively manage. A minimum of three representatives from each program is suggested if using a committee to serve multiple programs. A minimum of five members is suggested if the committee serves a single program. Most members should be external to the

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college. It is advisable that the number of graduates or former students and internal representatives be limited. Employees of the college could serve as ex-officio or in resource capacities. Members should select a Chair from the membership to run the meetings. The Chair will work closely with the SME or program administrator, who will act as secretary/liaison. Any deviation from this structure should be approved by the Vice President of Instructional Services.

Term of Service:

Initially, terms will be either two or four years. A rotational, four-year term of service allows for both continuity and change. One-half of the total membership changes every two years. To establish this rotation with a new committee, the members draw for two-year or four-year terms, with one-half of the committee in each category. New members are appointed as terms expire. Chairs will be appointed to two-year terms. With approval by the Vice President of Instructional Services, members and Chairs may be re-appointed to successive terms.

Advisory Committees are usually involved in some or all of the following areas:

1. Community Relations
 - Present programs to civic and service groups
 - Establish events to recognize outstanding students, teachers and community leaders
 - Obtain contributions to promote programs (coordinated with PCC Foundation as needed)
 - Participate in and promote school events
 - Provide information for PCC Board of Trustees meetings
 - Help develop and carry out a local marketing plan for career and technical education
 - Set up and support a scholarship program
2. Community Resources
 - Identify community resource people
 - Provide tours, field trip experiences and student job shadowing opportunities
 - Provide speakers
 - Provide instructor externship worksites
3. Curriculum Review and Updating
 - Identify and verify job tasks
 - Compare content of program with job tasks
 - Review instructional materials for accuracy
 - Assist in obtaining instructional materials
 - Suggest equipment and supplies
 - Suggest core curriculum content
 - Provide equipment and facilities for specialized training needs
 - Integrate the use of applied academics

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- Identify and refer experts in the program area
- 4. Job Placement
 - Organize employer/student conferences
 - Notify instructors of job openings for students
 - Provide cooperative training sites for students
 - Encourage employers to provide cooperative training sites
 - Assist students in developing interview skills
 - Conduct occupational surveys
 - Hire program graduates
 - Advocate for transfer students (in the case of universities)
- 5. Staff Development
 - Provide in-service activities on current business/industry methods and processes for instructors
 - Provide skilled technicians to supplement instructor's experience
 - Provide summer or part-time employment experience to instructors for technical upgrading
 - Support instructor participation in career workshops or factory schools
 - Promote faculty and staff engagement between the community college and universities
- 6. Legislative Process
 - Communicate with legislators regarding program/college/North Carolina Community College System (NCCCS) needs
 - Promote tours for legislators
 - Promote and support legislation for program/college/NCCCS
- 7. Program Review
 - Review program goals and objectives
 - Participate on program evaluation teams
 - Compare program accomplishments with program outcomes
 - Compare student performance standards to business/industry or university standards
 - Review adequacy of facilities
 - Evaluate quality and quantity of graduates and job placements
 - Make suggestions for program improvement
- 8. Recruitment
 - Assist in recruiting potential students
 - Assist in recruiting potential instructors

These areas of advisory committee involvement are not meant to be all-inclusive, but are a starting point for discussion to determine the overall needs of the program. Four items should be considered as the committee discusses the priorities:

- Accomplishments

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- Current and future needs of the program
- Current and future needs of the community
- Student outcomes

Rev. Feb. 2012, Nov. 2013

1.13(B) Small Business Center Advisory Committee

The purpose of the Small Business Center Advisory Committee is to advise the Small Business Center's Director of the needs of the business community.

Ideally, the Small Business Center Advisory Committee shall consist of the Director of the Small Business Center; 2 members of the Instructional Services Division, and leaders from throughout the county including representatives of various types of businesses, local banking institutions and the legal community.

1.13(C) Career Center Leadership and Management Teams

In lieu of an Advisory Committee, Pamlico County Career Center's Leadership Team meets annually to suggest future courses of action. The Leadership Team comprises the heads of each of these partner agencies:

- PCC
- NC Division of Workforce Solutions
- Greene Lamp, Inc.
- NC Division of Vocational Rehabilitation
- Coastal Community Action
- Pamlico Community College Small Business Center

PCC is the host agency and serves as the lead in facilitating team meetings.

The Career Center Management Team meets monthly to discuss concerns, events and the daily operations of the Center. The Management Team consists of representative from each partner agency.

Appended January 2013

1.14 Student Organizations/Clubs

Students interested in starting student organizations/clubs should contact the Vice President of Student Services.

Student organization and club memberships include full and part-time students who are enrolled at PCC and who wish to become a member and meet the membership guidelines of the club or organization.

Student organizations and clubs generally operate under the guidance of the Vice President of Student Services and have an assigned faculty advisor. The advisors and the officers of the club

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or activity are responsible for its program. The purpose of such activities is to promote student personal and academic growth, individual and school pride, and student morale.

Student clubs, organizations, and activities should not interfere with the educational process.

Rev. Dates: Feb. 2012, Jan. 2013, Nov. 2013, Jan. 2015

1.15 Meetings Minutes

A record of all Board of Trustees, Administrative Council, Institutional Committee, and Advisory Committee meetings will be kept on file (either in hard copy or electronically), and distributed/posted as appropriate.

1.15(A) Board of Trustees Minutes

The President shall serve as the Secretary to the Board of Trustees, and shall keep an accurate record of all Board proceedings, have custody of all official papers and documents, and issue in the name of the chairperson and President official copies of all minutes to all Board members. The President may have a designee record the minutes of the Board of Trustees. An official copy of minutes of all Board meetings will be kept on file in the President's Office.

Minutes of regular and special meetings of the Board are available for review in the President's office at a time convenient to and in the presence of the President or his/her administrative assistant. Minutes of closed meetings of the Board will not be accessible to persons other than members of the Board of Trustees and legal authorities.

1.15(B) Executive Committee Minutes

The President shall be responsible for providing minutes of Executive Committee meetings.

The official file of minutes of Executive Committee meetings shall be maintained in the Minutes Book located in the President's office, and shall be shared with employees on [Office 365 SharePoint team site](#).

1.15(C) Institutional Committee Minutes

The chair of each committee shall have the responsibility for recording/have recorded minutes of his/her committee's meetings. Meeting minutes prior to 2010-2011 are in the Minutes Book in the Stancil Boardroom. Effective 2010-2011, institutional committee meeting minutes were archived on GroupWise, then Office 365 SharePoint team site in 2013. The chair shall be responsible for both adding the official College copy of minutes to the appropriate folder in the Office 365 SharePoint team site Committee Meeting folder and e-mailing the minutes to the Director of Public Affairs for inclusion in the *Anchor Line* newsletter. Each committee's Administrative Liaison is responsible for ensuring all approved committee minutes are shared in the appropriate Office 365 SharePoint team site folder and in *Anchor Line*.

Interested persons upon request may examine minutes prior to 2010-2011 in the Stancil Boardroom. They may not, however, be removed from the Boardroom without approval from the

President. 2010-2011 and subsequent meeting minutes will be furnished upon request from the President's Administrative Assistant.

Rev. Dates: Feb. 2012, Jan. 2013

1.15(D) Program/Community Advisory Committee Minutes

Upon appointment of program advisory committees, instructors will provide the department chair, the appropriate division vice president, instructional services coordinators, and the President's Administrative Assistant with an updated list of committee members, including contact information.

Following each program advisory committee meeting, the department chair or his/her designee shall be responsible for submitting the official copy of the advisory committee minutes to the President's Administrative Assistant. The chair or his/her designee shall also be responsible for both adding the official College copy of minutes to the appropriate folder in the Office 365 SharePoint team site Advisory Committee Meeting folder and e-mailing the minutes to the Director of Public Affairs for inclusion in the *Anchor Line*.

Meeting minutes prior to 2010-2011 are in the Minutes Book available from the President's Administrative Assistant. Effective 2010-2011, advisory committee meeting minutes are archived on Office 365 SharePoint team site. Interested persons upon request may examine minutes prior to 2010-2011 in the Stancil Boardroom. They may not, however, be removed from the boardroom without approval from the President. 2010-2011 and subsequent meeting minutes will be furnished upon request from the President's Administrative Assistant.

Rev. Dates: Feb. 2012, Jan. 2013

1.16 Student Government Association (SGA)

Upon election of officers, the SGA Advisor(s) will furnish the President's Administrative Assistant with a list of officers of the SGA.

The SGA President and Advisor(s) shall have joint responsibility for seeing that minutes are written for SGA meetings. Although the Secretary of the SGA may perform this duty, the ultimate responsibility lies with the Advisor(s) and the SGA President. The Advisor(s) and the SGA President shall submit the official copy of the Student Government Association minutes to the President's Administrative Assistant to be maintained as the official record and to be placed in the Minutes Book in the Stancil Boardroom.

The minutes may be examined in the Minutes Book by interested persons upon request. They may not, however, be removed from the board room without approval from the President.

1.17 Extracurricular Activities

The Division of Student Services oversees extracurricular activities, defined as activities outside the realm of the normal instructional activities and initiated primarily by students. All proposals for extracurricular activities will be directed to the Vice President of Student Services and must

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state the purpose for which approval is sought, identify the College staff member who will serve as advisor and include a proposed budget for the program. The Division of Student Services shall work with student groups in identifying and selecting a faculty or staff advisor.

Funds may be appropriated by the Services for Students Committee, through the Student Activity Fee Request process. Monies not spent on the specific event will revert to the original funding source. Requests for other funds (e.g. fundraising activities or PCC Foundation) may be made according to the rules of the funding authority.

Upon receipt of the proposal, the Vice President of Student Services will evaluate the proposal and make a decision as to the benefits to be derived by the student body and PCC from its approval. If approved, the budget for the proposed program will be forwarded to the Services for Students Committee for allocation of funds. The Services for Students Committee will determine the actual budget allocation for the organization from available resources.

If the Services for Students Committee does not approve a proposal, the reasons will be stated in writing to the petitioners. At that time the petitioners will have the right to make a presentation to the President. If the President does not approve the proposal, there shall be no further appeal procedure allowed.

After receipt of an approved budget allocation from the Services for Students Committee, the Vice President of Student Services or his/her designee will monitor the program throughout its operation. Problems encountered during the course of the program will be directed to the Vice President.

Expenditure of allocated funds must be approved by the appropriate advisor(s) and the Vice President of Student Services, or designated representative, and be within the budget. Any request for additional funds must be approved by the Vice President and recommended to the Services for Students Committee who will have final authority for any additional allocation of funds. Funds will not be expended without prior approval of purchase and necessary issue of purchase order forms from the Vice President of Student Services or his/her representative. Any expenditure made without appropriate prior approval must be borne by the person making such expenditure unless the purchases stem from emergency needs and are deemed justifiable by the Vice President of Student Services.

| References |
|---|
| Legal References: |
| SACSCOC References: |
| Cross Reference: |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 |
| Board of Trustees Review/Approval Dates: Feb. 2012, Jan. 2013, Jan. 2015 |

1.18 Regional & Specialized Accreditation

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional accrediting agency for degree-granting institutions of higher education in eleven

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southern states including North Carolina. SACSCOC strives to enhance educational quality by ensuring that its member institutions meet selected standards that are recognized by the higher education community as indicators of institutional effectiveness, quality enhancement, continuous improvement, and a focus on student learning.

As a member institution of SACSCOC, PCC is required to establish and observe procedures that ensure compliance with *The Principles of Accreditation* as established by SACSCOC.

Accreditation Statement

Pamlico Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Certificates.

Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Pamlico Community College.

The PCC catalog and website must include this statement.

When a Program of Study (POS) holds accredited or candidacy status from a U.S. Department of Education recognized specialized accrediting agency, it is the President's responsibility to notify accreditors when a change in status occurs, including voluntary withdrawal from accreditation.

The Accreditation Liaison

The Director of Planning, Research, and Effectiveness serves as the SACSCOC Accreditation Liaison. It is the responsibility of the Accreditation Liaison to help the College fulfill its responsibilities with the Commission and maintain a working relationship with the assigned Commission Vice President. The specific duties of the Liaison are outlined [here](#).

Substantive Change

Substantive change is defined by SACSCOC policy as "a significant modification or expansion of the nature and scope of an accredited institution." SACSCOC substantive change guidelines and procedures are outlined [here](#).

PCC will notify SACSCOC of institutional and/or programmatic changes in accordance with the Policy on Substantive Change for Accredited Institutions of the Commission on Colleges. The College will submit a notification letter to SACSCOC and, when necessary, seek approval prior to the initiation of changes.

Quality Enhancement Plan

One component of the SACSCOC reaffirmation process is the development of a Quality Enhancement Plan (QEP) designed to promote and enhance student learning

Institutional Complaint Process

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Students who have a complaint about their educational experience at PCC, for which the complaint has not been resolved through internal College procedures, may contact SACSCOC for assistance:

Southern Association of Colleges and Schools

Commission on Colleges

1866 Southern Lane

Decatur, Georgia 30033-4097

[Complaint Procedures Against SACSCOC or its Accredited Institutions](#)

| References |
|---|
| Legal References: SACSCOC References: SACSCOC Principle 14.4 Cross Reference: |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: Appended: May 2013 |

1.19 Procedure and Compliance Review

On at least a quarterly basis, Administrative Council will review all institutional procedures based on the following two year schedule and update procedures accordingly. The reviews will be tentatively scheduled the 2nd Friday of the month indicated except during summer schedule, then 2nd Thursday.

PROCEDURES

Chapter 1 - Organization and Administration

Chapter 2 - Institutional Effectiveness

Chapter 3 - Business Office/Financial Resources

Chapter 4 - Division of Student Services

Chapter 5 - Instructional Services Division

Chapter 6 - Employment and Personnel

Chapter 7 - Professional Information

Chapter 8 - Physical Plant/Safety

| Chapter | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1 | Jan. | | Jan. | | Jan. | | Jan. | | Jan. | |
| 2 | April | | April | | April | | April | | April | |
| 3 | July | | July | | July | | July | | July | |
| 4 | Oct. | | Oct. | | Oct. | | Oct. | | Oct. | |
| 5 | | Jan. | | Jan. | | Jan. | | Jan. | | Jan. |
| 6 | | April | | April | | April | | April | | April |
| 7 | | July | | July | | July | | July | | July |
| 8 | | Oct. | | Oct. | | Oct. | | Oct. | | Oct. |

On at least a quarterly basis, the Executive Committee and the SACSCOC liaison will review all standards included within the SACSCOC's Principles of Accreditation: Foundations for Quality Enhancement and update them accordingly. This review will be based on the following schedule

and will be tentatively scheduled the 4th Friday of the month indicated except during summer schedule and during the month of December, then 1st Friday.

| Review Period | May | July | December | February |
|---------------|---------------------------|---------------------------------|---------------------------|---------------------------|
| 2018-19 | 5.4, 6.1, 6.2, 8.1 | 9.1, 9.2, 10.2 | 10.6, 10.7, 12.1 | 4.1, 4.2, 4.3 |
| 2019-20 | 5.1, 5.2, 5.3 | 5.4, 5.5, 6.3, 6.4 | 7.1, 7.2, 7.3, 8.3 | 9.3, 9.4, 9.5 |
| 2020-21 | 9.7, 10.1, 10.4, 10.8 | 10.9, 11.1, 11.2 | 12.2, 12.3, 12.5, 12.6 | 13.1, 13.2, 13.3, 13.4 |
| 2021-22 | 13.5, 13.6, 13.7, 13.8 | 14.1, 14.2, 14.3, 14.4, 14.5 | 8.2, 10.5, 12.4, 9.6 | 6.5, 11.3, 10.3 |

*Updated to reflect revised SACSCOC Standards, January 2018

CHAPTER 2

INSTITUTIONAL EFFECTIVENESS

2.1 Mission

2.2 Purpose

2.3 Organizational Structure

2.4 Guidelines for Institutional Effectiveness Plans-System Level

2.5 Guidelines for Institutional Effectiveness Plans-Local Level

2.6 Planning Process

2.7 External Funding Procedure

2.8 Institutional Review Board

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CHAPTER 2

INSTITUTIONAL EFFECTIVENESS

2.1 Mission

The mission of PCC is to provide accessible and affordable quality education, workforce training, and lifelong learning opportunities through quality teaching and supporting and working in partnership with the communities served by the College

2.2 Purpose

The purpose of Institutional Effectiveness is to ensure that the College is achieving its mission and goals and continuously improving its programs and services.

2.3 Organizational Structure

Under the direct supervision of the President, the Director of Planning, Research, and Effectiveness (DPRE) is the designated Institutional Effectiveness Officer. In this capacity the DPRE manages the planning, evaluation, and research process with the assistance of two groups, the Institutional Effectiveness Committee and the Administrative Council. See Position Description on Office 365 SharePoint team site *PCC Forms*.

The [Organizational Chart \(fix link\)](#) is published on PCC's website, pamlicocc.edu, About PCC.

2.4 Guidelines for Institutional Effectiveness Plans-System Level

As legislated by the North Carolina Administrative Code (1B SBCCC 400.97), "Each member college of the Community College System shall maintain an ongoing planning process which provides for the development of a college plan. As a minimum, college plans shall address program and facility needs; shall include the college's mission, goals and objectives, consistent with the mission of the System and with the State Board's priorities; and shall provide for the evaluation of results. Plans shall be submitted to the Department in accordance with its procedures."

Revision dates: February 2012, April 2013

2.5 Guidelines for Institutional Effectiveness Plans-Local Level

In the PCC Plan, information is integrated into one plan. Institutional effectiveness (IE) is defined as the extent to which an institution achieves its mission and goals. The IE process is an on-going, college-wide process of planning and outcomes assessment to ensure that the College is achieving its mission and goals and continuously improving its programs and services.

Elements of the IE Plan:

- Planning & Budgeting Process/Calendar
- NCCCS Mission/Goals

- PCC Mission Statement, College-Wide Goals and Division Objectives
- Summary of College-Wide Planning Retreat
- Internal / External Scanning
- Summary of Assessment and evaluation of academic and non-academic outcomes and documentation of results
- NCCCS Performance Measures Report
- Academic and Administrative Program Review Reports
- PCC's Student Success Initiatives including, but not limited to, its Quality Enhancement Plan and Completion by Design plan

See the most recent [Institutional Effectiveness Plan](#) (fix link)

The IE process starts with the College Mission Statement and College-Wide Goals. See 2.6 *Planning Process* for details.

Reference: [State Board of Community Colleges Code](#).

Revision dates: February 2012, April 2013, April 2015

2.6 Planning Process

Overview: PCC engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of institutional mission, goals, and outcomes; results in continuing improvement in institutional quality; and demonstrates PCC is effectively accomplishing its mission.

The College operates on a three-year planning cycle that runs concurrently with the fiscal year. This schedule can be adjusted as needed. The planning cycle begins with a college-wide planning retreat, to which students, staff, faculty, community members, and the Board of Trustees are invited to participate in a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis that reflects on the following information: internal and external factors; assessments/surveys conducted by PCC; NCCCS Critical Success Factors Performance Measure Report; peer reviews; and audits to help assess the College-wide goals, which are formally reviewed and revised on a three year cycle at minimum; otherwise, on an as-needed basis. From these college-wide goals, divisions determine objectives from which each division employee formulates action plans.

The planning process includes four divisions:

- President's Office
- Administrative Services
- Instructional Services
- Student Services

Each division develops its purpose statement and objectives. The employees within the divisions develop action plans that are linked to PCC's mission statement and address college-wide goals. This allows faculty and staff to play an active role in PCC's planning process and provide support for divisional planning needs in accomplishing PCC's mission.

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At the end of every academic year, action plans are reviewed by the Institutional Effectiveness committee and a final report is submitted to the Administrative Council and then to the Board of Trustees. The final report is placed in the Institutional Effectiveness Plan and can be found in Office 365 SharePoint team site *PCC Forms*.

Planning Phases

The planning cycle at PCC is divided into four phases: (1) assessment phase, (2) planning phase (3) implementation phase and (4) evaluation phase.

Assessment Phase: the DPRE, with the assistance of the IE committee, reviews the PCC mission statement and conducts internal/external scanning and data collection.

Planning Phase: the DPRE, with the assistance of the IE committee, develops a planning calendar that includes a list of planning documents and planning activities.

Implementation Phase: action plans and other planning-related initiatives are implemented in order to carry out the college-wide goals and division objectives.

Evaluation Phase: the DPRE, with the assistance of the IE committee and the Administrative Council, reviews and evaluates action plans at mid-year and end of year for continuous improvement. This allows for mid-year adjustments and closes the loop on the planning cycle.

Revision dates: February 2012, April 2013

2.7 External Funding Procedure

Overview: External funding is necessary to support special initiatives and projects that otherwise could not be completed with existing institutional resources. Faculty and staff are encouraged to seek out external sources of funding to support projects that will help contribute to the institution's mission. The purpose of this section is to establish internal guidelines to help facilitate the grant process from the project idea through project completion.

Identifying and being able to demonstrate an institutional need (either through program review results, external scanning, and/or other data) is the first step in planning a grant-funded project. The project leader's next step is to engage with internal stakeholders in order to create a program outline. Identifying an appropriate funding agency should ideally take place after the project has been conceptualized, rather than before. Determining whether an agency's grant guidelines and objectives match the potential project is imperative in procuring external funds. The [grant request form](#), found in Office Sharepoint 365 team site *PCC Forms*, must be completed and turned in to the project leader's supervisor, who will in turn send it to his/her Vice President. This form must be completed no less than one month prior to the grant proposal's deadline.

The Office of Planning, Research and Effectiveness will provide support throughout the grant procurement and management process. Support will include, as needed:

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- assisting in conducting needs assessment
- providing current information on sources of grant funding (federal, state, local, private)
- providing current guidelines for application process
- assisting with development of ideas for projects and budget preparation to ensure that PCC procedures are followed
- assisting in designing evaluation & assessment tools
- editing proposals and concept papers written by others, or drafting, revising, and preparing formal proposals
- acting as a liaison with the funding agency personnel (obtaining sample funded proposals, clarifying questions about selection criteria, etc.)
- reviewing institutional proposals submitted to funding agencies
- obtaining the signature of the President as certifying official of PCC
- mailing proposals to meet application deadlines
- maintaining file copies of all pending, funded, and unfunded proposals submitted by PCC

The Project Leader's duties will include:

- researching and writing the grant proposal
- providing copies of the award letter to his/her Vice President, the Business Office, the President's Office, and the Office of Planning, Research and Effectiveness
- submitting a revised budget to the Business Office if the funding level is different than the budget requested
- coordinating with all departments that are implicated within the scope of the project
- establishing and overseeing adherence to the project's timeline
- facilitating and/or completing reporting requirements as determined by the funding authority
- routinely keeping all departments that are implicated within the scope of the project up to date on the project's progress
- maintaining the master file which will include (but is not limited to) a hard copy of the proposal, the approved budget, operational budget, correspondence, time documentation, contracts, time sheets, invoices, progress reports, advisory committee minutes, and publicity

Project leaders are advised to plan well ahead, be proactive in addressing issues that could impact the project and be diligent in documenting the project's evolution. Project leaders are also responsible for closing out the project, which will include a final report and/or request to continue the project. This report should include a brief narrative of the project as well as project outcomes, and should follow specific requirements set forth by the funding authority.

added January 2015

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2.8 Institutional Review Board

External requests: Research requests from students, staff, and/or entities external to PCC involving research and human subjects will be forwarded to the DPRE. The Director of PRE will request appropriate Institutional Review Board (IRB) approval from the home institution of the researcher. Upon receipt of appropriate IRB documentation, the DPRE will convene the Institutional Effectiveness Committee to assess the research request and if approved, make a recommendation for final approval to the Administrative Council. Upon final approval, the DPRE will coordinate the research request with the researcher.

Internal requests: PCC employees who wish to conduct research regarding human subjects will forward to the DPRE an overview of the proposed projects, addressing elements of the project that pertain to subjects identity, personal information, and participation requirements. The DPRE will work with the employee to ensure all IRB required components are addressed in the subsequent research request. The DPRE will convene the Institutional Effectiveness Committee to assess the research request and if approved, make a recommendation for final approval to the Administrative Council. Upon final approval, the DPRE will assist to the extent required or requested the researcher in completing the project.

IRB application (for researchers) and IRB review sheet (for reviewers) and can be found in [PCC Forms on Office 365 SharePoint team site](#).

added January 2015

CHAPTER 3
BUSINESS OFFICE/FINANCIAL RESOURCES PROCEDURES

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CHAPTER 3

BUSINESS OFFICE/FINANCIAL RESOURCES PROCEDURES

3.1 Philosophy

The financial resources of PCC are major determinants of the quality of its educational programs. Not only must the total income of the College be sufficient to provide programs of optimum quality, but the income must also be managed effectively. Sound business management is a legal and professional obligation, and the wise use of financial resources through careful budget preparation and proper management controls for all physical and fiscal assets of the College is required.

3.2 Sources and Stability of Income

The General Statutes of North Carolina, [Chapters 115D-31](#) and [115D-32](#), provide for the financial sources of income for PCC. The county must provide for the operation and maintenance of the physical plant, and the state must provide for the general operation of the administration and instructional areas of the College. In effect, the general welfare of the State of North Carolina and of Pamlico County is the fiscal reservoir that determines financial stability of PCC.

3.3 Administration

The business and financial functions are centralized under a single business officer, Chief Financial Officer (CFO), who reports to the President. Budget preparation and oversight, the accounting and reporting system, the operations and maintenance of the physical plant, and all other related areas are under the direct supervision of the CFO. He/she is held responsible for following policies and procedures related to financial and physical facilities which are mandated by the North Carolina State Board of Community Colleges, the North Carolina State Controller, the State Auditor, as well as the Board of Trustees of PCC. The management of the financial and physical resources of the College must be done in such a way that the mission and goals of the College can be achieved.

The position description of the Chief Financial Officer (CFO) is found in the [Position Description](#) file found on Office 365 SharePoint team site. Position specifications for personnel reporting to the Chief Financial Officer (CFO) are also located in the Position Description file found on Office 365 SharePoint team site.

3.4 Budget Preparation, Accounting, and Oversight

The purpose of budget preparation is to assist the President in developing an annual college wide budget as an outgrowth of the planning process and divisional departmental budget request. The purpose of the accounting and control system is to provide a uniform and accurate accounting of all revenues and expenditures for all funds of the College and to provide periodic financial reports to the division managers to use in decision making. Preparation of the PCC budget will comply with state law and guidelines issued by the community college system office.

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Budget preparation involves the development of three current expense budgets (State, County, and Other Funds) and a capital outlay budget that will include State, County, and Other Funds.

1. **State Budget - Current Expense Funds:** Development of the budget for state appropriated funds for the upcoming fiscal year begins with the planning process in January, when each division of PCC begins the process of setting objectives for the next school year. Based on these objectives, each division expresses budgetary needs for salaries, supplies, travel, and other current expense needs on an electronic budget form issued by the Chief Financial Officer (CFO). Equipment requests will be submitted on forms specifically designed for that purpose. The request should be tied to continuing and planned objectives outlined in PCC's Planning Guide. To assure broad-based participation in the planning and budget preparation process, each division will involve personnel within their areas of jurisdiction. The division budgets must be submitted to the Chief Financial Officer (CFO) by March 1 of each fiscal year. Chief Financial Officer (CFO) will combine these requests into a total institutional needs request for submission to the President by March 30 of each fiscal year.

On or about March 15, the Chief Financial Officer (CFO) will estimate the amount of state funds that will be available to PCC in the coming fiscal year. After allocations of funds have been made by the General Assembly to the North Carolina Community College System, the Division of Business and Finance will determine PCC's allocation of funds based upon formulas developed by the State Board of Community Colleges. The state budget formula provides for a base allocation of funds for general administration and instructional support, an allocation for curriculum FTE, occupational FTE, a literacy grant based upon a formula, and categorical funding for special programs. These programs include: Small Business Center, Compensatory Education (Community Living program), community service classes, staff development funds, and other programs funded by the General Assembly. Within the limits established by law or State Board of Community Colleges policy, PCC may then make specific allocations of funds to various divisions based on the division budget requests. In the event requests exceed the funds allocated, the Chief Financial Officer (CFO) and/or the President will consult with the individual members of the Administrative Council in establishing the division budget allocations. The preparation of a state current expense budget and the actual use of said funds must adhere to prescribed law, policies, and practices. (It is the policy of the State Board of Community Colleges to allow budget flexibility to the local community college so that college goals and objectives can be achieved.)

2. **County Budget - Current Expense Funds:** Current expenses include salaries for the security/safety, maintenance and custodial staff, the supplies and materials for the upkeep of facilities and equipment, utilities, motor fleet support (repairs, fuel, etc.), repairs to the facilities, and protecting PCC from loss due to catastrophe or liability. A repair is to take care of such things as broken windows, patches to the parking lot, torn sheet rock, or vandalism. Normal upkeep ranges from painting of walls and cleaning of facilities to the mowing of lawns.

Development of the budget for county-appropriated funds for current expense purposes for the upcoming fiscal year begins with the planning process in January. Assessment of all special needs which can be funded with local funds only (such as rental of facilities and financial aid matching, to name a few) should include the Executive Committee (EC) and follow the same steps as outlined in the state budget preparation.

The county budget is prepared by the Chief Financial Officer (CFO) based on College goals and objectives for plant operations, and submitted to the President for approval by April 15. The President is responsible for presenting the budget to the Board of Trustees. The Board will review the local budget and approve it with changes or approve it without changes at its regular April meeting. The budget is then submitted to the Pamlico County Board of Commissioners for approval at its first meeting in May. The Board of County Commissioners may approve the budget as submitted or it may make changes in the funds requested. A final county budget will be prepared based upon allocations and submitted to the Board of Trustees for approval as a part of PCC's Budget Resolution for the fiscal year.

3. **Capital Outlay Funds - State, Local, and Other:** The capital outlay budget includes funds for the purchase of equipment and books, and funds for capital construction needs. The procedures described above in [3.4\(1\) State Budget](#) and [3.4\(2\) County Budget](#), apply to division requests for capital outlay funds for equipment. Capital outlay funds for the purchase of books and book-like material is allocated to the library following state and local procedures for the use of these funds.

Capital construction needs requests should be an outgrowth of the planning process for each division and will be submitted as a separate request in the form of a proposal. Those proposals approved will be included in the Master Facility Plan, a component of the Institutional Effectiveness Plan.

Project proposals for capital construction needs should be outlined in written format. The project proposal should outline in detail the nature of the project to be completed.

4. **Other Funds:** There are often miscellaneous budgets that are managed by the College such as student aid, federal grants, and auxiliary enterprises (Bookstore, concessions, etc.) These budgets are built based on a funded amount or a grant award. These funds are titled institutional or special funds and are budgeted on an annual basis.
5. **Grant Administration Applications-**The responsibility for applying for grants from any funding source rests initially with the President and then with the employee assigned by the President to complete the application. The first step in the process of applying for any grant by any individual employee is to secure the approval of the President. If assistance is needed from the Business Office, the individual should submit copies of the application and copies of all applicable laws, administrative procedures, and/or any

special requirements to the Chief Financial Officer (CFO) for use in assisting with the grant application.

As the process of completing the application reaches the budgeting stage, the Chief Financial Officer (CFO) assistance should be secured in order that computations of such items as student fees, salaries and related employee benefits, matching fund requirements, and other financial data can be computed and verified. In order to complete or verify this section of an application, information concerning applicable laws, administrative procedures, and/or special requirements will need to be supplied.

Once the application is considered final, it should be resubmitted to the Business Office for a final verification of financial data and to secure the signature of the President. Enough copies of the application should be submitted so that the Business Office may retain one copy for budget files. All remaining copies will be returned to the individual responsible for filing the grant application with the appropriate authority.

See [2.7 External Funding Procedure](#) for more information.

6. **Operating Budget Allocations:** Once funds have been appropriated by state, county, and special fund authorities to PCC, the President, working with the Administrative Council, will, in keeping with established college objectives, determine the budget allotments to each division. These allocations will be summarized into a final budget for the College. This budget will be presented to the Board of Trustees for adoption and forwarded to the North Carolina Community College System office for approval of the State Board. Once approval has been given, the Business Office will supply an official divisional operating budget to each member of the Administrative Council.
7. **Budget Oversight:** The initial responsibility for budget control at PCC rests with the Board of Trustees, operating within established guidelines of the approving authorities: the Pamlico County Board of Commissioners, the State Board of Community Colleges, and guidelines or laws connected with special grant funds. The Board of Trustees has delegated to the President the authority for overall budget management (See Board Bylaws and Policy Manual, [2.9 Fiscal Management](#)). The President has delegated to the Chief Financial Officer (CFO) responsibility for day-to-day oversight of the budget including budget transfers and amendments. Budget amendments and transfers are reported to the Board of Trustees in the President's regular newsletters to the Board and at its regularly scheduled quarterly meetings. The Board of Trustees will formally approve the final expenditures for the previous fiscal year at its July meeting.

Administrative Council members are responsible for managing divisional budgets with the funds allocated. Transfers between line items should be submitted to the Chief Financial Officer (CFO) by vice presidents in advance of need to keep expenditure codes with positive balances.

A. Budget Revisions: Budget revisions are initiated through external notification from the NCCCS Office or internally from department heads. Externally, the

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notice of a revision from the NCCCS Office is received in the form of an email from the Vice President, Business and Finance. Internally, the department head will initiate a budget revision through the use of the Budget Revision Form ([found in SharePoint PCC Forms](#)), email, or direct consultation with the Chief Financial Officer (CFO). Budgets are revised as a result of additional allocations received from the NCCCS office, reversions or callbacks of original allocations from the NCCCS, transfers between individual budget line items, and to distribute special funds from external sources such as grants.

The Chief Financial Officer (CFO) will review the request to ensure it is within established policies, guidelines, and/or laws and will approve and prepare the budget adjustment. At the end of each month the Chief Financial Officer (CFO) will prepare and send to the President a Budget Information report that includes the budget revisions. The President includes the Budget Information report in the regular reports to the Board of Trustees.

Special attention should be made to use the correct accounting codes, as these are the basis for the budget entry into the accounting records. Accounting codes can be obtained from the Business Office as needed.

B. Explanation of Accounting System: The accounting system used by PCC was developed and is controlled by the North Carolina State Controller and the North Carolina Auditor's office working in conjunction with the North Carolina Community College System office. The purpose of the accounting system is to provide for a uniform recording and reporting of revenues and expenditures between the 58 member institutions and the North Carolina Community College System office. In addition, it is designed to provide institutional reports of revenues and expenditures necessary for the management of PCC. The accounting system is also designed to accommodate financial reporting to other governmental units and for reporting to accrediting agencies following the accounting classifications of NACUBO (National Association of College and University Business Officers). Access to the [Accounting Procedures Manual](#) is available on the North Carolina Community College System's website.

The accounting codes are made up of 16 digits following the outline and descriptions detailed in Section 3 of the Accounting Procedures Manual.

8. **Auditing:** Bi-annual audit of the state, county, and special funds expended by PCC are required. Copies of these reports are available on the [Office of the State Auditor's](#) website.
9. **Personnel Change - Salaried Employee:** The Personnel Change Form, found in [SharePoint PCC Forms](#), will be used whenever there are any salary changes or budget [to Procedures Ch. 3 Table of Contents](#) [to Master Table of Contents](#)

code changes in full-time and part-time salaried employees. This includes the addition, deletion, or change of status of any salaried employee. The Personnel Change Form is submitted to the President for approval immediately after the change is decided.

3.5 Purchasing and Controlling of Supplies and Equipment

The purchasing and controlling of supplies and equipment is an administrative responsibility of the Chief Financial Officer (CFO). Even though certain aspects of the total area may be shared by delegation to other staff or faculty members, the specific point of management control resides with the vice president.

3.6 Building and Grounds

The President, working with the Board of Trustees, is ultimately responsible for the proper administration of this area through long-range planning that is guided by PCC goals and objectives. Further information on facilities may be obtained by referring to PCC's Master Facility Plan included as a component of the Institutional Effectiveness Plan. This document is maintained in the offices of the President and Chief Financial Officer (CFO).

The Director of Maintenance and Custodial Services, through delegated authority from the Chief Financial Officer (CFO), is responsible for the proper operation and maintenance of the physical plant and the care of the grounds.

[See Chapter 8 Physical Plant for procedures relating to Buildings and Grounds](#)

3.7 Periodic Financial Reports (Budget Statements)

Weekly reports distributed by the Business Office to those with budget oversight to various departments of the College are:

1. Individual Budgets of Current Expenditures for State, County, and Special Funds are distributed to those with budget oversight, including department heads for the respective areas of responsibility. It is the responsibility of the Administrative Council members to keep divisional personnel individuals under their jurisdiction informed of budget-related matters.
2. The Budget Information Report (monthly State and County Expenditures) is prepared by the Chief Financial Officer (CFO) who distributes it to the President, who in turn distributes it to the Board of Trustees.

Additional Division reports will be furnished upon request.

3.8 Payroll

- 1. Monthly Time Sheet/Leave Reports:** A time sheet or leave report must be submitted to the Business Office for all employees by the 5th workday of each month.

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2. Mandatory Payroll Deductions: The following payroll deductions will be made from employee's salary checks:

- A. Federal Income Taxes:** All employees are covered. The amount withheld is based upon the employee's most recent completed Federal Withholding Form (Form W4) on file. If an employee fails to submit a withholding form, the amount withheld will be based upon the federal withholding rules for employers.
- B. North Carolina State Income Taxes:** All employees are covered. The amount withheld is based upon the employee's most recent completed N. C. Withholding Form (Form NC-4) on file.
- C. Social Security Taxes:** All employees are covered. Deductions will be made based upon the rate established by Congress. Deductions will be withheld regardless of the amount of salary earned from another employer during a calendar year. PCC pays an amount equal to that paid by the employee.
- D. Retirement:** All permanent full-time employees must be members of the North Carolina State Employees Retirement System. The employee and the College contribute, based upon a percentage rate set by the North Carolina General Assembly, to the retirement account of the employee (see [Retirement Manual](#) published by the Retirement System.). Other employment categories eligible for participation are part-time permanent personnel hired for a minimum of 30 hours per week and personnel hired as full-time temporary.

3. Voluntary Payroll Deductions: Employees may elect to participate in the following employee benefit plans through payroll deductions:

- A. State of North Carolina Comprehensive Health Benefit Plan:** Hospital and medical insurance is an optional benefit available to all permanent full-time, temporary full-time and 30 hour rule personnel. Based upon actions of the General Assembly, PCC pays a portion or all of the premium for the employee coverage if he/she elects to participate. The employee must pay for additional coverage for family members. Specific information is available in the Business Office. Employees may elect to have premiums deducted prior to income tax computations under the North Carolina Community College System's Section 12 Flexible Benefit Plan. Permanent part-time employees working 20 hours but less than 30 hours may participate by paying the full premium amount.
- B. Tax Exempt Section 125 Plan:** Allows permanent full-time employees the opportunity to participate in tax exempt Dental Insurance with Blue Cross and Blue Shield of N.C. and Cancer and Intensive Care

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Insurance offered through American Family Life Assurance Corporation (AFLAC). However, under federal tax rules this is a College Plan that is offered on a yearly contract with employees.

- C. Tax-Sheltered Retirement Plans:** PCC offers several retirement plans for permanent full-time employees. These plans are designed to reduce taxable income under federal and state laws and, therefore, carry strict rules for the amount of income that can be deferred and may invoke penalties for early withdrawal. Plans available include a 401(k) Plan offered through Branch Bank and Trust Company of North Carolina negotiated by the State of North Carolina, and a 457 deferred compensation plan administered by Nationwide Retirement Solutions and approved by the Board of Trustees. The Board of Trustees has authorized the President to approve new tax sheltered annuities when three (3) employees agree to participate through payroll deductions. Employees are responsible for determining that they stay within maximum contributions allowed by law and are advised to check with a tax advisor to avoid over-withholding which can result in tax penalties.
- D. State Employees Credit Union:** Employees of PCC may join the North Carolina State Employees Credit Union. By joining the Credit Union, employees are eligible for payroll deductions for savings deposits and loan repayments. Membership and deduction authorizations must be filed through the Credit Union.

Information regarding all payroll deductions and specific information about each plan is available through the Business Office. In some cases, enrollment is permissible only within thirty (30) days from the time of employment or during open enrollment periods.

3.9 Distribution of Payroll Checks

Direct deposit of payroll is mandatory for all permanent full-time and part-time employees, and for all temporary full-time and part-time employees who have a contract extending over 6 months or more. Exceptions to this must be requested in writing to the Chief Financial Officer (CFO). Direct deposit is an option for temporary employees whose contract covers a minimum of 4 months. All other temporary employees will receive a payroll check. Sign-up forms are available in the Business Office. Any changes in direct deposit must be made to the Business Office.

Checks for employees not on direct deposit will be mailed the last working day of the month. An employee not on direct deposit may pick-up his/her check the last working day of the month one hour before the Business Office closes. Employees must have picture or two forms of identification available for inspection before checks will be released. In no instance will a check be issued to a third party, unless authorized by the president.

Upon termination or resignation of an employee, the final payroll check will not be released until the regularly scheduled payday and clearance is given by the appropriate administrator, as evidenced by the completion of a check-out sheet, all keys have been returned, and all College property under the control of the employee has been verified.

As a part of his/her audit responsibility, the Chief Financial Officer (CFO) may require any or all employees to personally pick up payroll checks or direct deposit payroll slips at the Business Office. Notification of an audit will be given as far in advance as possible.

3.10 Professional Services Agreement

If an arrangement is made with an outside agency for that agency to provide an employee or instructor for a class, a written Professional Services Agreement must be prepared and attached as a part of the regular part-time contract. Individual persons must meet the IRS definition of an independent contractor, otherwise they must be treated as employees. For clarification, see the Controller for IRS rules.

3.11 Software Licenses

No computer software will be loaded on any College owned equipment unless PCC has purchased the rights to use the software. Employees and students will be personally responsible for computers assigned to their use.

Any fines levied against PCC for violations of license and copyright laws will be recovered from the offending party and immediate expulsion or dismissal may be enforced.

3.12 PCC Foundation

The PCC Foundation is a separate, but not independent, body established as a tax-exempt entity. The Foundation plays various roles in support of PCC. More specific delineation of purposes and objectives of the Foundation may be found in the PCC Foundation, Inc. Bylaws located in the Foundation office and president's office.

The PCC Foundation, Inc. is governed by a board of up to 21 members elected by its directors in an annual meeting. Up to two directors shall be elected from PCC's Board of Trustees, one of whom may serve on the Executive Committee.

The Treasurer of the Foundation shall be the Chief Financial Officer (CFO) of PCC. The Treasurer shall have custody of all funds and securities belonging to the Foundation and shall receipt, deposit or disburse the same upon direction of the Board of Directors. The Treasurer shall keep full and accurate accounts of the finances of the Foundation and use acceptable accounting procedures to provide a true statement of the assets and liabilities as needed. At the end of each fiscal year or at other times as may be requested by the Board of Directors, the Treasurer shall secure the services of an independent auditor to complete an annual report on the financial operations of the Foundation. The annual audit shall be presented to the Board of Trustees of PCC as required by [GS 115D-20\(9\)](#) and to each Director.

3.13 Fund Raising Activities

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The PCC Foundation is the primary fund raising entity for PCC; as such, paragraph 3.12 above applies.

However, the administration recognizes the need for other campus organizations to have their own fund raising activities. The State of North Carolina regulates the type and volume of non-profit fundraising activities. To prevent overlapping of fund raising activities at PCC it is necessary that prior approval be obtained from the Chief Financial Officer (CFO) using the In-House Facilities Use Request/Activity Proposal Form (see instructions at the end of this section).

When food sales are used to raise funds, campus organizations must comply with [NC General Statute 130A-250\(7\)](#) and with [15A NCAC 18A .2635 \(9\)](#), which prohibits the sale of potentially hazardous foods. Clubs and organizations may sell pre-packaged food items on a daily basis, such as baked goods, including muffins, doughnuts, brownies and/or cookies, tea, coffee and beverages in sealed containers.

Clubs and organizations may sell, on two consecutive days once a month, prepared food, which must comply with all local Health Department regulations. Furthermore, food service sanitation rules must be followed.

Raffles shall be limited to two per year for the Foundation and two per year for PCC, as per [NC Charitable Gaming Law](#).

All cash collected must be controlled per the PCC Cash Management Plan. As such, receipts must be logged using a fundraising receipt log detailing type, quantity and price of items sold and total cash collected, and balanced with the Cashier the following business day. This log may be in the form of a spreadsheet or handwritten list.

All disbursements in support of fundraising activities must be paid for using the [PCC Check Request](#) form, available in Microsoft SharePoint, and be supported by a receipt.

Complete the [In-House Facilities Use Request/Activity Proposal Form](#) located in Microsoft SharePoint. **The required signatures must be obtained and the completed form submitted to the Chief Financial Officer (CFO) by the 15th of the prior month for food sales and by January 15 annually for activities involving raffles.** The responsible party must read and follow PCC's [Facilities Use Policy](#), also located in Microsoft SharePoint.

3.14 Payment Card Industry (PCI) Compliance

PCC will adhere to all Payment Card Industry Data Security Standards (PCI DSS) in the handling and processing of credit card data received in the course of business. PCI DSS detailed information can be found at the PCI DSS Counsel's website: www.pcisecuritystandards.org.

Understanding that failure to comply with these standards can result in substantial fines and liabilities for unauthorized disclosure as well as termination of the working agreement with the Credit Card Organizations (i.e. Visa, Mastercard, American Express, Discover, etc.), the college will take all necessary steps to ensure the utmost discretion and security in storing, processing, and transmitting payment card data.

At a minimum:

1. The college will use only a standalone, dial-out terminal (certified as PCI DSS compliant by the Card Organizations) that is connected via a phone line to transmit customers' payment card information. The college does not transmit payment card information via email or the Internet (since this would necessitate a different level of PCI Compliance to include additional secure network servers, data storage measures, etc.). While a credit card transaction may be designated as such in Colleague (i.e. Visa, Master Card, etc.), at no time should credit card numbers, card validation codes, or expiration dates ever be recorded or stored there.
2. The college will restrict access to credit card data by individuals whose jobs require such access. Only individuals who have received authorization (as a direct result of job roles) through the Business Office (VP or Controller) via a signed Memorandum of Understanding may accept credit card information as a form of payment from customers of PCC.
3. Employees accepting credit card information on behalf of the college will ensure that the information collected is used solely for the purpose of payment towards goods and services provided by the college. At no time will employees make copies of, save, or reveal to an unauthorized party the credit card information collected.
4. Employees accepting credit card information will ensure that the information received is turned over immediately to the college cashier for receipting and that as soon as the credit card transaction has been completed all forms with credit card information listed are disposed of by shredding. If the information is collected after normal cashier business hours, the information is to be properly secured in a locked safe or file cabinet, to be turned over to the cashier for immediate processing within 24 hours or the very next business day (whichever comes first).
5. Credit card receipts, maintained as record of the transaction, are to be stored with the Daily Cash Analysis file, which is to be properly secured in the Controller's locked office or in the secured Business Office vault. At the set time of disposal (in accordance with the NC State Record Retention Manual), these receipts are to be shredded.
6. Annually, conduct a Payment Card Industry Data Security Standards (PCI DSS) assessment using the appropriate PCI DSS Self-Assessment Questionnaire (as an assist tool) to ensure full compliance with all criteria established by the PCI as it relates to all entities that store, process, or transmit payment card data.

CHAPTER 4

DIVISION OF STUDENT SERVICES

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CHAPTER 4

STUDENT SERVICES DIVISION

4.1 Purpose Statement

The purpose of the Division of Student Services (hereafter referred to as “Student Services”) is to provide support services to students, alumni, staff, and faculty. Services provided by Student Services are essential to the achievement of the educational goals of students and contribute to cultural, social, moral, intellectual, and physical development. The following services are consistent with the purpose of Student Services:

- Admissions assists students in reaching educational objectives by enrolling them in curriculum programs or appropriate courses that lead to certificates, diplomas, or degrees.
- Registration supports students by initiating and processing the paperwork necessary to enroll in classes at Pamlico Community College.
- Students Records maintain accurate records of student grades and other relevant progress reports.
- Counseling Services provides program information; processes placement examinations; makes available career and personal counseling from the initial interview until the student leaves PCC; makes referrals to outside agencies to meet student needs; and provides college transfer information and assistance.
- Financial Aid assists students in meeting educational expenses based on financial need as indicated by the Free Application for Student Financial Assistance (FAFSA).
- Career services assists students and alumni in finding employment.
- Student Activities are provided through student organizations and programs that enhance morale and the engagement of the student body and foster a close working relationship between students and college personnel.

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4.2 Admissions Procedures

Requirements and criteria for admission are consistent with the open door policy of PCC. They are intended to ensure the admission of students who can benefit from the educational program, with placement in a program adapted to the individual's purpose and preparation, leading to his/her own educational and occupational objective.

Admissions standards, established through input from the faculty with assistance of the appropriate Advisory Committee, the Instructional Committee, and upon the recommendation of the Vice President of Instructional Services to the Administrative Council, are administered through Student Services.

General Curriculum Admissions Statement: The admission procedures of PCC are designed to create a feeling of personal interest in the applicant and his/her plans for the future.

A high school diploma is not required to be admitted into PCC; however, a high school diploma or recognized equivalent is required for admission to all curriculum programs at PCC. Home-

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schooled applicants must show proof of graduation from a registered Home-School program as documented by the NC Department of Education.

An acceptance letter is mailed to the applicant notifying him/her of acceptance into the curriculum of choice. A checklist is included, advising him/her who the academic advisor is and whether any additional information is needed to make his/her student file complete.

If a student fails to meet the general admission requirements and criteria for the program of his/her choice, an admissions counselor and faculty advisor will assist him/her in planning a remedial program of study. The counselor and advisor, working with the applicant, may recommend a program more suitable to the individual's ability, aptitude, interest, and educational background.

Career and College Promise (CCP) programs are college instruction available to current high school and home-schooled students who have reached junior or senior standing in high school. These structured programs will provide entry-level jobs skills as well as credit towards an associate or bachelor's degree and will reduce completion time for students who continue into post-secondary education after graduating from high school.

Non-High School Graduates: It is the practice of PCC to encourage those less than 18 years of age to complete high school before seeking admission.

High School non-completers under 18 are encouraged to participate in Basic Skills/ABE/HSE/Basic Skills Plus programs once the local educational agency's (LEA) permission to enroll has been documented as well as the following:

- Parent or guardian permission
- Admission to the Basic Skills/Community Living Program verifying special learning needs that cannot be satisfied in a traditional college program.

Work-Based Learning is an educational plan that integrates curriculum classroom experience and practical, supervised work experience in an employment situation directly related to the education program. Students generally alternate study and work periods or work part-time while in school.

Application: All curriculum applicants must submit the College application form to the Division of Student Services. Early application is recommended to allow adequate time for processing.

Transcripts: Applicants for curriculum admission will be asked to have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present evidence that they have successfully completed the tests. It is the responsibility of the applicant to insure that official transcripts are presented to Student Services.

Course Placement: Applicants for curriculum programs must take (prior to enrollment) placement tests for advisement, placement, proficiency and/or selection purposes, if the course requires a pre-requisite. The Accuplacer Placement Test for English, mathematics, and reading

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are administered to these applicants to determine academic readiness to pursue the chosen area of study.

Rev. Oct. 2015

Interviews: The Admissions Counselor will initiate contact with students for a personal interview prior to program enrollment. This is intended to acquaint the student with PCC and to review with the student his/her program selection and career goals.

Rev. Dec. 2013

4.3 Evaluation and Transfer of Curriculum Credits

Students desiring to transfer credits to PCC from other institutions must submit the following:

- A completed application form
- Official transcripts of all post-secondary credits previously earned. A catalog or course descriptions from institutions previously attended may be requested by an advisor.

There is no limit to the number of hours that may be transferred from other institutions; however, 25% of the total credit hours for a degree, diploma, or certificate must be earned at PCC. Any credit earned with a grade of "C" or higher at a regionally accredited institution will be accepted at PCC provided it is appropriate to the student's program and a comparable course is offered.

As a part of the evaluation of transfer credits or experiential learning, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to transfer between programs may receive credit for all applicable courses with a passing grade as verified by transcript of the student's permanent record. Evaluation of transcripts is conducted by Faculty Advisors with final approval of the Vice President of Instructional Services. Transfer credits five years or older from other colleges may require proficiency examinations.

Curriculum Provisional Admission: Applicants and transfer students applying too late to complete all admission procedures will be permitted to register as provisional students at the discretion of the Vice President of Student Services. Students then must complete all admission requirements within one semester following enrollment or be considered Special Credit Students. Provisional admission students are not eligible to receive any Title IV Financial Aid or Veteran's Administration (V.A.) benefits.

Rev. Dec. 2013

4.4 Students with Disabilities

PCC is sensitive to the needs of disabled applicants. Special arrangements will be made for admission testing of disabled applicants. Students will be admitted to curriculums in which they project ability to satisfactorily complete. No student will be denied admission solely because of a documented disability.

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In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students will receive reasonable accommodations to assure equal access to all programs. Individuals with disabilities should request accommodations by completing the following: 1) Release of information form; 2) submit supporting documentation; and 3) a request for accommodations. These forms are located within Student Services. Accommodations will be determined by the documentation and in consultation with the Services for Students Committee.

If a student is found to have a documented disability, determined by an official professional organization, the college will provide reasonable accommodation, as suggested by the documentation provided and determined by the Services for Students Committee.

Rev. Dec. 2013, Oct. 2015

4.5 Curriculum Special Credit Enrollment

Special credit students may enroll in any course offered at PCC, on a space-available basis, with priority given to program students prior to the first day of class. The student will be classified as a special credit student not working toward a degree or diploma. Students still in high school will not be eligible to be classified as special credit students. Special credit students are not eligible to receive any Title IV Financial Aid or V.A. benefits.

Rev. Dec. 2013

4.6 Academic Advising, Counseling, Career Development/Placement Services

The counseling staff provides specific services in the areas of recruiting, testing, orientation, academic advising, personal counseling, placement, and job placement for all students.

Academic Advising: Upon acceptance in a curriculum program, each student is assigned an academic advisor. As part of the registration process, the student meets with the academic advisor who assists in the planning of an educational program to meet the student's goals. Students should consult with the academic advisor on a regular basis to review, discuss and update educational goals.

Catalog of Record: The catalog that is current when the student enrolls at PCC is the catalog of record for a maximum of 5 years. A student who is in continuous attendance (except Summer Term) may graduate under the provisions of his/her catalog of record. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date. A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change. Approval may be granted to any student to graduate under the provisions of a subsequent catalog.

PCC's current year catalog is available on the college website at <http://www.pamlico.cc.edu/resources-catalog.php>. Catalogs from the nine most recent academic years also are available online and are accessible through that link. Catalogs from the 2008-09 academic year and earlier are available in print form in Student Services. To request information

from a catalog produced prior to the 2008-09 academic year, please visit this link:
<http://www.pamlico.cc.edu/admissions-requestinfo.php>.

Counseling Services: Counseling is available to every student from pre-admission through graduation. The counseling services are provided by the Division of Student Services. Students should be encouraged to come by the Student Services office to discuss or explore any problem or condition that impacts their educational program. Counseling services may be used on a voluntary or referral basis.

Placement Services: Student Services is concerned with two areas of placement: Educational and Job Placements:

1. **Educational Placement:** Some applicants may require placement assistance in meeting course requirements, particularly those applicants who need HIGH SCHOOL EQUIVALENCY (HSE), developmental (college transitional), and/or refresher courses.

Applicants may have an interview with a counselor at the time they make application for enrollment at PCC. Later, when the necessary information is acquired, an admission interview may be held to assist the applicant in choosing an appropriate program. The counselor may make use of the Compass Accuplacer Placement Test, Computerized Choices Program, high school transcript, the applicant's experiences, personal interests, and any other pertinent information available about the individual.

2. **Career Placement:** The career placement office is part of Student Services at PCC. Students interested in part-time or full-time employment are encouraged to contact the PCC Career Center, located in Bayboro. The PCC Career Center provides job seekers and employers access to a variety of employment and training services. The ultimate responsibility for obtaining employment rests with the student.

When prospective students inquire about programs which are not offered at PCC, the counselor, in keeping with the philosophy of helping all customers, will provide the necessary educational and occupational assistance.

Rev. Oct. 2015

Orientation: To gain an understanding of the philosophy and standards of the College, students are required to participate in an online or face-to-face orientation which has the following objectives:

1. acquaint the students with the physical, academic, and social environment of the institution, encouraging them to become part of the PCC community of learners
2. introduce school policies, regulations, and procedures
3. provide information necessary to maximize student understanding of resources available at PCC
4. provide an opportunity for students to acquaint themselves with faculty advisors and college staff

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Registration: Registration is designated each semester to allow the student and advisor to review the student's records and enroll in courses, within their major, for the following semester.

Rev. Dec. 2013

4.7 Attendance

This section includes information on repeating a course, auditing a course, academic load, the grading system, dropping/adding courses, withdrawals, and academic warnings.

Repeating a Course: A student may repeat a course to improve a grade. The highest grade will be used in computing the GPA. Each attempt impacts a student's Satisfactory Academic Progress (SAP) for federal financial aid purposes. For an explanation of SAP, go to <http://www.pamlico.cc.edu/about-pcc/5/college-catalog> and search for it in the catalog using the right-click Find feature.

Auditing a Course: A student may audit any course offered at PCC on a space-available basis, with priority given to program students prior to the first day of class. Courses that have been audited can later be taken for credit. The cost for auditing is the same as taking the course for credit. No federal financial aid will be awarded for courses that are audited.

Students auditing courses are not required to take examinations. The student must register for the course during registration, "audit" will be noted on the registration form, a grade of AU will be recorded and no academic credit is earned.

Academic Load: Students enrolled for 12 or more semester credit hours are designated as full-time students. A normal full-time load is 12-18 semester credit hours. Students wishing to enroll for more than 18 semester credit hours must have the written approval of his/her advisor and the Vice President of Instructional Services. Determining factors include the student's overall academic progress and attendance record. A student whose GPA falls below 2.00 may be advised to take a reduced course load. Students employed full-time or part-time may also be advised to take a reduced course load contingent on academic standing.

Grading System: The 4.00 quality point system is used to calculate student grade point averages. The letter grades used are:

| | | |
|----|-----------------------|-------------------------|
| A | 90 - 100 | 4 grade points per hour |
| B | 80 - 89 | 3 grade points per hour |
| C | 70 - 79 | 2 grade points per hour |
| D | 60 - 69 | 1 grade point per hour |
| F | below 60 | 0 grade points per hour |
| I | Incomplete | 0 grade points per hour |
| AU | Audit | 0 grade points per hour |
| T | Transfer Credit | 0 grade points per hour |
| W | Withdraw | 0 grade points per hour |
| X | Student Never Entered | 0 grade points per hour |

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| | | |
|----|-----------------------|-------------------------|
| Z | Proficiency | 0 grade points per hour |
| CE | Credit by Examination | 0 grade points per hour |
| LE | Credit by Experience | 0 grade points per hour |

Incomplete Grades: The temporary grade of “I” is assigned at the discretion of the course instructor for incomplete course work due to extenuating circumstances. It is the student’s responsibility to contact the instructor regarding work to be completed for the removal of the “I” grade.

A grade of "I" must be removed by completing the work by the end of the 60% point of the next semester. If, after the identified 60% point, the work is not completed a grade of "I" will be changed by the instructor and the Vice President of Instructional Services to a grade of "F" and be computed in the GPA. There may be extenuating circumstances approved by the instructor and Vice President of Instructional Services to extend the completion period.

*Courses with an "Incomplete" grade are not used in computing grade point averages, however, a student with an "Incomplete" is not eligible for the President’s List or High Honors list.

Rev. Oct. 2015

Dropping/Adding Courses and Withdrawals: Drop/add dates and time periods are published in the College calendar and other handouts prior to each semester.

A student may withdraw at any time during the semester. The last date to withdraw without penalty is up to the 60% point of each course. This date is reflected on each course syllabus. To initiate the withdrawal process, a Registration Change Notice Form must be obtained from Student Services, completed, and submitted to the instructor. The instructor will assign a grade of “W” (withdrawal) on each course for which the student is registered and provide a last date of attendance.

After the last date to drop without penalty, any withdrawals not approved by the Vice President of Student Services will result in a grade of “WF.” Any withdrawal approved by the Vice President of Student Services will lead to an Administrative withdrawal. Administrative withdrawals may be considered only in the event of documented extenuating circumstances.

Failing to complete the appropriate paperwork upon withdrawing will result in a grade of “F” Withdrawals do not exempt the student from the Satisfactory Academic Progress stipulation. For an explanation of SAP, go to <http://www.pamlicocc.edu/about-pcc/5/college-catalog> and search for it in the catalog using the right-click Find feature.

Academic Standing – Warning for Curriculum Programs:

- A. First Warning - A student with a grade point average less than 2.00 will be placed on academic warning, will be notified of academic standing and will be advised to meet with

a counselor. A possible reduction in course load to less than full-time status may be required.

- B. Second Warning - A second consecutive academic warning will require an evaluation of the student's progress. This review will include consultation between the student, counselors, advisors, and instructors, including the Vice President of Student Services when deemed necessary. At this point, the student is subject to redirection in another curriculum.

Readmission of Curriculum Students: Students re-entering PCC after one or more semesters out of school will follow admissions procedures. If the student was out of school as a result of disciplinary action, he/she may be asked to appear before the Vice President of Student Services and petition for readmission. If the returning student was on academic warning at the time of his/her leaving, the academic warning policy will remain in effect.

Rev. Dec. 2013

4.8 Credit by Examination

Course credit for proficiencies previously acquired by the student may be earned by examination. A student who wishes to challenge a course may apply to take a proficiency examination covering the content of the course. Examinations may be arranged to document proficiencies previously acquired through employment, military service, secondary education, post-secondary non-accredited schools, or correspondence schools. Developmental courses may not be challenged. A student is allowed one opportunity to take a proficiency examination for credit in any given course.

To earn credit by proficiency examination the student must:

1. Be currently enrolled in the program containing the course for which credit by examination is being sought.
2. Register for the course, pay appropriate tuition and fees as required and attend the course from the beginning of the semester.
3. Not have previously attempted the course for which credit by examination is being sought.
4. Demonstrate to the satisfaction of the appropriate faculty member that sufficient justification exists to warrant approval of the request for the examination
5. Submit the prescribed application for approval to seek credit by examination, available from the student's advisor. Advisors may find the form on [Office 365 SharePoint PCC Forms](#).
6. Credit by examination must be requested and scheduled within the first two weeks of the semester and completed by the end of the fourth week.

The grade of Credit by Examination (CE) is the official grade used by the instructor to report successful completion of a proficiency examination. To earn credit by examination, a student must achieve a score of "C" or better on the examination. A course in which the grade "CE" is earned is not included in the calculation of the student's grade point average. A grade of "CE" will make the student ineligible to receive financial aid for that course.

4.9 Credit by Experience

The granting of curriculum credit for non-traditional educational experiences will be considered upon receipt of appropriate official documentation by the Vice President of Instructional Services. The Vice President of Instructional Services will evaluate the documentation to determine the applicability to the student's educational program. Transfer credit for non-traditional work from a regionally accredited institution is limited to no more than 50 percent of the AAS degree or diploma requirements. The student will receive written notification of credit awarded on the Transfer Credit Evaluation form.

Curriculum credit for proficiencies developed through various non-traditional learning activities may also be earned as described in the "Credit by Examination" policy, 4.8, above.

Curriculum credit may also be sought for courses that have been passed by appropriate examination of the Advanced Placement Program (APP), the College Level Examination Program (CLEP), and the Defense Activity for Non-Traditional Education Supports (DANTES). Credit will be allowed for APP scores of three and above. CLEP and DANTES test scores must meet American Council on Education (ACE) minimum recommendations.

Curriculum credit may also be sought through:

1. Documentation of a specific work experience or skill that coincides with the skills and tasks required in a particular course.
2. The department chair will evaluate the documented training and/or experiences which may require a demonstration of one's ability. Experiences must be approved by the student's department chair and the Vice President of Instructional Services
3. Veterans may apply credit for training received under the armed forces college training programs and some specialized and technical training completed under the auspices of the armed forces. Appropriate documentation must be provided.
4. The approved credit recommendation should be submitted to Student Services.
5. The registrar will record a symbol of "LE" on the transcript with credit hours; however, no grade points will be assigned.

Rev. November 2010, Dec. 2013

4.10 Student Activities/Student Organizations

Extracurricular activities shall promote student growth, individual and school pride, student morale, and enhance the educational process. All extracurricular activities shall operate under the direction of the appropriate vice president and an assigned faculty advisor. The advisor and the sponsoring organization's officers will be responsible for the program. Fund raising activities require prior approval from the President.

Students wishing to initiate additional organizations shall seek approval by applying to the Vice President of Student Services, stating the purpose and objective of the proposed organization.

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Student Government Association: The Student Government Association (SGA) operates under the direction of the Vice President of Student Services and represents one of the most active organizations at the College. The purpose of this organization is to enhance the morale of the student body and to provide means for a closer working relationship between students and school personnel. SGA gives students a channel to voice concerns in college affairs on SGA matters. CE students are encouraged to participate in SGA activities as non-voting members. The president of the SGA serves as a non-voting member of the College's Board of Trustees.

The officers of the SGA include president, vice president, secretary, treasurer, and administrative assistant. Officer Elections are held after fall registration.

Phi Theta Kappa: Phi Theta Kappa is the International Honor Society for Two-Year Colleges. Its stated missions are to “recognize and encourage scholarship among two-year college students” and to “provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence”. Pamlico Community College holds the Alpha Xi Omicron Chapter of Phi Theta Kappa. In order to become a member, a student must have completed a minimum of 12 semester hours of associate degree coursework with a grade point average (GPA) of at least 3.5 on a 4.0 scale, adhere to the school code of conduct, and possess recognized qualities of citizenship. A GPA of 3.25 must be maintained in order to remain in good standing. Per the chapter by-laws, students may also be provisional members, alumni members, or honorary members. High school students may qualify as provisional members if they have maintained a 3.5 GPA on all coursework completed in high school, if they are currently enrolled in associate degree coursework, if they have at least 12 credit hours, if they adhere to the school code of conduct, and if they possess recognized qualities of citizenship. Membership may also be transferred from another chapter at another two-year college.

Phi Theta Kappa has a local chapter advisor and may also have a co-advisor. Pamlico’s Alpha Xi Omicron Chapter can have a President, Vice President, Treasurer, Recording Secretary, and Public Relations Secretary. Additional officers may be elected.

Student Publications: Any student initiated publication, i.e., yearbook; magazines, newsletter, etc. shall operate under the direction of the Vice President of Student Services and the Services for Students Committee.

- **Services for Students/Student Publications Sub-Committee:** The Services for Students/Student Publications Sub-Committee falls under the guidance of the Services for Students Committee. The committee shall consist of two staff members appointed by the President and two students selected by the Student Government Association. The functions of the committee shall include:
 1. Approval of editors selected by the campus publications' staff.
 2. Approval of the staff recommendations made by the campus publications' staff.
 3. Removal of the editor, if his/her removal should be judged necessary.
 4. Appropriate action if the advisor - student relationship becomes unworkable.

The sub-committee may meet annually unless special meetings are called. Actions of the sub-committee are subject to review by the President of the College at the request of the

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advisor or student. Committee actions will be final unless such request is made within 2 business days.

- **Student Publications Editors:** The editors and Services for Students Committee accept the responsibility for the publications and contents. The editor has the responsibility to seek advice on all matters regarding school policy and suitability of publication materials.

The editor shall be a qualified student selected by the staff of the publication which he/she will lead. The Services for Students/Student Publications Subcommittee will establish appropriate qualifications. The prospective editor will then be approved by the Services for Students Committee

In the event of poor academic standing, irresponsibility, incompetence, or inefficiency of the editor, action may be taken to secure his/her removal from office. Removal of the editor shall be by a voting majority of the Services for Students Committee.

Rev. Dec. 2013

4.11 Discipline

PCC expects all students to maintain the high standards of responsible citizens. Students whose conduct is disruptive to the education process or other lawful operations of the College, whether on-campus or in the distance learning environment, may be subject to warning, failing grades, withdrawal from class, probation, suspension, or expulsion. Misconduct includes, but is not limited to, such behavior as stealing, cheating, bullying, derogatory/inflammatory e-mails or discussion forum entries, damaging institutional or personal property, or assault. Students are subject to civil authority on campus.

The campus and college facilities are not places of refuge or sanctuary. If a student is to be suspended the Vice President of Student Services will make the recommendation to the President.

Rev. Dec. 2013

4.12 Disruptive Activities

Disruptive activities are dealt with by the President and Executive Committee members who exercise responsibility within defined areas. The Chief Information Officer supervises campus security and is responsible for the orderly conduct of activities that occur on campus but outside the classroom. The Vice President of Instructional Services is responsible for the orderly conduct of the faculty and students in the instructional process. The Vice President of Student Services will assist in these matters as appropriate. The Coordinator of Evening Programs and Delamar Center Events and Evening Librarian are responsible for evening operations, both inside and outside the classroom. Any incident which occurs during evening hours will be reported to appropriate administrators.

The procedures to be followed in the event of disruptive activities are as follows:

1. Instructor (or person in authority in area of disruptive activity) informs campus security, the CIO or in their absence any member of the Executive Committee.
2. Responder responds to the trouble area immediately.
3. Instructor (or person in authority in area of disruptive activity) attempts to restore order, keeping in mind that the minimum amount of restraint to normalize the situation is the desirable approach.
4. Instructor (or person in authority in area of disruptive activity) makes an immediate verbal report to the official responder.

Upon notification of disruptive activities, faculty members conducting classes will remain in their classrooms with the students unless requested to evacuate due to any condition within the facility. Other faculty and administrative staff members should follow the college's Critical Incident Plan. When the situation warrants, Campus Security or a member of the Executive Committee will notify the proper authorities. At the time of arrival on campus, the responder will confer with law enforcement officials concerning the situation, and appropriate action will be taken. Students who violate College policy or law shall also be subject to college procedural due process.

Rev. Dec. 2013, July 2018

4.13 Student Involvement in Political Activities

PCC endorses the concept of citizenship development. Because College personnel believes that its students should become as knowledgeable as possible about the various political candidates and platforms, it permits group activities in support of a candidate or candidates provided the guidelines as set forth below are followed:

1. The President of the College shall designate those meetings that are considered to be sponsored by the College. Therefore, unless the meeting is specifically designated in this policy as College sponsored, the Request for Use of Facilities form (available on Office 365 SharePoint team site *PCC Forms* and Campus Cruiser) must be completed. It should be noted on this form that the request includes being designated as a College sponsored meeting.
2. Meetings which fall within College sponsorship automatically include approved
3. Meetings of the governing boards of the student activities committee, other College sponsored student organizations, and College sponsored alumni meetings.
4. Any approved student organization may use the facilities but must schedule the meeting with the appropriate College personnel.
5. Political organizations comprised exclusively of students at PCC, so long as such organizations do not allow non-student participation on campus except that such student organizations may invite non-student speakers to appear exclusively before the membership of their organization.

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6. Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the SGA president or president of other approved student organizations and Vice President of Student Services.
7. Activity in the halls must in no way interfere with classes or the instructional process.
8. Rallies may be held in the afternoon between the hours of 4:00 p.m. and 7:00 p.m.
9. Classes during the day or evening are not to be disrupted by any activity that might occur from any candidate or representative that might visit the campus.
10. Students are to refrain from placing bumper stickers or other similar devices on any vehicle unless permission has been obtained from the owner.

4.14 College Property

PCC property must not be abused or removed from the place where it belongs. Students who destroy or abuse the building or furnishings shall be expelled. Students shall be held liable for the damage.

4.15 Substance Abuse

Students shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or intoxicant of any kind while at PCC facilities or participating in a PCC sanctioned activity.

The Vice President of Student Services deals with students and instances of substance abuse at PCC facilities

Rev. Dec. 2013

4.16 Communicable Diseases

Students and employees of PCC who may be infected with a reportable communicable disease as defined by the North Carolina Commission for Health Services will not be excluded from enrollment or employment, nor restricted in access to college services or facilities, unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the institutional community, or others associated with the institution through clinical, cooperative, intern, or other such experiences, involving the general public.

Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of others.

Persons who know that they are infected are urged to share that information with their vice president or advisor so the College can assist in the appropriate response to their health and

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educational needs. Such information will be disclosed only to responsible institutional officials on a strictly limited, need- to-know basis, unless the individual consents in writing to the release of the information. The College is obligated by law to disclose to public health officials information about all confirmed cases of reportable communicable diseases.

4.17 Children on Campus

Students, faculty, or staff are not to bring children to PCC facilities, except in the event of specific campus activities or unique extenuating circumstances. Students bringing minors to class will be asked to leave. Children visiting the child care classes will be exempt if the reason for being there has been approved by the instructor for the classroom project or activity.

Campus tours and/or student groups visiting the campus must be accompanied by a College staff member.

In the case that children are on campus, they must be under the direct supervision of parent(s) or guardian(s) at all times. No children may be left unattended by a parent or guardian in any area of the campus. The College will not assume responsibility or liability for any minor children.

Rev. Dec. 2013

4.18 Student Grievances and Appeals

A student grievance exists when a student claims that a violation or a misinterpretation of PCC policy, procedure, or practice has occurred. A student filing a grievance should follow the procedures as outlined.

Procedures

Should a condition exist that a student feels is in violation of the rules, procedures, policies, or other standards of PCC, it is important that s/he bring it to the attention of the appropriate vice president.

During the process of a grievance, all procedures, meetings, names, and related information will be confidential in accordance to [Family Educational Rights and Privacy Act \(FERPA\)](#) laws, unless otherwise mutually agreed upon by all the parties involved.

Informal Process

Before the formal grievance process is instituted, the student is expected to meet with the person whom s/he believes has violated the policy or procedure. If the student does not believe that s/he is able to do that, s/he needs to meet and discuss the incident with the vice president or department chair to whom the staff or faculty member reports. The Vice President of Student Services is available to give students guidance in the informal process as well as in the formal process.

If a student believes s/he has been discriminated against because of race, color, sex, gender, gender expression, national origin, religion, age, disability or sexual orientation by college personnel, it important that s/he bring the situation to the attention of the Vice President of Student Services

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Formal Process

If the student is not satisfied with the results of the informal process, s/he should initiate the formal process.

Should a student wish to file a formal grievance against a college official, a written notice should be submitted by the student to the Vice President of Student Services.

The Vice President of Student Services will present the information to PCC's President to begin the process of organizing a grievance committee. The Student Grievance Committee is composed of the following: a college vice president, the President of the Student Government Association (SGA), other SGA officer or other appropriate student. Other members are appointed by the President. All committee activities are closed except to those directly involved in the proceedings, as determined by the appointed committee chair.

The Student Grievance Committee will convene within 2-5 business days of the notice of appeal. The result of any grievance made to the Student Grievance Committee will be determined by a majority vote of the committee members. Based upon the outcome of this voting, a written recommendation will be sent to the President by the committee chairperson. The President will review the recommendation of the committee, make a decision and notify the student accordingly

All decisions from the President are final.

Rev. Dec. 2013, July 2018

4.19 Health Services

PCC maintains no health facilities other than first-aid equipment. The responsibility for medical services rests with the student and his/her parents or guardian. Refer to PCC Procedures Chapter [8.12 Accidents](#) for detailed information on how accidents and other safety matters are to be handled.

Rev. Dec. 2013

4.20 Student Records

A student has a right to inspect and review his/her personal student records.

A student who desires to inspect his/her records may do so by written request to the Vice President of Student Services or Vice President of Instructional Services who will schedule such inspection. The student may request and receive copies of records. The student may be responsible for bearing the cost of duplication. The student may challenge the accuracy of his/her records and the institution will grant a hearing. Such a challenge should be directed to the Vice President of Student Services.

Except in compliance with [Family Educational Rights and Privacy Act \(FERPA\)](#) laws, no other persons will be permitted access to student-records.

The following is considered "Directory Information" and may be released by the respective vice president when requested by outside agencies for purposes not damaging to the student's well-being.

- A. Student's name
- B. Student's address
- C. Student's telephone number
- D. Student's classification
- E. Student's major field of study
- F. Dates of attendance
- G. Degrees, honors, and awards received

If a student does not desire this information to be released, written notification should be provided to the respective vice president.

4.21 Rights of Parents and Student to Review and Inspect Records

Those who have the right to inspect and review the permanent record file kept about the student include: (1) the student him/herself and (2) parents who claim students as dependents under Section 152 of the Internal Revenue Code.

PCC presumes that parents of students who have not yet reached the age of 18 claim the student as a dependent for tax purposes. Any student not yet 18 years of age who does not want his/her parents to have access to his/her permanent record file must so inform the Vice President of Student Services and prove that he/she is not a tax dependent of his/her parents. If a parent of a student who is at least 18 years of age wishes to inspect and review his/her child's permanent file, he/she must prove to the Vice President of Student Services, Coordinator of Continuing Education Services, or the Director of Transition Programs that s/he claims the student as a dependent for federal income tax purposes.

Parents or students who wish to inspect and review the permanent record file shall submit a request in writing to the Vice President of Student Services, Coordinator of Continuing Education Services, or the Director of Transition Programs. When s/he receives a written request for review of the records, the Vice President of Student Services shall schedule the review. The appointment date should be as early as possible but never later than 15 days after the request was made. The inspection and review shall be made in the office of Student Services, Coordinator of Continuing Education Services, or the Director of Transition Programs or at another place designated by the respective college official.

An appropriate college official competent in interpreting student records shall be present to explain the implications of the records that are examined.

Parents and students who wish to inspect records and live within 50 miles of the place where the records are kept must do so at the place designated by the College. After the inspection, they may request copies of the records they inspected. Parents or students who live further than 50

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miles from the place where the records are kept may request copies of the records without first inspecting them at the College. The copies shall be sent by certified mail, return receipt.

Rev. Dec. 2013

4.22 Student Accident Insurance

Accident insurance is mandatory for all curriculum students and required for Continuing Education students in selected courses as defined in CE registration information. Curriculum students pay a small fee each semester for coverage. Information is published in the College catalog, and will be made available at registration.

Rev. July 2011

4.23 Liability Insurance

Students in the allied health courses with a clinical component must purchase professional liability insurance. The rate fluctuates annually dependent upon the number of students and the terms of the policy.

4.24 Financial Information

Tuition and Fees: Tuition and fees are set by the State Board of Community Colleges and are subject to change without notice. Costs of textbooks and supplies are additional expenses that may vary according to the program of study. Current fees to be paid by students enrolled in certificate, diploma or degree programs will be published on the PCC website: www.pamlicocc.edu.

Refund Policy: In all refund cases, the student must initiate his/her withdrawal through Student Services. The Business Office will make the allowable refund only after written request from Student Services. The refund policy adheres to the State guidelines, and is available in the Student Services office.

Rev. Dec. 2013

4.25 Student Financial Aid Information

Financial aid is awarded to students to assist with educational expenses. It is administered through the Financial Aid Office located in Student Services and based on need, as determined by the FAFSA, and other sources including, but not limited to, scholarships, and veteran's benefits. The Financial Aid Office works with the Business Office in administering the financial aid program. Information regarding federal financial aid is available at www.fafsa.ed.gov.

Rev. Dec. 2013

4.26 State Authorization

All U.S. states require post-secondary educational institutions to be *legally authorized* to provide post-secondary educational instruction in their states. Many of these state laws and regulations also apply to online, distance, and correspondence educational instruction offered in that state.

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As such, (PCC) and its online/distance education programs/courses must be authorized in certain states prior to offering those courses or programs to students residing in those states

Southern Association of Colleges and Schools Commission on Colleges' Definition of Distance Education:

For the purposes of the Commission on Colleges' accreditation review, distance education is a formal educational process in which the majority of instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance course may use the Internet; one-way and two-way transmissions through open broadcast, closed-circuit, cable, microwave, broadband, fiber optics, or wireless communications devices; audio conferencing; or video CD-ROMs or DVDs if used as part of a distance learning course or program. (*SACS/COC Policy Statement adopted 2010*)

Reference: [Resource Manual for Principles of Accreditation: Foundations for Quality Enhancement, 2012 Edition](#)

The U.S. Secretary of Education recognizes accreditation by SACSCOC in establishing the eligibility of its accredited institutions to participate in programs authorized under Title IV of the Higher Education Act, as amended, and other federal programs. Federal statutes include mandates that the Commission review an institution in accordance with criteria outlined in the federal regulations developed by the U.S. Department of Education. As part of the review process, institutions are required to document compliance with those criteria responding to federal mandates and the Commission is obligated to consider such compliance when the institution is reviewed for initial membership or continued accreditation.

Points of Contact:

The Registrar will be the point of contact to coordinate, assist, and request authorization from states that require educational institutions to be legally authorized in their state prior to offering online/distance education programs/courses to students residing in that state.

The Registrar will maintain information needed to determine eligibility in states and to complete authorization requests as necessary. The Registrar will maintain a database of out-of-state students enrolled in PCC distance learning programs/courses. The Coordinator of Distance Learning will maintain records of instructors living out of state and registering online courses as appropriate with the Southern Regional Education Board (SREB).

Process:

The Registrar will seek compliance with any state authorization requirements for PCC through the following steps:

1. Act as the clearinghouse to assist academic units that offer online/distance education courses or programs to students residing in other states to obtain authorization in those states as necessary.
2. Monitor and maintain information related to other states' post-secondary authorization requirements.

3. Maintain point of contact information for each state's authorization agency/agencies and correspond with points of contact as necessary.
4. Track enrollment of students from other states in PCC courses delivered by online/distance delivery. (Note: In states that require authorization for faculty residing in the state, the Registrar will work with the respective hiring Chair.)
5. Monitor programs and courses to determine if the program/course meets an exemption status or if authorization must be obtained from a state or states when a need for authorization is determined.
6. Complete the authorization process when required by the state or states.
7. Establish and monitor renewal cycles for states from which authorization has been obtained.

The Business Office will:

8. Initiate the processing of payment (if necessary) of fees required for state authorization in any state from which the need for authorization arises.

The Vice President of Student Services will:

9. Provide website updates to the college webmaster on how to file a complaint with accrediting agencies and relevant state approval authorities that USDOE requires to be available to students on the PCC website.

The Director of Financial Aid will:

10. Keep current concerning federal revisions of state authorization regulations and of progress of adoption of the national reciprocity agreement, SARA.

The Coordinator of Distance Learning or a designee will:

11. Maintain PCC's presence in the SREB Electronic Campus.

The academic program/department from which the need for authorization arises, the Instructional Committee, and the SACSCOC Liaison will be responsible for:

12. Implementing a teach out plan and complete substantive change notifications if necessary (such as if a decision is made to no longer offer an entire program through distance education, etc.)

Rev. Dec. 2013

4.27 Library Services (LS)-Purpose

Library Services (LS) provides support services and resources to meet educational and informational needs.

4.28 Services Available in the Library

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- Library Collection, CCLINC, NCLIVE, ILL
- Paid Online Databases
 - A.D.A.M.
 - NewsBank: Access World News and Find a Topic
- Audiovisual Services
- Computers and peripherals
- Cultural and Life Enrichment Program
- HiSET (formerly GED) Testing Services
- North Carolina Research and Education Network (NCREN)
- Student Success Center

The Library Collection—PCC has one library that is centrally located on campus in the Johnson Building. Library resources and services are available to all PCC students, faculty, and staff. The library also provides services and borrowing privileges to Pamlico County residents who are 18 years and older. The collection consists of print and non-print materials in diverse formats. These resources include books, periodicals, newspapers, audiovisual materials, and access to online sources. Additional access to collections and resources are granted to students, faculty, and staff through a cooperative agreement at East Carolina University's Joyner Library. PCC students, faculty, and staff may register with Joyner Library by providing a current PCC ID or a current class schedule.

CCLINC (Community College Libraries in North Carolina)—Online access to a combined collection of 49 other North Carolina community college libraries (<http://www.cclinc.nccommunitycolleges.edu/>).

NCLIVE (North Carolina Libraries in Virtual Education) - a statewide electronic library project that provides access to multiple resources including:

- Magazines & Journals
- E-books
- Audiobooks
- Newspapers
- Test Preparation
- Images & Maps
- Encyclopedias
- Students, faculty and staff can access NC LIVE from the library's website or by visiting www.nclive.org

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ILL (Interlibrary Loan) and OCLC— provides access to materials not owned by the PCC library. Materials available through this service include books and periodicals.

Paid Online Databases – The library subscribes to a variety of online research databases that are related to educational fields of study.

Audiovisual Services—Audiovisual materials and equipment that are not a part of the classroom are provided to faculty and staff through a check out system to meet their instructional and institutional needs.

Computers with full Internet access – Students and patrons must follow the computer usage policy and guidelines which are posted on each computer station. Patrons must follow computer usage signage.

A printer, copy machine, and scanner are available for patron use. Copies are 10 cents each.

Patrons using the PCC library must complete an application card and present proper identification before checking out materials. Reference materials, newspapers, and current magazines & journals may be used in the library.

Cultural and Life Enrichment- Cultural and Life Enrichment is a part of Continuing Education and Library Services. Cultural and Life Enrichment classes are designed to promote personal growth and life enrichment. Classes are non-occupational and offered with the intent of keeping student fees as low as possible. Classes are open to PCC students, faculty, staff, and Pamlico County residents.

Each student, without exception, is required to pay the fee for the classes. There are no fee waivers for Cultural and Life Enrichment classes and all classes are subject to cancellation due to low enrollment.

Classes that could be offered include but are not limited to:

- Dance
- Foreign Languages and Communication Skills
- Culinary
- Tai Chi, Gentle Yoga, Chair Yoga
- Art
- Jewelry Making
- Banjo, Violin, Ukulele

North Carolina Research and Education Network (NCREN)

Interactive classes are delivered via the North Carolina Research and Education Network (NCREN), and are offered through a mobile system for students to take distance education courses. These classes are facilitated by Library Services staff. Curriculum and Continuing Education courses offered via NCREN are posted on PCC's academic schedule.

Student Success Center (SSC) - The Pamlico Community College Student Success Center is committed to enhancing student retention and success by offering assistance to students through academic support services. The Student Success Center offers free tutoring for any student enrolled in courses at the college. The SSC provides individual or small-group tutoring and self-

directed computer instruction to any student who needs and wants to improve his or her class performance.

4.30 Library Services Staff

The library provides qualified professional and support staff for PCC's library services, audio-visual resources, event coordination and cultural enrichment workshops to faculty, student, staff and community patrons supporting the educational and community outreach programs of the College.

Instructors teaching enrichment courses in the Community Service or Cultural Enrichment Programs must display proficiency in subject area. These courses do not require specific credentials; however, credentials and work experiences are considered in selecting instructors. (See organizational chart in Chapter 2 and Position Descriptions in Office 365 SharePoint team site.)

4.31 Library Services Hours of Operation

Monday through Thursday: 7:30 a.m. – 7:30 p.m.

Friday: 7:30 a.m. – 1:00 p.m.

Holiday and summer hours vary and are posted on the front door of the library and on Campus Cruiser.

4.32 Library and/or Bibliographical Orientation

Library orientation and/or Bibliographical instruction are provided upon request by contacting the staff.

4.33 Library Cooperative Agreements

Cooperative agreements are renewed annually after review.

4.34 Resource Selection

The primary objective of resource selection is to support, supplement, and enrich PCC's educational programs and to assist all patrons in the pursuit of education, information, and the creative use of leisure time. Input from faculty, staff, students, and the general public is sought in building the collection.

Criteria of Book and Periodical Selection

- Materials for purchase are considered on the basis of:
- Needs of PCC based on the existing collection
- Importance of the subject matter
- Authoritativeness
- Timeliness or permanence
- Readability and popular appeal
- Format and price

- Overall Purpose
- Quality of the writing/production
- Reputation and significance of the author, artist, composer, publisher and producer
- Recommendations from faculty, staff, students and community patrons
- Usefulness and relationship to curriculum

Gifts—Gifts are accepted when they add to the collection and have no significant limitation about housing, handling or disposition of duplicate, damaged or undesirable items presented, etc.

The College will provide the donor with a receipt of the item upon request. To claim a charitable deduction for income tax purposes, the donor is responsible for determining the fair market value.

In acknowledgment of gifts, a gift label may be placed on the inside front cover, with the name of the person giving the book. If the book was given as a memorial, the person in whose memory the book was given shall be listed.

If gifts are deemed inappropriate for the collection, the materials will be returned to the donor or donated to the library's collaborative partner that supports global literacy in foreign countries..

Criteria for Weeding: The library uses the MUSTIE method of weeding.

M – Misleading--factually inaccurate

U – Ugly--worn beyond mending or rebinding

S – Superseded--by a new edition or by a much better book on the subject

T – Trivial--of no discernible literary or scientific merit

I – Irrelevant to the needs and interests of the library's community

E – Elsewhere--the material is easily obtainable from another source

Source: <http://lil.org/forlibs/ce/able/course4/05criteria.htm>

Book Repair--Only minor repairs are made on campus. Books needing binding or rebinding are sent to a commercial bindery if appropriate and affordable.

4.35 Controversial Works

The Library Bill of Rights and the Freedom to Read Statement apply to all acquisitions of library materials. The library recognizes that many books, periodicals, and media are controversial and that any item may offend some patrons. While PCC does not endorse every idea contained in the materials made available, such materials should be made available to everyone who needs or desires them. Since tastes vary, one standard of taste or opinion should not be imposed. Therefore, PCC opposes and resists every encroachment of intellectual freedom by individuals or groups.

When a selection is challenged the following procedure will be followed:

1. When a complaint is made, the library representative receiving the complaint should make no comments regarding the challenged material. That representative should ask the

patron to make the protest in writing using the form, "Citizen's Request for Reconsideration of Educational Material", available in the Library.

2. The form is to be returned to the Librarian who shall:
 - Inform the President and formulate an ad hoc committee to meet and review the material in question.
 - Place the challenged material on reserve for one month so that members of the Committee may read and study the material
3. The Committee shall:
 - Read the material, examine reviews, and consult authoritative lists and holdings of similar institutions
 - Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context
 - Prepare a report to be sent to the Vice President of Instructional Services within 10 working days
4. If the Vice President determines that the challenged material should be removed from circulation, he/she will contact the Chair of the Curriculum and Program Committee of the Board of Trustees. The Curriculum and Program Committee will meet to review the findings and act in an advisory capacity to the Vice President. If the final decision is to remove the challenged material, it will be withdrawn from circulation.
5. The complainant will be notified immediately in writing regarding the final decision of the President. The complainant has a right to appeal the decision of the Vice President by requesting a hearing before the full Board of Trustees within 20 days of notification. The Board will schedule a review hearing within 15 days of the complainant's request. The Librarian of the Board of Trustees shall be the presiding officer at the hearing and the decision of the Board shall be final

4.36 Library Circulation Procedures

The library provides access to a broad collection of books and other printed and non-printed materials. All students, faculty, staff, and the general public have access to books and materials. Faculty are responsible for all books and materials checked out for classroom use. Reference books are checked out to faculty and kept in classrooms to supplement instruction needs.

Book Loans and Renewals- Books are checked out for a three-week period and may be renewed twice by the CCLINC online library catalog (<http://www.cclinc.ncccs.cc.nc.us>), email, fax, phone, or in person. The reserve collection loan period varies with semester and instructor. Faculty, upon the approval of the Chair, can check out reference books.

Periodicals—Periodicals and newspapers are available in the reading area of the library. Only back issues of the periodicals are allowed to be checked out. A current periodical collection list is available.

PCC utilizes NCLIVE for most of the electronic resources available to students.

Newspapers are kept on file for two weeks. A copy of The Pamlico News is kept for archival purposes for one year.

Pamphlet File—Pamphlets, clippings, and similar materials are filed by subject. Pamphlets may be checked for a three-day period.

Reference—Reference books are identified by (REF) on the spine and include materials such as encyclopedias, handbooks, atlases, almanacs, dictionaries, and indexes. Other reference resources can include:

- Reference Desk at the State Library of North Carolina
- CCLINC: Interlibrary Loans
- Internet
- NC LIVE (North Carolina Libraries for Virtual Education) and on-line periodicals/journals and newspapers

Reserve Collection—instructors may place books and other media on reserve. The reserve collection is located near the circulation desk and is subject to different checkout procedures and fines. Unless specifically requested all reserve materials will be returned to the regular collection at the end of each semester.

Interlibrary Loan--A book can be borrowed from another community college library in the CCLINC library online catalog consortium by using the barcode number assigned to each library user.

The borrower is responsible for any photocopy or fax charges.

Borrowers--All borrowers must be at least 18 years of age and must show a photo ID before being allowed to borrow, or be a student with a PCC ID card.

Returning Materials--Students must resolve any outstanding library fines and charges to register, participate in graduation, or to receive a transcript. Faculty members must return all materials checked out after each semester. Laptops must be returned every 30 days for inventory and updates. All college employees must pay outstanding library fines at the time of termination or end of a contract period. Any outstanding amounts will be deducted from the final paycheck.

Fines and Lost Material--When materials become overdue the borrower will not be able to check out additional resources until the overdue ones are returned and the fines paid. Fines for General Collection Books are five cents per day up to \$2.00 per book.

Materials not returned after three months are considered lost, and the borrower will be billed accordingly. The price of a damaged or lost book/s and periodical/s will also be included in the total, along with the assessed fine.

All fines should be paid promptly. Students can check the status of the books they check out through CCLINC or if at a remote location by accessing (<http://www.cclinc.ncccs.cc.nc.us>)

Fines on damaged materials and lost material will be billed accordingly using current prices of materials.

CHAPTER 5

INSTRUCTIONAL SERVICES DIVISION (IS)

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CHAPTER 5

INSTRUCTIONAL SERVICES DIVISION (IS)

5.1 Purpose Statement

The purpose of the IS Division is to create relevant and dynamic learning experiences with quality instruction in a student-centered learning environment.

5.2 IS Departments

Departments in the IS Division are:

Curriculum (see [Curriculum \(CU\)-Purpose](#))

- Off-Campus—Public Service, Cosmetology/Esthetics, Career and College Promise and Corrections programs.
- General Studies & Allied Health

Continuing Education, Construction and Industrial Programs (see [Continuing Education \(CE\)-Purpose](#))

Transition Programs (see [Basic Skills \(BS\)-Purpose](#))

Departments are led by Chairs or Program Coordinators

Each department may further define a purpose statement as a component of IS that is aligned with the PCC mission statement.

5.3 Budget Procedures

[Chapter 3, Business Office/Financial Resources](#), contains all relative budgetary items for all divisions and departments.

IS budget managers develop a budget for the fiscal year and submits to the Vice President of Instructional Services in compliance with PCC Budget Procedures. Approved budgets are management tools and will be the responsibility of the department head.

5.4 Organization Chart

Organization Charts are published on PCC's website <http://www.pamlicocc.edu/pdf/OrganizationalChart5.16.16.pdf>. Position descriptions are published on Office 365 SharePoint team site.

5.5 Educational Opportunities

All educational programs are approved by the North Carolina Community College System and recognized by our regional accrediting agency—Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). CU, CE, and Transition programs are designed to complement each other.

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Curriculum Programs are for-credit programs that lead to certificates, diplomas and degrees. Additional information is in [Curriculum \(CU\)-Purpose](#) .

Continuing Education Programs are non-credit courses offered at a variety of times and in formats made available to the public to focus on the specific educational needs of the learner. See additional information in [Continuing Education \(CE\)-Purpose](#)

Transition Programs encompass adult education programs and developmental education offerings. Adult education programs are specifically designed for those who have not completed high school or who may have mathematics and/or reading level difficulties. **Basic Skills Plus** is designed to transition entry level pre-college Basic Skills Program students into CU and/or CE programs. Developmental education courses are refresher pre-college courses. See additional information in [Basic Skills \(BS\)-Purpose](#).

Distance Learning programs provide students with a virtual learning environment. Online and partial Internet courses are offered in both curriculum and continuing education programs.

Career and College Promise programs offer college instruction to current high school and home-schooled juniors and seniors. These structured pathways provide entry level job skills as well as credit towards an associate degree and may reduce time to completion for students who continue into post-secondary education after graduating from high school.

Correction programs refer to instruction provided to inmates at Pamlico Correctional Institution (PCI). PCC provides CU, CE, and BS programs to PCI students.

5.6 Registration

All IS employees are expected to participate in registration functions as needed. CU, CE, BS, CCP and PCI registrations and pre-registration times are held on a staggered schedule. Scheduled classes will be advertised to inform interested individuals of class offerings. Classes may be cancelled if an adequate number of students are not registered.

5.7 Professional Development

Full-time employees are expected to participate in professional development activities and report activities annually as part of the Employee Appraisal Process.

You are responsible for completing at least 12 hours of professional development during an academic year. Professional development comes in many forms, including but not limited to: conferences, workshops, training, and presentations. Keep track of your professional development on the Professional Development Form located in Share Point under PCC Forms.

Newly hired faculty academic advisors are required to participate in a series of academic advisor trainings with the Coordinator of Academic Advising during their first semester of employment. These trainings are to be recorded in the employees' Professional Development Form.

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| References |
| Legal References: SACSCOC References: Cross Reference: Faculty Handbook 4.11 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

5.8 General Duties and Responsibilities of Instrutors

Develop, revise and assess course learning outcomes and course syllabus with the designated department chair or Subject Matter Expert (SME) prior to the beginning of classes. Specific duties are listed on the faculty position description, including, but not limited, to:

- Instruct according to the course learning objectives and course syllabus.
- Be thoroughly prepared for each class session. Classes should be carefully planned and based on the course syllabus.
- Be prompt and utilize class time effectively. The instructor should arrive prior to the scheduled class time and utilize the total time the class is scheduled to meet.
- Maintain accurate attendance and student evaluation records.
- Keep a daily record of attendance in each class on WebAdvisor. Your mentor or SME will show you how to use it. Also it is a good idea to keep an accurate record on a paper Class Roster. Additionally, new federal requirements necessitate faculty indicate in WebAdvisor the student's last day of attendance with an "L". If a student's last day is their first day, we would indicate this by "EL". However, if a student never attends your class you would normally just withdraw them and click in the "never attended" box.
- Emphasize to all students the importance of prompt, regular and continuous attendance.
- Report promptly any problems and areas of concern to the designated department chair or SME.
- Observe housekeeping rules and customs. It is the responsibility of the instructor to enforce regulations concerning smoking, drinking, and eating in classrooms. Instructors are responsible for maintaining a safe, healthful, and hazard free learning environment for students in classes on or off campus.
- Emphasize safety first in labs and classrooms. The instructor is responsible for maintaining a safe and hazard free learning environment.
- Ensure all college equipment removed from the campus is properly checked out and returned at the end of the class.
- Encourage life-long learning and be aware of individual student learning styles.

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| References |
| Legal References: SACSCOC References: Cross Reference: Faculty Handbook 4.16 and 4.18 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

5.9 Course Syllabus

Prior to the start of each course, instructors must develop and provide a course syllabus that accurately reflects the actual class content, activities, class policies, grading scale, and learning outcomes. Instructors are expected to use the Common Syllabus Template to be found in Share Point in the PCC Forms folder. SMEs/chairs will review all course syllabi. All approved course syllabi are to be submitted electronically to the Coordinator of Instructional Support to be maintained in an electronic file.

Syllabus requirements

You will be required to use the Common Syllabus Template to create a syllabus for each class you teach. You will place your syllabus on your Moodle class page for each course. Hard copies of syllabi may be distributed in class. There is a link in each Moodle class to upload syllabi. Please send an electronic copy of each syllabus to the Coordinator of Instructional Support and your supervisor. The electronic naming convention for syllabi is: ENG111- 02-SP2012, MAT171-01-FA2013, EDU216-OL1-FA2013, and etc.

PCC Syllabi must include the following items. The PCC Syllabus Template contains a full list of required items.

- Your name
- Course number and section number
- Credit hours and contact hours
- Semester
- Census date
- Class times and dates
- Office hours
- Course description
- Supplies needed
- Titles of classroom texts
- A list of student learning outcomes
- Methods of evaluation
- Attendance policy
- Grade distribution scheme
- A general or specific course outline.

Some instructors prefer a fully-structured list of assignments, while others prefer flexibility. The first alternative is highly recommended. If you want the option of changing the syllabus during the semester, add a statement at the end of the syllabus informing students.

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|--|
| References |
| Legal References: SACSCOC References: Cross Reference: Faculty Handbook 4.3 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 |

5.10 Instructional Material Preparation and Reproduction

Instructors are expected to prepare all instructional materials. The instructor will need to contact the department chair, Program Coordinator, SME or Coordinator of Instructional Support for information on copying locations and procedures. Instructors who need assistance with producing or reproduction must communicate with the Director of Library Services two (2) work weeks prior to the beginning of the class and comply with copyright guidelines.

5.10(A) Intellectual Property Guidelines for Distance Learning

Also see [PCC Board of Trustees Intellectual Property Rights Policy](#)

Definitions:

1. Distance Learning Courses/Materials: Includes any materials specifically created for use in a distance learning course. These materials could include, but are not limited to: courses, study guides, software, videotaped lectures, databases, lectures, transparencies, visual aids lab manuals, syllabi, bibliographies, glossaries, tests, assignments, course documents and other instructional materials.
2. Distance Learning Course: Any course primarily delivered in a format not limited by traditional limitations of time and place. Examples include online classes, self-paced courses, or any combination of these.
3. Course Developer: An individual who works alone or with others to develop or create a distance learning course or related course materials.
4. Course Materials: Any resources used to create or develop a distance learning course such as, but not limited to: text, images, diagrams, graphs, multimedia presentations, instructor's notes, readings, bibliographies, lectures, simulations and group projects.

Guidelines:

1. Creation of Distance Learning Courses/Materials: Unless otherwise provided in a written statement, PCC owns all rights to a copyrightable or patentable work IF:
 - A. The work (or course material) was created or updated by an employee, whether full-time or part-time, or outside contractor who has been given commission from PCC (i.e. reassigned time, faculty development grants, special project funds, and other time or money given specifically for development purposes) in the course or scope of employment with PCC; and/or
 - B. The work (or course material) was created or updated by an employee, whether full-time or part-time, using PCC's facilities, time, equipment, or resources;
2. Ownership of Distance Learning Courses/Materials

- A. The developer and PCC will retain the absolute, unrestricted right in perpetuity to use without charge, the course(s) and/or content should the developer(s) leave the employment of PCC;
- B. The developed course (or materials) may be offered and taught by any faculty member employed with PCC;
- C. It is understood the developer is responsible for understanding the "Copyright" and "Fair Use" guidelines and all applicable laws, whether federal, state or local;
- D. It is understood the developer must agree to comply with all institutional rules, policies, course development criteria and/or guidelines, as well as all contracts and licenses.

3. Disputes

- A. Administrative Council has the authority to resolve disputes or concerns or can appoint an ad hoc committee to resolve DL issues regarding the Intellectual Property Policy at PCC;
- B. Resolution of disputes will receive approval from the Vice President of Instructional Services and the President.

Added Nov. 2013

5.11 Requisitioning Instructional Books, Supplies, and Materials

Instructors will discuss projected instructional needs with the department chair, director or SME allowing ample time for processing and delivery of instructional materials. The instructor, department chair, director or SME will complete appropriate requisitions in accordance with the PCC Procedures Chapter [7.2 Purchasing](#).

A minimum of two (2) work weeks are to be allowed for local purchases. Items that must be purchased from outside vendors and/or sent for bids will need four to six weeks for processing and delivery. Each semester the Campus Bookstore will publish a purchasing timeline to have books here for the beginning of classes - this schedule must be followed.

Requisitions will be processed on an as-needed basis as long as funding permits.

5.12 Evaluating Students

Student evaluations are to be established by the instructor and included in class syllabi. All measurements should adhere to valid assessment process and support clear direction and weight of each measure. Course content/outcomes regulated by an external accrediting agency must adhere to their processes and may incorporate additional assessments above the minimum standard established. Assessment instruments and methods should contain relevant content which reflects material covered during instruction, out-of-class assignments, research, and other activities during the delivery of the course. The delivery of the assessment is to adhere to the highest ethical standard to preserve the integrity of the assessment as well as the course

credential. A major graded assignment is to be scheduled before the 60% withdrawal date to allow students to make decisions about their staying or dropping a course.

Grading and Returning Student Work in a Timely Fashion

An ongoing concern is grading/returning student work in a timely fashion. We recommend you make it a habit of quickly grading and returning all student work. Post the grades in Moodle as soon as you are able. This provides timely feedback to your students and precludes problems developing toward the end of the semester. Specific turn-around timelines for OL courses are found in the DL Handbook. If you cannot meet your deadline to return work, let your students know and, if possible explain why.

| References |
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| Legal References: SACSCOC References: Cross Reference: Faculty Handbook 4.6 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

5.13 Student Attendance

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions for their entire duration in order to receive a passing grade. Attendance requirements will be included in each class syllabus.

In developmental courses, a student must attend a minimum of 85% of the total class hours, laboratory periods, and shop sessions for each developmental course in order to receive a passing grade.

In allied health core courses, a student must attend a minimum of 90% of the total class hours and laboratory periods. Additional attendance requirements may be placed on externships and clinical field trips. See Allied Health Handbook and the individual instructor's course syllabus for clarification of absentee policy.

Keep a daily record of attendance in each class on WebAdvisor. Your mentor or SME will show you how to use it. Also it is a good idea to keep an accurate record on a paper Class Roster. Additionally, new federal requirements necessitate faculty indicate in WebAdvisor the student's last day of attendance with an "L". If a student's last day is their first day, we would indicate this by "EL". However, if a student never attends your class you would normally just withdraw them and click in the "never attended" box.

If a student's name appears on your roster, and that student fails to show up, complete an Early Alert to Student Services using Aviso. Do not mark off a name or add a name to your roster. If there is a change, take it to the college registrar immediately for resolution.

Any student attending your class whose name is not on the Class Roster must be sent to Student Services immediately. The student cannot remain in the classroom.

At the end of the semester, record each student's grade in WebAdvisor.

| References |
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| Legal References: SACSCOC References: Cross Reference: Faculty Handbook 4.16 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

5.14 Absences for Religious Observance

PCC students are allowed two absences per year for a religious observation of their faith or belief. It is the responsibility of the student to understand the policies and procedures concerning absences as set forth in the PCC catalog and to make up any tests or other work missed due to an excused absence for a religious observance. This policy is in compliance with the requirements in N.C.G.S. §115D-5(u) (2010) and North Carolina Administrative Code.

1. An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year.
2. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
3. The excused absences shall be taken within the absences allowed in PCC's approved attendance policy as published in the Academic Information Section of the PCC General Catalog, found on PCC's website at <http://www.pamlicocc.edu/about-pcc/5/college-catalog>
4. The student must submit a "Request for Excused Absence for Religious Observance" form to the Vice President of Instructional Services or his/her designee at least ten (10) working days (Monday through Friday) prior to the date the student intends to be absent for the religious observance. The forms are available on Campus Cruiser and from Student Services. Each class to be missed must be listed on the form.
5. The Vice President of Student Services or his/her designee shall notify appropriate instructors within 72 hours of approving the request. Instructors are expected to note the excused absences as appropriate in class record documents.
6. Students granted an excused absence for the purpose of religious observance shall be given the opportunity to make up any work or tests missed due to an excused absence.

7. Instructors are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.
8. Should other provisions of the NC Administrative Code or the General Statutes apply, PCC shall implement requirements to comply with those provisions.

Added January 2011

5.15 Field Trips

Field trips may be a useful supplement to classroom instruction. Instructors wishing to make a field trip should take the following action:

- Establish a direct relationship between the trip and the objectives of the course.
- Caution students to exercise good safety practices during trips.
- Make arrangements for the trip and secure approval from the Vice Presidents for Instructional Services and Administrative Services prior to the proposed trip.
- Have students sign a waiver of responsibility form.

All field trips should be carefully coordinated in order to insure full learning value to the students; i.e., there must be pre-instruction, post-instruction, and detailed planning for instruction at the field trip site. The Division of Curriculum or Continuing Education must be notified and approval gained two weeks in advance of field trips. There is a form for this purpose on Share Point under PCC Forms.

When it is necessary to use vehicles other than the van provided by the College, the faculty or staff member in charge shall make all reasonable provisions for the safety and welfare of the students involved. Students must complete a waiver of liability form prior to the field trip. This is required each academic year and must be on file in the Business Office. This form is also available on Share Point under PCC Forms. Questions about field trips should be referred to the SME/Chair.

| References |
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| Legal References: SACSCOC References: Cross Reference: Faculty Handbook 4.10 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

5.16 Live Client Projects

In certain curriculum or continuing education classes, live projects may be used to supplement theoretical learning and for students to practice and/or demonstrate skills. Instructors must use

caution in selecting live projects. Projects must relate to the instructional program and not benefit the instructor or any PCC employee. According to State Board Policy, Administrative Code [1H SBCCC 300.1 Live Client Projects](#)

"Live Client Projects" are defined as (1) educational programs in which students, as part of their educational experiences or the instructional course requirements, repair or remodel non-college owned, personal property or real property; or (2) educational programs that construct structures that are sold, produce goods that are sold, or provide services for which a fee is charged, such goods or services being the normal and necessary product of learning activity of students...

"Live client projects" are deemed necessary in order to provide realistic experience in specific program areas in which there are currently limited training opportunities available. The utilization of "live client projects" for a program shall be based on:

1. Projects which are appropriate to the current subject material being taught.
2. Projects which facilitate meeting current course objectives.
3. Projects which can reasonably be accomplished given the time constraints of the current subject matter.
4. Authorization for "Live Client Projects" will be limited to those educational programs which are included in course requirements as published at the beginning of each semester in conjunction with the various instructional course requirements, and shall be approved by the Chief Financial Officer and the President prior to the beginning of a live client project.
5. The cost of supplies, replacement parts, or other materials necessary for a project and any assessment of the College shall be the responsibility of the individual or organization for which the work is performed.
6. Any "Live Project" funded by the College will be disposed of in accordance with [North Carolina General Statutes](#).

5.17 Student Projects

In classes that require certain performance measures of practical or applied skills, it is suggested that students participate in projects to practice the skills development. If the student chooses to maximize learning by engaging in a non-required project, the student is responsible for purchasing his/her supplies. Instructors are encouraged to provide students a handout listing the supplies and possible retail vendors.

5.18 Instructor Absences/Lateness

Instructors are expected to make all scheduled classes. When an instructor is unable to attend his/her class for any reason, he/she should inform the SME/chair immediately, so arrangements may be made for a substitute or other appropriate action. Each instructor is responsible for all

instructional components outlined in the course outline and must make-up any work missed in the most appropriate way—students will not be penalized for instructor’s absences or lateness. If students wait ten minutes and no word is received on when the instructor is going to arrive, it is reasonable for the students to create an attendance sheet.

| References |
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| Legal References: SACSCOC References: Cross Reference: Faculty Handbook 4.16 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

5.19 Guidelines for Making Up a Cancelled Class

Canceled classes will be rescheduled per CU, CE, or BS procedures. After each cancellation, a memo/email from the VP of Instructional Services or the Senior CE Officer will be sent explaining make up procedures.

In the event a class is cancelled due to weather or other reasons, you are still responsible for making sure that the full measure of teaching occurs in spite of these disruptions. You will need to fill out the appropriate Course Make-Up Form to document your make-up method of choice. These forms are located on the PCC Moodle Advising Site. Please complete the appropriate form and submit it to your SME/Chair within two weeks after the date that the class was missed. Once approved, your SME/Chair will submit this plan to the college registrar.

| References |
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| Legal References: SACSCOC References: Cross Reference: Faculty Handbook 4.17 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

5.20 Safety First and Good Housekeeping

Instructors are responsible for maintaining a safe, healthful, and hazard free learning environment for students in classes on or off campus.

Students in instructional areas that involve the use of machines must be taught safety rules by the instructor or safety officer, and every precaution should be taken to insure the safe operation of equipment. Following the live or electronic safety presentation, student participation should be recorded. Students are required to wear personal protective equipment in designated areas.

Instructors are expected to use assigned classrooms and laboratories and to leave the areas clean and in good order. It is the responsibility of the instructor to enforce regulations including, but

not limited to, smoking, drinking, and eating in classrooms. Any complaints about the condition of assigned rooms or labs should be made to the designated department chair, director or SME.

5.21 Reporting Problems and Special Needs

Classes are diverse in nature and may be conducted in various locations and through different modes of delivery. Instructors and students should communicate issues or problems with the department chair, director or SME. Students who disclose the need for special accommodation should be referred to the Student Services Division.

5.22 Curriculum (CU)-Purpose

- PCC curriculum programs lead to associate degrees, diplomas, and certificates. Associate in Applied Science (A.A.S.) degree programs provide preparation for various career fields with entry level skills and competencies required in today's technology-oriented workplace.
- The Associate in Art (A.A.) and Associate in Science (A.S.) degree programs are designed for transfer to a senior college or university at the junior level.
- The Associate in General Education (A.G.E.) degree is not intended for transfer, but it provides the latitude and options for students to design programs tailored to their needs and interests.

5.23 Curriculum Programs of Studies

Curriculum programs are organized as follows:

Off Campus Programs

- Criminal Justice
- Career and College Promise (CCP)—high school collaborations
- Cosmetology/Esthetics
- Prison Curriculum Programs

General Studies & Allied Health

- Associate in Arts
- Associate in Science
- Associate in General Education
- Accounting
- Business Administration
- Dental Lab Technology
- Early Childhood Education
- Electroneurodiagnostic Technology
- Environmental Science
- Human Services Technology
- Information Technology
- Medical Assisting
- Medical Office Administration
- Office System Technologies

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Construction and Industrial Technologies

- Electrical Systems Technologies
- Welding Technologies

| References |
|---|
| Legal References: |
| SACSCOC References: |
| Cross Reference: |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 |
| Board of Trustees Review/Approval Dates: |

5.24 Curriculum Practices

Effective teaching implies an atmosphere conducive to study and learning. Every effort is made at PCC to create a climate of intellectual curiosity and achievement among students.

In some curriculum programs appropriate clinical and practical experiences with outside agencies are provided. Cooperative Education and learning experiences for which credit is awarded must contribute to the student learning objective for the student' program of study.

Through course outlines and stated competencies, instruction is related to the specific goals of each course, with due attention to the capabilities and abilities of the students and to the general standards of quality. Appropriate resources are available, and should be known and used by all teachers for all students. It is essential that students have a clear idea of the aims and requirements of each course and the methods of evaluation used.

5.25 Curriculum Faculty

All CU instructors are required to have appropriate educational credentials from a regionally accredited agency. Relevant instructional experience is desired; however, work experience will also be considered, along with professional licensure and certifications, and honors and awards in their discipline. Part-time instructors are selected after all full-time permanent and part-time permanent instructors have been assigned required teaching hours. Exceptions may be approved by the Vice President of Instructional Services. Part-time hourly faculty are paid according to the highest degree level attained when the budget permits. Also, see [PCC Procedures 6.18 Personnel Qualifications](#).

5.25(A) Instructor Evaluations

Evaluation is required of all faculty (adjunct and full time) during their employment at PCC. Class Observations will be performed at least once per academic year. The basic evaluation instrument will be the Instructor Observation Form. Full time faculty and adjunct faculty will be evaluated by their respective Chair/SME or designee.

The Instructor Observation Form form will be completed by the faculty member's supervisor, department head, or designee. Instructor Observation forms are kept on file in the Human Resource Office.

The evaluator shall provide a written copy of the evaluation along with any narrative comments to the person evaluated with an invitation to confer with the evaluator. All of these actions shall be in accordance with the College's procedures.

The evaluation narrative shall include, but not be limited to the following criteria:

- Effectiveness in the performance of instruction.
- Effectiveness in establishing and maintaining positive professional relationships with colleagues, students and the community.
- Effectiveness in maintaining a current competence in the particular discipline or field of specialization.
- Adherence to policies, procedures, and regulations of Pamlico Community College and the North Carolina Community College System.

"Needs Improvement" and "Significant Concern" ratings require a written narrative. These ratings indicate the individual fails to meet the standards of performance expected of them as a faculty member at Pamlico Community College.

The evaluator giving this rating must be specific in narrative comments to included on the Instructor Observation Form setting forth the ways in which the individual has failed to meet expected performance standards and recommendations for improvement.

| References |
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| Legal References: SACSCOC References: Standard 6.3 Cross Reference: Faculty Handbook 4.1, 4.2 |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018, May 13, 2019 Board of Trustees Review/Approval Dates: |

5.26 Requirements for Graduation

PCC has been approved by the North Carolina State Board of Community Colleges and SACSCOC to award the Associate in Applied Science Degree, the Associate in Arts Degree, the Associate in Science Degree, the Associate in General Education Degree, diplomas, and/or certificates to those who qualify through course work taken at the College.

- An **Associate in Applied Science** degree is awarded to a student who completes a two-year technical program with a GPA of 2.0 (C) or better.
- An **Associate in Arts** or an **Associate of Science** degree is awarded to a student who completes a two-year transfer program with a GPA of 2.0 or better.
- An **Associate in General Education** degree is awarded to a student who completes a two-year general education program with a GPA of 2.0 or better.

- A **diploma** is awarded to a student who completes a diploma option with a GPA 2.0 or better.
- A **certificate** is awarded a student who successfully completes a certificate option with a GPA of 2.0 or better.

A student must earn a minimum of 25% of credits at PCC

Upon recommendation of the curriculum advisor and approval by the Vice President of Instructional Services certain specific graduation requirements may be substituted. This action may be necessitated as a result of curriculum changes during a student's enrollment, which would prevent such a student from completing all courses listed. However, only courses that are relative to the curriculum will be allowed as substitutions. Inadequate enrollment for a particular course during a student's final semester would also be grounds for substituting a course applicable to the field of study being pursued.

All financial obligations to PCC must be cleared before a degree, diploma, or certificate can be awarded.

By signing the student's application for graduation, the faculty advisor endorses the student's eligibility for graduation.

5.27 Continuing Education (CE)-Purpose

The purpose of CE is to facilitate lifelong learning by offering educational programs and services that respond to community needs in basic skills, short-term job skills training, and avocational opportunities.

5.28 Continuing Education Program

Components of CE are

- Workforce and Career Training (Occupational Extension)
- Distance Learning Offerings
- Self-Supporting Classes
- Occupational Health and Emergency Services
- Cultural and Life Enrichment Classes
- Basic Skills
- Human Resources Development (HRD)
- Small Business Center (SBC)

Workforce and Career Training—These courses consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields.

Distance Learning Offerings—These classes deliver instruction using various learning management systems which can be held synchronously or asynchronously. Online classes will deliver classes with the same rigor as a seated class utilizing various instructional methods.

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Self-Supporting Classes—All students are required to pay non-state mandated registration fee established to meet the costs of delivering the course. These courses are offered with the intent of keeping student fees as low as possible. Each student, without exception, is required to pay a prorated share of the cost of conducting the course.

Occupational Health-- Programs offer instruction relevant to the medical health industry and adhere to external credentialing agencies. These programs work in partnership with regional health providers to ensure instruction is current and afford students real life experiences in their training. Students will be prepared to take State and National licensure or credentialing exams.

Occupational Health courses include but are not limited to:

- Home Care Aide
- Nurse Aide I
- Nurse Aide II
- Phlebotomy

Emergency Services--These courses are designed and delivered to provide the skills necessary to perform duties set by State and National regulatory agencies as they relate to the emergency services. These programs require students to meet licensure and/or credentialing standards through written examination and practical completion. Students may be fee waived if affiliated with an approved agency and meet all state qualifications.

Emergency Services courses include but are not limited to:

- Fire Service
- Emergency Management
- Emergency Medical Services
- Law Enforcement
- Code Enforcement

Cultural and Life Enrichment Classes-[See 5.36, below.](#)

Basic Skills-See [5.32, below](#)

SBC- The SBC supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, resource and funding information.

5.29 Guidelines for Making Up a Cancelled Continuing Education Class

Cancelled CE classes will be rescheduled in conjunction with the instructor and department chair. The instructor will be issued a revised contract.

5.30 Cancellation of Continuing Education Classes

CE classes may be cancelled due to an insufficient number of students or the unavailability of a qualified instructor. If a cancellation is necessary, the students and instructor will be notified.

5.30(A) Refunds for Continuing Education Classes

A refund shall be made only under the following circumstances:

- A continuing education student is eligible for a 100% refund if s/he officially withdraws prior to the first day of class, or if the class fails to “make” due to insufficient enrollment. After the respective class begins, a 75% refund shall be made upon the request of the student if s/he officially withdraws from the class prior to or on the 10 % point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
- For contact hour classes, a 100% refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the College cancels the class.
- A 75 percent refund upon the request of the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the scheduled hours of the course section. This sub-section applies to all course sections except those course sections that begin and end on the same calendar day. Colleges shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.
- After a non-regularly scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student withdraws or is withdrawn by the college from the course section prior to or on the 10th calendar day after the start of the course section.
- Self-Supporting classes are not eligible for refunds.
- If a student dies before the class is completed, all fees may be refunded to the deceased’s estate.

All requests for refunds will be forwarded to the Coordinator of Continuing Education Services.

| References |
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| Legal References: Continuing Education Registration Fee Refunds <u>1E SBCCC 900.2</u> |
| SACSCOC References: |
| Cross Reference: |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 |
| Board of Trustees Review/Approval Dates: |

5.30(B) Concurrent Enrollment in Continuing Education Classes

According to [State Code 1D SBCCC 200.95](#), concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A

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high school student, 16 years old or older, may be admitted to any continuing education course, except adult basic skills, concurrently under the following conditions and by completing the [Concurrent Enrollment Form](#) found in Office 365 SharePoint team site:

1. Upon recommendation of the chief administrative school officer and approval of the president of the college or designee;
2. Upon approval of the student's program by the chief administrative school officer and the president of the college or designee; and
3. Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.
4. High school students shall not displace adults but may be admitted during any term on a space-available basis to any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.

| References |
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| Legal References: Education Services for Minors State Code 1D SBCCC 200.95 SACSCOC References: Cross Reference: |
| History |
| Added: January 2015 Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

5.31 Continuing Education Accountability and Integrity Plan

To ensure compliance with the North Carolina Community College State Board Code, the Continuing Education Division of Pamlico Community College will develop an Accountability and Integrity plan. This plan will at a minimum, define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures.

To meet these standards, the following will occur along with the timeline for completion.

1. Led by the Senior Continuing Education Administrator, a Plan will be developed in accordance with the standardized framework established by the NCCCS Office at a minimum of once a year not to exceed three years. This Plan will be approved by the Board of Trustees at least once every three years*. Once approved, the Plan will be submitted to System Office to be held in a repository for full transparency.
2. Each department in the CE Division will contribute to the development and implementation of the Plan. The CE departments will be required to participate in at least one area of focus in the Plan, establishing attainable objectives under a predetermined goal. These objectives shall focus on the relevant training for the workforce, response to training needs and stewardship of state funds. In addition, composed objectives shall emphasize the betterment of processes and the quality of programs and instruction.

3. The Senior Continuing Education Administrator will convene the department heads twice a year to establish current objectives and to ascertain progress and/or completion of objectives.
4. The Senior Continuing Education Administrator will compile the data produced by each CE department head and develop a report to submit to the VP of Instructional Services. The VP of Instructional Services will submit the report to the President.
5. Once the Plan is complete, or it is three years since Board approval, the results will be submitted to the VP of Instructional Services. The VP will then submit these results to the President and Board of Trustees.
6. If three years have lapsed since the approval of the Plan, then the Plan should be renewed by the Board of Trustees. If the Plan is fully or partially complete, then a new Plan should be approved by the Board of Trustees.
7. Each CE department head must conduct instructor visits in accordance with 5.31(A)

5.31(A) Continuing Education Instructor Visitation Plan

The Continuing Education Division Visitation Plan will be administered by all supervisors of continuing education programs as defined in [PCC Procedures 5.28 Continuing Education Program](#).

A visitation will occur for each instructor and will be documented by their supervisor. The document used for each visit is titled [Instructor Observation Form](#) found in Office 365 SharePoint team site. Each visit should occur no less than thirty minutes in the classroom without disrupting delivery. The supervisor will meet with the instructor to discuss the evaluation within five work days from its completion. If there is any corrective action needed, it will be determined at this time and documented. Visitation forms and any additional documentation pertaining to the evaluation will be kept with the Human Resources Office and supervisor for both full-time instructors and part-time instructors.

It is the expectation each supervisor will conduct a visitation for each instructor at least once a year. If it is the instructor's first class or it has been a year since they have last taught, then a visitation must occur within 20% of the schedule of the complete class offering. A follow up visitation should occur by the end of the scheduled class. If the instructor is without a year lapse between contracts then an annual visitation is required. A deviation from the scheduled frequency of visits is warranted when the supervisor deems it necessary for additional evaluation.

An annual report from each supervisor will be submitted to the Senior Continuing Education Administrator to which will be maintained in compliance with the Accountability & Integrity Plan. The *Continuing Education Visitation Annual Report* is found in PCC Forms on [Office 365](#)

[SharePoint team site](#). A report will be compiled and submitted to the VP of Instructional Services.

| References |
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| Legal References: 1B SBCCC 400.98 (a) Program Review , 1D SBCCC 300.4 (a) Program Accountability , CC00-147 (Rescinded), and 1D SBCCC 300.96 (Rescinded) SACSCOC References: Cross Reference: |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: 1/24/2017 |

5.31(B) Continuing Education Instructor Evaluations by Students

Instructor evaluations are used to achieve quality in teaching and learning. The evaluation targets student retention rate, timeliness and accuracy in completing paperwork, and initiative used in making classes optimally effective. CE instructors will be evaluated by the students at the end of each course. Data gathered are summarized, analyzed and filed in the instructor's file, maintained in his/her supervisor's office. Feedback is given to the instructor and, if needed, an improvement plan will be jointly developed.

5.32 Basic Skills (BS)-Purpose

Basic Skills (BS) assists adults in obtaining the knowledge and skills necessary for employment and self-sufficiency, assists adults who are parents in obtaining educational skills necessary to become full partners in the educational development of their children, and assists adults in the completion of secondary school education.

5.33 Components of Basic Skills Department

Components of Basic Skills Department are:

- Adult Basic Education (ABE)
- High School Equivalency (HSE; formerly GED)
- Adult Basic Skills/Community Living
- English as a Second Language (ESL)
- Human Resources Development (HRD)

ABE is designed for adults who are working at the pre-HSE level.

The HSE program consists of classroom instruction designed to qualify a student to demonstrate competency on the HSE tests and receive a High School Equivalency from the State Board of Education. The official HSE Tests are administered through the Basic Skills Department.

The Adult Basic Skills/Community Living program is designed for adults with diagnosed special needs. The purpose of the program is to compensate adults with developmental or intellectual disabilities through a structured and comprehensive educational and life skills

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program. The focus of the program is to help individuals become as independent as possible through acquiring the basic and life skills needed for successful daily living.

ESL classes provide non-native speakers of English a competency in the English language in order to allow them to function comfortably in their communities. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship.

5.34 Basic Skills Staff

All BS instructors are required to have the appropriate educational credentials from a regionally accredited institution. Instructional experience is desired.

5.35 Cultural and Life Enrichment

Cultural and Life Enrichment- Cultural and Life Enrichment is a part of Continuing Education and Library Services. Cultural and Life Enrichment classes are designed to promote personal growth and life enrichment. Classes are non-occupational and offered with the intent of keeping student fees as low as possible. Classes are open to PCC students, faculty, staff, and Pamlico County residents.

Each student, without exception, is required to pay the fee for the classes. There are no fee waivers for Cultural and Life Enrichment classes and all classes are subject to cancellation due to low enrollment.

Classes that could be offered include but are not limited to:

Dance

Foreign Languages and Communication Skills

Culinary

Tai Chi, Gentle Yoga, Chair Yoga

Art

Jewelry Making

Banjo, Violin, Ukulele

5.36 High School Equivalency (HSE, formerly GED)

High School Equivalency (HSE, formerly GED) Testing

The PCC Library serves as the HSE Testing Center.

Testing information is available in the Basic Skills Department. Students are required to come in person to take the test and must provide one valid form of government-issued identification in order to be admitted into the testing room. Students may schedule and pay for testing online at the test manufacturers' website.

HSE testing also takes place at the Pamlico Correctional Institute (PCI) in Bayboro, NC. Please contact one of the High School Equivalency Examiners for more information.

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The Director of Basic Skills serves as the Chief High School Equivalency Examiner and permanent library staff serve as High School Equivalency Examiners.

Chapter 6

EMPLOYMENT AND PERSONNEL

- [6.1 Authority to Employ](#)
- [6.2 Employment Categories](#)
- [6.3 Definitions of Workforce Categories](#)
- [6.4 Equal Employment Opportunity](#)
- [6.5 Responsibility for Equal Employment Opportunity](#)
- [6.6 Reporting Violations of the Equal Employment Opportunity Policy](#)
- [6.7 Disabilities](#)
- [6.8 Overview of the Employee Selection Process](#)
- [6.9 General Procedures for Filling Position Vacancies](#)
- [6.10 Transfer, Promotion and /or Advancement](#)
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CHAPTER 6

EMPLOYMENT AND PERSONNEL

6.1 Authority to Employ

Pursuant to the General Statutes of North Carolina and the Board bylaws and policies as outlined in PCC's Board Policies 2.24 Authority to Employ, the President is delegated the authority to hire all personnel and to make instructional and staff assignments. The President is also delegated authority to suspend, dismiss, and accept the resignations of College personnel on behalf of the Board of Trustees as final within the guidelines of College policy.

Non-renewals and terminations shall be reported to the Board of Trustees by the president before the action is taken. All other employment decisions will be reported to the Board of Trustees at its next regularly scheduled meeting.

6.2 Employment Categories

- **Permanent Full-Time:** A position established in the budget as a permanent, recurring position and is so designated by the President at the time of employment. Employment must be for nine or more months per fiscal year and considered full-time weekly employment. The employee is subject to mandatory retirement deductions, as determined by the North Carolina Teachers and State Employees Retirement System, is eligible to participate in the N. C. State Comprehensive Medical Benefits Plan (employee's premium paid by College to the extent allowed by N.C. Law), earns sick leave, earns vacation (instructors are exempt from vacation) and is eligible to participate in all other employee benefit plans.
- **Permanent Part-Time:** A position established in the budget as a permanent recurring position and is so designated by the President at the time of employment. Employment must be for nine or more months per fiscal year and at least 20 hours per week but less than full-time weekly employment. Each employee is eligible to earn sick leave and vacation (instructors are exempt from vacation) on a pro-rata basis of that of a full-time employee. Personnel hired for 30 hours or more but less than full-time per week are eligible for paid medical benefits and are required to contribute to the N C Teachers and State Employees Retirement System. Personnel hired for 20 hours through 29 hours per week may participate in the State Medical Benefit Plan by paying the full cost of the premium. No other benefits apply to this position.
- **Temporary Full-Time:** A position not established in the budget as a permanent recurring position and is so designated by the President at the time of employment. Employment must be for a period of nine or more months per fiscal year and considered full-time weekly employment but only for a special assignment or project not expected to recur on a continuous basis. The employee is eligible for paid holidays and vacation. However, the employee will earn vacation only at the first year experience level as defined in the vacation policy in Section 2.51 of Board Bylaws and Policies. In addition, all vacation must be taken before the contract expires. These employees will not be paid for any

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unused vacation. This category earns sick leave at the rate outlined in the sick leave policy in PCC [Board Policies 2.52 Family and Medical Leave](#). ~~This category is not eligible for paid medical nor retirement benefits.~~ *Process under revision.*

- **Part-Time/Hourly:** A position not established in the budget as a permanent or recurring position. Employment is for less than full-time weekly employment. Employees in this category are paid at an hourly rate. Part-time/hourly employees are not eligible for employee benefits other than social security.

6.3 Definitions of Workforce Categories

For Federal and State reporting purposes, PCC's workforce is divided into the following categories:

- Executive/Administrative/Managerial
- Faculty /Instructors
- Professional
- Technical/Paraprofessional
- Clerical and Secretarial
- Skilled Crafts
- Service/Maintenance

These categories are necessary for reporting Staff Information and IPEDS Data and in complying with the Fair Labor Standards Act.

6.4 Equal Employment Opportunity

PCC is dedicated to the concept of Equal Employment Opportunity in all aspects of its operation. More specifically, the Board of Trustees has adopted a Human Resources Plan to define its commitment to diversity and equal opportunity in employment. See PCC [Board Policies 2.1 Statement of Commitment to Equal Opportunity](#). It is the responsibility of administrators to comply with the plan in the employment process.

6.5 Responsibility for Equal Employment Opportunity

The Executive Committee, chairs, directors, administrators, or coordinators who have recruiting and hiring responsibilities and influence in the decision-making process are responsible for understanding Equal Employment Opportunity, for handling Civil Rights complaints as per the Grievance Procedure in PCC [Board Policies 2.88-2.89 Discipline, Non-Reappointment, and Grievances Policy](#), and should withdraw from serving on a position vacancy screening committee when a relative, business associate, or friend is being interviewed. ([Board Policies 2.28 Employment of Relatives.](#))

6.6 Reporting Violations of the Equal Employment Opportunity Policy

Harassment, retaliation, coercion, interference, or intimidation of an employee due to his or her race, color, national origin, religion, sex, age, disability, or other legally protected status is strictly forbidden, and any employee who experiences such activity should report it immediately

to his or her supervisor, who will make a careful inquiry into the facts and circumstances of the complaint. Following this investigation, a review of the results of the investigation with the person or persons involved will be conducted and corrective and/or disciplinary action will be taken which may result in immediate termination of employment. Any supervisor or other administrative person to whom such a report is made shall report the matter to the Executive Committee member responsible for supervision of the complainant's division and to Campus Security. If an employee is uncomfortable with reporting such harassment, retaliation, coercion, interference or intimidation to his or her supervisor, he or she should go directly to the Campus Security Officer or the Chief Information Officer, who oversees Campus Security. Each employee is responsible for furthering the implementation of this policy.

6.7 Disabilities

As part of its Equal Employment Opportunity policy and in accordance with the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, PCC has adopted a policy of nondiscrimination. PCC will provide equal employment opportunities to disabled applicants and employees who meet the skill, experience, education, and other job related requirements of a position desired or held and who, with or without reasonable accommodation, can perform the essential functions of the job.

Applicants or employees will not be asked about their disabilities unless an applicant or employee voluntarily discloses the existence of a disability and requests an accommodation. If an applicant or employee has a disability which will require an accommodation to enable him or her to perform an essential function of a job desired or held, it is that person's responsibility to notify his or her interviewer or his or her supervisor, as applicable, of the disability and of the need for an accommodation.

Any interviewer or supervisor who receives a request, either verbal or in writing, for an accommodation that cannot be provided on an informal basis must notify the appropriate Executive Committee member and the Human Resources of the requested accommodation and should provide any suggestions they have for meeting the accommodation request. Once the College is made aware of an applicant's or employee's disability every effort will be made to discuss potential accommodations with that individual and to provide disabled individuals who are or will be employed by PCC with a reasonable accommodation that is appropriate to their needs and the needs of the College. Appropriate college officials will be consulted regarding the feasibility of any proposed accommodations. The College also may seek guidance from various resource organizations that may be helpful in designing reasonable accommodations for such individuals. In determining the extent of PCC's accommodations obligations, business necessity and financial cost and expense to PCC always will be considered, among other factors. PCC will not be required to accommodate an applicant or employee who poses a significant risk to the health or safety of himself or herself or others in the workplace if a reasonable accommodation will not eliminate or reduce the risk.

PCC reserves the right to require medical documentation of an applicants or employees disability. Disclosures of disabilities, all medical documentation and other information pertaining to such disabilities, and any reasonable accommodations proposed or made for an

applicant or employee will be kept confidential, except that appropriate physicians, supervisors, department heads, administrative staff, and safety and health personnel may be informed regarding any restrictions in work duties or necessary accommodations, and government representatives may be provided information in compliance with applicable laws and regulations.

6.8 Overview of the Employee Selection Process

The President retains the authority to hire full-time regular personnel. The President hereby delegates to the Division Administrators the responsibility for the recommendation to the President of qualified (in accordance with accreditation requirements) full-time and part-time regular and temporary personnel, for employment for the positions under their respective supervision, and delegates to the Division Administrators the authority to recommend to the President lateral transfers, promotions, non-renewals, terminations and other changes in status for the positions under their respective supervision. The Division Administrators are responsible for establishing a Screening Committee to select, interview, and recommend external candidates for full time positions, when a qualified internal candidate is not available.

6.9 General Procedures for Filling Position Vacancies

The Director of Human Resources is responsible for carrying out or assisting in the carrying out of the procedures outlined in filling permanent position vacancies. Temporary positions fall under the jurisdiction of the Executive Committee member responsible for the Division. Vacancies may be filled through internal or external recruitment or reassignment by the President. Supervisors may request assistance of the Director of Human Resources in filling temporary positions.

As soon as a Division Administrator has knowledge that a new or existing position vacancy will be occurring, he or she will notify the President and Director of Human Resources that a search should be initiated. Any new staff or faculty position must have prior approval of the Board of Trustees. See PCC [Board Policies 2.24 Authority to Employ](#).

The Director of Human Resources will assist the Division Administrator in preparing a new position description if the position is new or updating the current position description if necessary, and will then prepare the Position Vacancy Announcement (PVA). The PVA can be found in Office 365 SharePoint team site *PCC Forms*. The PVA and position description will be submitted to the President for review and approval. Upon approval, the Director of Human Resources will begin the posting process.

| References |
|--|
| Legal References: SACSCOC References: SACCO Standard R 5.4 Cross Reference: Board Policies 2.24 Authority to Employ . |
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 Board of Trustees Review/Approval Dates: |

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6.10 Transfer, Promotion, and/or Advancement

Transfers: Qualified permanent employees may be transferred to a comparable position, based either on the needs of the college or by request. In the event an employee requests the transfer, the vice president(s) of the division(s) impacted will seek approval from the President for the transfer. If more than one division is involved, the logistics of the transfer will be agreed upon by the respective Division Head.

Promotion through Advancement: In keeping with PCC's philosophy of encouraging upward mobility, qualified full-time permanent employees, having demonstrated professional growth, may be promoted within their department upon recommendation of the Division Administrator and written approval of the President.

Promotion through Position Upgrade: Upon recommendation of the Division Administrator and written approval of the President, qualified part-time permanent employees may be promoted to full-time permanent employees with associated benefits upon the need to upgrade the position.

Temporary Assignment: If an employee is unable to complete a full contract period, a full time temporary person may be hired to fill the position until the position can be filled on a permanent basis. The position will be filled in a reasonable time period not to exceed 365 days from the time the permanent position is vacated. The process of hiring any part-time employee is the full responsibility of the Department Supervisor.

6.11 Filling Permanent Position Vacancies Externally

Any permanent position vacancies will be posted on the websites of PCC, the North Carolina Community College System, and the Division of Employment Security and will be advertised in local newspapers, at least one regional newspaper, at least one minority newspaper, and other recruitment sources as deemed appropriate (such as minority recruitment media, trade magazines, national publications, etc.).

The Administrative Assistant to the President will receive applications for positions advertised, and screen, through the use of a checklist, all employment applications to assure that they possess the minimum qualifications for the position and determine whether any are claiming the Veteran's Employment Preference qualification, and ensure that Form DD 214 is attached. The Veteran's Preference qualification shall be noted on the list of qualified applicants compiled for the Screening Committee, and a copy of the policy and procedure shall be included in the committee packet.

Employees interested in the position should submit to the Administrative Assistant to the President a letter of interest indicating qualifications along with an updated application and any updated transcripts. The employee should contact his/her immediate supervisor indicating interest in the position vacancy and intent to apply. All qualified, permanent internal candidates will be provided the opportunity to interview for the position.

Applicants requesting the activation of an application already on file must submit a cover letter and any updated information to the Administrative Assistant to the President. Applicants applying for more than one position may submit one application and resume to be placed in the position vacancy files but must submit a cover letter for each position for which they are applying and must identify the position in the cover letter.

The Administrative Assistant to the President will respond to applicants with a courtesy letter or e-mail confirming receipt of application, and whether or not the application includes all required documentation (what constitutes “required documentation” is up to the discretion of the supervisor with the approval of the President when necessary, but in most cases refers to the signed application, a resume, and transcripts). It is the responsibility of the applicant to ensure all required items have been submitted and received by the deadline stated in the vacancy announcement; otherwise the applicant is ineligible for consideration. Unofficial copies of transcripts will suffice during the application process but employment is contingent upon receipt of official transcripts. Requested reference letters must arrive at PCC before an interview of the applicant is scheduled.

The Division Administrator will appoint a Screening Committee Chair (this will be the direct supervisor of the vacant position). The Chair will work closely with the Administrative Assistant to the President to insure that proper guidelines are followed throughout the screening process.

The Chair will appoint a Screening Committee to be representative of a cross-section of existing college employees knowledgeable of the duties and responsibilities being filled, and will provide guidance and leadership to the Screening Committee. It is important that the Chair selects committee members on an impartial basis so as not to give the appearance of bias or discrimination. All permanent employees will serve on a Screening Committee on a rotational basis, when possible (with the exception of the staff located at the prison, due to limited availability). The Administrative Assistant to the President will maintain a list of eligible employees which indicates when an employee has served and who remains eligible to serve.

The Administrative Assistant to the President will provide the applications of those qualified to the Screening Committee Chair along with all necessary forms, a checklist of applicants’ names to be used as a ranking form, a copy of the position description, and a copy of the Screening Committee Handbook for each committee member. The Administrative Assistant to the President will attend the initial Screening Committee meeting, to provide training and technical assistance as needed. The Screening Committee is expected to study and understand the Screening Committee Handbook, as it is designed to protect the College during the interview process.

The interview process is to be conducted without discrimination. The Chair is expected to maintain the integrity of the committee by emphasizing nondiscrimination, confidentiality, and professionalism. Committee members must maintain the confidentiality of the committee by not discussing candidates with other co-workers, or one another, outside of the committee.

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The Chair will facilitate committee discussion on qualification requirements based on the position description. Any applicant who has claimed the Veteran's Preference qualification, and who possesses the minimum education and experience requirements, will be interviewed. After all applications have been reviewed by committee members, the Chair will facilitate group discussion on selecting the candidates for interview, and will mark the tallies on a form provided along with the applications. The committee will create interview questions. Human Resources will review the interview questions to confirm legality and non-discrimination.

Those selected for interview will be contacted by either the Chair or the Administrative Assistant to the President for the scheduling of interviews. Human Resources will monitor interviews, as needed, to assure compliance with the Equal Opportunity/Nondiscrimination Policy. At the conclusion of all interviews, committee members will individually rank order the candidates. The Chair will devise the best method to use in tallying the committee results. For example: The Chair may opt to have the committee rate each candidate on a scale of one to five (based on the number interviewed), or questions can be weighted and candidates given a rating for each response. The Chair will document the tallies.

The Chair will prepare a memorandum to the Division Administrator, which contains the committee's recommendations of the top candidates for employment consideration. The Chair or Division Administrator will conduct reference and background checks on the top candidate. If there are two or more equally-ranked candidates in the finalist pool and one is a veteran, the veteran shall remain in the finalist pool pending reference and background checks. If the reference and backgrounds checks are determined to be acceptable, the veteran shall be selected and offered the position. In the case of two veterans in the finalist pool, the best-qualified veteran shall be selected and offered the position.

If a veteran is not in the finalist pool, the Division Administrator may either accept or reject the committee's recommendations. If the Division Administrator rejects all of the recommended candidates, he/she may elect to reopen the position or direct the Screening Committee to interview additional candidates. In addition, the Division Administrator shall direct a memorandum to the President stating the reasons for rejecting the committee's recommendation.

If the Division Administrator concurs with the committee's recommendation, a second interview may be held between the candidate of choice, the Division Administrator, and the immediate supervisor of that division. After the second interview, the Division Administrator shall direct a memorandum to the President recommending employment, along with a starting date and salary recommendation.

The President will either accept or reject the recommendation of the Division Administrator. If the President rejects the recommendation, again a decision will be made whether to re-advertise or re-open the applicant pool. If the President concurs with the recommendation, an offer will be made to the candidate of choice. If the offer is accepted a contract will be issued to the candidate of choice that will include a starting date and monthly salary. If the candidate is being recommended for an administrative or full-time faculty position, the President will inform the Chair of the Personnel Committee of the Board of Trustees of the recommendation before a contract is issued.

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The Administrative Assistant to the President will develop and maintain a position file for each vacancy, which will remain on file for two years after the position closes. The position file will contain the following documentation: vacancy announcement, applications, Screening Committee appointments, listing of names of eligible applicants, list of recruitment media used, completed ranking forms, and memo with President's signature of approval to offer employment.

After the selection process is complete and all associated paperwork has been returned to the Administrative Assistant to the President, the Chair of the Screening Committee will discharge the committee.

The Administrative Assistant to the President will send letters to applicants who were not offered employment. He/she will activate an applicant's file upon his/her request to apply for future vacancies.

6.12 Supervisors' Documentation Responsibilities for New Hires

It is the responsibility of the successful applicant, once hired, to provide the official transcript to the hiring supervisor who, in turn, will be responsible for providing all employment documentation to the Administrative Assistant to the President.

6.13 Orientation of New Employee

New employee orientations are the responsibility of the Executive Committee member and department chairs. Supervisors will be responsible for ensuring the completion of the Employee Orientation checklist, available in Office 365 SharePoint *PCC Forms*. Assistance will be provided by the Payroll Technician in matters relating to employee benefits.

New academic advisor will be trained over the course of their first semester on campus by the Coordinator of Academic Advising. This training will be conducted as a series of trainings to prepare and familiarize the new employee for the PCC academic advising process.

6.14 Identification Badges

- All permanent full- and part-time faculty and staff will be provided with a name tag and a photo ID badge clearly labeled "STAFF" or "FACULTY."
- The faculty/staff name tag/ID badge will be considered current at the time of issue and will not need to be revalidated each semester.
- When the faculty or staff member leaves employment, the name tag/ID badge will be turned in as a part of the check-out procedure.
- In order to provide for safety and security, faculty/staff may be required to produce the name tag/ID badge upon request and are encouraged to wear it when on campus.
- All faculty and staff members who do not have a current PCC library card may have a barcode added to their name tag/ID badge upon application to the library.
- Faculty/staff may be charged a \$5.00 replacement cost for each lost name tag/ID card.

6.15 Restructuring and Reassigning

The President is commissioned with the responsibility for total operation of PCC, which includes assigning and/or reassigning of all personnel holding instructional and staff positions. See PCC Board Policies [2.24 Authority to Employ](#).

Divisional and departmental restructuring may be done by recommendation of the Division Administrator and/or the President upon signed authorization of the President.

6.16 Sexual Misconduct

PCC is firmly committed to maintaining a campus environment free from sexual harassment and sexual assault, collectively referred to as sexual misconduct. See the [Board of Trustees policy on sexual misconduct](#). This procedure provides information regarding PCC's crime reporting obligations, prevention and education efforts related to sexual misconduct, and how PCC will proceed once it is made aware of possible sexual misconduct in keeping with institutional values and to meet legal obligations under Title IX, the Clery Act and other applicable law.

Any employee or student who believes he or she has been subjected to sexual misconduct has the right to file a complaint and to receive prompt and appropriate handling of the complaint.

PCC strongly encourages the prompt reporting of sexual misconduct. The report may be made by:

- A student or employee who believes they experienced sexual misconduct (a "Complainant"); or
- A person who has information that sexual misconduct may have been committed by a student or employee, or that a student or employee may have been a victim of sexual misconduct (a "Reporter").

If the Reporter or Complainant chooses not to participate in the College's review of the report, the College may, as described below, pursue the report without their participation.

6.16(A) Confidentiality in Sexual Misconduct Allegations

PCC officials are aware of the sensitive nature of sexual misconduct allegations and will endeavor to maintain the confidentiality and protect the privacy of all parties involved, to the extent possible, during all phases of a report, review and/or investigation. Depending on the nature of the allegation, complete confidentiality may not always be possible.

Personally Identifiable Information (PII) will not be disclosed in the reporting of crime statistics to the public.

6.16(B) Reporting Sexual Misconduct

Reporters or Complainants are encouraged to report sexual misconduct directly to the Vice President of Administrative Services (PCC's Title IX Coordinator), the Student Services counselor or the Chair of Off-Campus Services. However, PCC's practice is that **all** employees are designated "Responsible Persons", meaning that any employee who is told of or becomes aware of an act of sexual misconduct must report the incident to the Title IX Coordinator, preferably within 3 business days, for review. While there is no time limit in invoking PCC's

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policies and procedures regarding sexual misconduct allegations, a lapse of time makes it more difficult to gather reliable information and pursue a thorough and impartial investigation.

If the Complainant wishes to remain anonymous, such reports may be made as “Jane or John Doe” reports without revealing Personally Identifiable Information. A complaint may be made orally or in writing.

In the event the harassment or discrimination complaint is against the Title IX Coordinator, the report should be directed to the Vice President of Student Services.

Once the college is put on notice of possible sexual misconduct, the Complainant will be provided verbally and in writing with:

- Contact information for trained off-campus counselors/advocates who will be contacted immediately at the request of the Complainant
- Information on seeking treatment for injuries, STD prevention or other health needs
- Information on preserving evidence (e.g. not showering, seeking medical treatment)
- His/her rights and options for a campus investigation
- The option to notify police, with assistance from campus authorities
- Confidentiality information

The College will take appropriate steps to prevent and/or address retaliatory conduct following a report.

If requested, other participants in the process (such as Reporters or witnesses) may also be offered appropriate support services and information.

The College may also implement interim interventions appropriate for the individuals involved, such as separation of the Complainant’s and Respondent’s academic situations or activity participation, formal reprimand, suspension, or other interventions outlined below. These interim interventions may be kept in place until the end of any review or appeal process.

6.16(C) Review Process and Decision to Proceed with Sexual Misconduct Investigation

If the Complainant is willing to participate in the review and investigation process, the College will proceed as described in the Investigation section, below.

If the complainant requests confidentiality or requests that an investigation not be pursued, those requests, along with any other pertinent information about the incident, will be forwarded to the Title IX Coordinator. The Title IX Coordinator will consult with a review panel made up of staff members deemed necessary and appropriate under the circumstances. The panel is charged with balancing requests for confidentiality with the responsibility of maintaining a safe and hostility-free campus environment.

Upon completion of the review, a determination will be made as to:

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- Whether, how, and to what extent, the College should further investigate the report of sexual misconduct;
- What steps may be possible or appropriate when a Respondent is unknown;
- What other measures or remedies might be considered to address any effects of the reported sexual misconduct on the campus community i.e. timely warnings, academic accommodations, etc.

In all cases, the final decision on whether, how, and to what extent the College will conduct an investigation, and whether other measures will be taken in connection with any allegation of sexual misconduct, rests solely with the Title IX Coordinator.

6.16(D) Investigation Findings and Outcomes - Informal Resolutions

Sexual misconduct affects Complainants, Respondents, Reporters, family members and the community members. Involved parties often benefit when resolution processes and outcomes are tailored to meet their unique needs and interests. PCC officials recognize that participants in informal resolution processes must be protected from secondary victimization and other potential harms.

In some limited circumstances, but never in sexual assault cases, voluntary informal resolution options may, if implemented consistently with institutional values and legal obligations, be an appropriate means of addressing some behaviors reported under this policy. Complainants and other affected parties may find it useful to meet with a Respondent who acknowledges the substance of the underlying events and who acknowledges that the Complainant or other affected parties have reported experiencing harm as a result. Structured interaction between affected parties can facilitate long-term healing and reduce recidivism.

The following conditions must be satisfied for an informal resolution process to be initiated:

- The Title IX Coordinator must have reviewed the matter to the extent necessary to confirm that it is of the type that would be appropriate for an informal resolution process and must have concluded, in consultation with other PCC officials, that use of an informal resolution process would be consistent with the College's legal obligations under Title IX or otherwise;
- Participating parties must have voluntarily elected to pursue an informal resolution process without pressure or compulsion from others and must have been advised that they may withdraw from the process at any time;
- Respondent must acknowledge the substance of the underlying events and that the Complainant and other affected parties have reported experiencing harm as a result; and
- Individuals who wish to participate in an informal resolution process must sign a statement agreeing to the terms of the informal resolution.

6.16(E) Internal Investigation of Alleged Sexual Misconduct

At the respondent's request, or if the Title IX Coordinator or Campus Security determines one is

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warranted, a more thorough fact-finding investigation may be conducted. All actions taken to investigate and resolve complaints through this process will be conducted in a manner that preserves confidentiality to the greatest extent possible under the circumstances, without compromising the thoroughness of the investigation.

The college will strive to complete the investigative process within 60 days:

- The Title IX Coordinator or a trained designee (the Investigator) will conduct a thorough fact-finding investigation, which includes separate interviews with the Complainant (if participating), the Respondent, the Reporter (if applicable), and any witnesses.
- At any time during the course of an investigation, the Complainant, Respondent, or any witnesses may provide a written statement, other supporting materials, or identify other potential witnesses, regarding the matter under investigation.
- Throughout the process, any person participating in the process may have a support person, such as a friend or family member, present at any meeting related to the review of the reported sexual misconduct. The support person will not participate in the proceeding.
- Occasionally, a different or less formal response to the report may be warranted (see, for example, ["Informal Resolution Options", 6.16D, above](#)).

6.16(F) Preponderance of the Evidence Standard

The Investigator's findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

6.16(G) Investigation Findings and Outcomes – Comment Period

In most cases, the Investigator will prepare a written report at the conclusion of an investigation. Before the report is finalized, the participating Complainant and Respondent will be given the opportunity to review their own statement and, to the extent appropriate to honor due process and privacy considerations, the participating Complainant and Respondent may also be provided with a summary of other information collected during the investigation. A Complainant or Respondent must submit any comments about their own statement, or on any investigation summary that might be provided, to the Investigator within five (5) calendar days after that statement or summary was sent to them for review.

Following the receipt of any comments submitted, or after the five (5)-day comment period has lapsed without comment, the Investigator will address any identified factual inaccuracies or misunderstandings, as appropriate, and then make a determination.

The Investigator's final written report will generally contain, at a minimum:

1. A summary of the investigation;
2. The Investigator's findings; and
3. A summary of the Investigator's rationale in support of the findings.

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The written determination, including any sanctions imposed and a statement of procedures to appeal a sanction, will then be provided simultaneously to the participating Complainant and Respondent. PCC neither encourages nor discourages the subsequent disclosure or sharing of the written notification by either person.

6.16(H) Investigation Findings and Outcomes - Possible Sanctions

If the Respondent is found responsible for sexual misconduct, PCC officials will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the College's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the College community or so detrimental to the educational process that it may require more serious sanctions or interventions, such as removal from specific courses or activities, suspension, expulsion or termination in the case of an employee. Possible sanctions include, but are not limited to:

- **Formal Reprimand:** A formal notice that the student or employee has violated PCC policy and that future violations may be dealt with more severely
- **Disciplinary Probation:** A designated period of time during which the student or employee is not in good standing with PCC. The terms of probation may involve restrictions of privileges and/or set specific behavioral expectations
- **Restitution:** Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement
- **Restriction from Employment at PCC:** Prohibition of or limitation on College employment
- **Removal from Specific Courses or Activities:** Suspension or transfer from courses or activities at the College for a specified period of time
- **No Contact:** Restriction from entering specific College areas and/or from all forms of contact with certain persons
- **Suspension:** Separation from PCC for a specified period of time or until certain conditions are met
- **Expulsion:** Permanent separation from PCC
- **Suspension** with or without pay or **immediate termination or non-renewal of contract for employees**

Any sanctions may be appealed according to procedures listed in Board Policies 2.88 and 2.89 for employees and 2.90 for students.

6.16(I) Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of college officials, constitutes an ongoing or continuing threat, local law enforcement will be notified and a campus-wide "timely warning" (required, see [34 CFR 668.46\(e\)](#)) will be issued via appropriate channels, such as by telephone, e-mail and/or *Campus Cruiser*. Personally identifiable information about the complainant will not be released in a timely warning.

6.16(J) Changes in Student's Situation Following a Sex Offense

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Every reasonable and appropriate effort will be made to assist survivors of sexual misconduct by allowing a change in classes, a change of class schedule, a change in class location, time away from school, tutoring, an opportunity for make-up sessions, rescheduled examinations, and adjustments in the student's course load.

6.16(K) Investigation Findings and Outcomes – Follow Up

Within three months after a complaint is resolved, the complainant shall be interviewed by Human Resources (Title IX coordinator) to determine if any additional incidents have occurred and the complainant's general satisfaction with the complaint resolution. A written report of the follow-up interview will be filed in the Human Resources office. The President shall inform the Board Personnel Committee, immediately, of any substantial complaints against employees and the resolution of the complaints.

6.16(L) False Accusation

PCC recognizes that the question of whether a particular course of conduct constitutes discrimination or harassment requires a factual determination. The College also recognizes that false accusations can have serious effects on innocent persons. If, after investigation, it is clear that a person who has accused another of discrimination or harassment has maliciously or recklessly made a false accusation, the accuser will be subject to appropriate disciplinary action, up to and including termination or, in the case of a student, expulsion. In such an event, the College will also take appropriate action to restore the reputation of the accused.

6.16(M) Education and Awareness

PCC shall provide primary awareness education about, but not limited to, dating violence, domestic violence, sexual assault and stalking as part of orientation. This will include information on how to report an incident and the policies and procedures relating to disciplinary proceedings. Ongoing prevention and awareness campaigns utilizing posters, brochures and presentations are also required.

The Title IX Coordinator (Director of Human Resources) shall be responsible for assisting employees and students in seeking guidance or support in addressing matters relating to harassment or inappropriate behavior of a sexual nature. The Title IX Coordinator shall be responsible for the investigation of any complaint alleging sexual harassment. This person shall be appointed by the president and his/her name and office location shall be posted on PCC's bulletin board in the mall area of the main building.

Sexual Misconduct policies and procedures shall be made available to PCC employees through the publication of this document on PCC's website. The policies and procedures shall also be published in the PCC catalog as a part of the student information section, which is also published on the website. A hard copy may be made available to any employee or student upon request.

All employees will receive primary prevention and ongoing awareness education as well as training on how to implement the new policies and procedures. Employees in key positions, i.e. the Title IX Coordinator and Campus Security Authority (Vice President of Student Services) will participate in annual training.

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Students will be informed of their rights under this policy in new student orientation sessions. Ongoing awareness campaigns will be delivered through on-campus posters and handouts and on the student web portal *Campus Cruiser*.

6.16(N) Definitions

- Sexual Misconduct - Umbrella term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including rape, sexual assault and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant's or Reporter's allegations under this policy. Sexual misconduct may include the following:
 - Rape - The SaVE Act requires that the definition of rape be revised to reflect the FBI's recently updated definition in the Uniform Crime Reporting (UCR) Program: "penetration, no matter how slight, of the genital or anal opening with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." *Source: FBI.gov*
 - Sexual assault is defined by the State of North Carolina as any form of unwanted physical sexual contact including touching of the breasts, buttocks, genitalia or anus in which **consent** is not given. "**Without consent**" or "**consent not given**" includes by force or against the will of the victim or when the victim is mentally disabled, mentally incapacitated or physically helpless and is either rendered substantially incapable of appraising the nature of his or her conduct or is physically unable to resist the act or communicate unwillingness to submit to an act.
- Harassment/Sexual Harassment is defined as unwelcome advances, requests for sexual favors, inappropriate physical conduct, and other inappropriate verbal or written conduct of an unwelcome nature that takes place under any of the following circumstances:
 - When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment for a person or group of people. It can be either verbal or physical in nature.
 - When such conduct has the effect of unreasonably interfering with the individual's work. Specific examples of harassment may include repeated and direct instances of yelling, threatening, name-calling, rude remarks or gestures, and unwanted sexual advances.
 - When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
 - When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
 - Examples of sexual harassment may include, but are not limited to: unwanted sexual statements; unwanted personal attention including stalking and cyber-

stalking; unwanted physical or sexual advances that would constitute sexual assault, as defined in this policy; electronically recording, photographing, or transmitting intimate or sexual utterances; touching oneself sexually for others to view.

- “Dating violence” is violence committed by a person—
 - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and frequency of interaction between the persons involved in the relationship.
- “Domestic violence” is a felony or misdemeanor crime of violence committed—
 - by a current or former spouse of the victim,
 - by a person with whom the victim shares a child in common,
 - by a person who is cohabitating with or has cohabitated with the victim as a spouse,
 - by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
 - by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- Stalking is “engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - fear for his or her safety or the safety of others; or
 - suffer substantial emotional distress.”
- Preponderance of the evidence standard – It is more likely than not that sexual harassment or violence occurred. This is the standard of proof established for use in grievance procedures for violations of civil rights laws.
- Responsible Persons: Employees who have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. At PCC, all employees will be designated Responsible Persons. Employees will be trained to understand the importance of informing complainants of: the reporting obligations of responsible employees; complainants’ option to request confidentiality and available confidential advocacy, counseling, or other support services; and complainants’ right to file a Title IX complaint with the school and to report a crime to campus or local law enforcement.
- Title IX Coordinator: An employee(s) designated by the president to oversee such responsibilities as: the school’s response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints; maintaining current knowledge of the requirements of Title IX and of PCC’s policies and procedures on sex discrimination and sexual misconduct; conducting Title IX investigations; determining appropriate sanctions against the perpetrator and

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remedies for the complainant; determining appropriate interim measures for a complainant upon learning of a report or complaint of sexual misconduct; and ensuring that appropriate policies and procedures are in place for working with local law enforcement and coordinating services with local victim advocacy organizations and service providers, including rape crisis centers. The Title IX coordinator shall be appropriately trained in all areas over which he or she has responsibility and shall be available to meet with students and employees as the need arises. PCC's Title IX Coordinator shall be the Human Resources Director.

- Campus Security Authority (CSA): The individual(s) required to fully document all operative facts of an incident that are reported or that are developed throughout the course of a criminal investigation, to maintain a crime log, and to publish updated crime statistics annually. PCC's CSA shall be Campus Security and the Vice President of Student Services.

Sources: [N.C.G.S. Ch. 14 Article 7A Rape and Other Sex Offenses](#)

- Retaliation - any materially adverse action that might have dissuaded a reasonable person from making or supporting a complaint of discrimination or harassment. Retaliation against any individual for reporting discrimination or harassment or against one who participates in an investigation will not be tolerated. In responding to reports of retaliation, the College will follow the same investigative and disciplinary procedure as for other offenses described in this policy.
- Complainant – the party alleging a crime has been committed against him/her.
- Respondent – the party accused of committing a crime.
- Reporter - The person who reports an incident of sexual misconduct, if other than the Complainant.
- Investigator - The Title IX Coordinator or a trained designee, conducts fact-finding investigations and prepares a written report at the conclusion of an investigation.

Rev. April 2015, July 2018

6.16(O) Periodic Review of Sexual Misconduct Procedures

These procedures will be reviewed biennially in accordance with the Administrative Council's procedures review schedule, or as needed when circumstances arise.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Rev. April 2015

6.17 Grievance Policy/Statement of Due Process for Personnel

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PCC Board [Policies 2.89-2.90 Discipline/Non-Reappointment/Grievances Policy and Procedure](#) covers the following topics: appeals procedures, civil rights complaints, dismissal of employees, and non-renewal of contracts. The steps that supervisors must follow to assure employees are not unjustly terminated are described in those sections.

6.18 Personnel Qualifications

Efforts will be made to employ the best candidates available. Position descriptions, found on Office 365 SharePoint team site, include minimum qualifications.

Faculty: PCC shall employ faculty members who hold appropriate credentials, as set forth herein, from a regionally accredited college or university. Full-time and adjunct faculty must meet the following criteria for academic and professional preparation in order to teach at Pamlico Community College:

- Faculty members teaching courses designed for transfer to a 4-year institution must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas.
- Faculty members who teach non-transferrable courses must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas must be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience.
- In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and nontransferable courses in these areas.

6.19 Employee Assessments

In accordance with PCC Board [Policies 2.32 Employee Assessment](#), all employees shall be evaluated annually by their immediate supervisor. Faculty and staff assessments will be completed by March 31st each year. The supervisor will schedule a meeting with the employee before March 31st, which is the deadline for completion of the final evaluation. During the meeting, the employee and supervisor will discuss the evaluation and review the job description to assure that it matches current responsibilities or projected responsibilities for the coming year. The supervisor and employee will discuss top goals for the next three and twelve months, as well as determine an action plan to achieve these goals. The supervisor will complete the comments section, and allow the employee the option to do so as well. Signatures of the supervisor, employee, and president will be obtained and the Performance Evaluation placed in the employee's file.

It is the responsibility of the supervisor to alert the appropriate division administrator or department head at this time if any problems or concerns are apparent.

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In addition, all instructors will be evaluated by students every semester and a classroom visit/observation will be conducted by the instructor's supervisor annually.

Instructor evaluations are used to achieve quality in teaching and learning.

The process for evaluating administrators will proceed in the same way. It is the responsibility of the president to let administrators know at this time if any problems or concerns are apparent.

Instructors within the Continuing Education Department will be evaluated as outlined in [PCC Procedures Chapter 5.31](#).

Annual assessments will be kept in the employee's personnel file along with any corrective plan. They are subject to review at any time by the President or the Chair of the Personnel Committee of the Board of Trustees.

History Note: [1C SBCC 200.94 \(10\)](#);
Rev. July 2011, Jan. 2015

| References |
|---|
| Legal References: SACSCOC References: SACSCOC Standard R 5.4 Cross Reference: Policies 2.32 Employee Assessment, PCC Procedures Chapter 5.31 History Note: 1C SBCC 200.94 (10) |
| History |
| Senior Staff Review/Approval Dates: July 2011, Jan. 2015, and March 16, 2018 Board of Trustees Review/Approval Dates: |

6.20 Employment Contracts

All employees will be issued a contract stating a specific length, salary or hourly rate of pay, and other conditions affecting the nature and substance of the contract. The contract template can be found on Office 365 SharePoint *PCC Forms*.

6.21 Contract Non-Renewal Notification

See PCC [Board Policies 2.89-2.90](#).

6.22 Reduction in Force

See PCC [Board Policies 2.89\(D\)](#).

6.23 Employment of Relatives

See PCC [Board Policies 2.28 Employment of Relatives](#)

6.24 Employee Resignations

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Employees desiring to terminate their employment are encouraged to give their supervisors as much notice as possible regarding separation. Instructors are requested to time resignations to become effective at the end of a semester. Any employee terminating employment must complete a check-out sheet (available in Office 365 SharePoint team site *PCC Forms*) and submit it to the Business Office prior to the release of the final paycheck.

6.25 Secondary Employment

See PCC Board [Policies 2.30 Secondary Employment](#).

6.26 Academic Freedom

PCC endorses and accords academic freedom to instructors and students. See PCC [Board Policies 2.36 Academic Freedom](#).

6.27 Employee Personnel File

PCC maintains a central personnel records system under the supervision of the President, as delegated by PCC [Board Policies 2.31 Employee Personnel Files](#). All personnel must request permission from the Administrative Assistant to the President, who stores the records, to examine or otherwise have access to his/her records. Only immediate supervisors or division vice presidents will be permitted to access files of employees in their division. Employees who gain knowledge of confidential employee information are not to divulge it.

6.28 Records for the File

Upon initial employment of an employee, the administrator, to whom the employee will be reporting, will submit for inclusion in the employee's personnel file the application of employment, resumé, official academic transcripts, and other pre-employment documents, along with a [personnel change form](#) approved by the President (see Office 365 SharePoint team site *PCC Forms*).

The personnel file shall include records and documents regarding the employment history of the employee including but not limited to commendations, criticisms, and complaints about the employee, notices of disciplinary actions, special appointments, updates to the employee's academic record, and professional development activities record.

In addition, a record which is open to public inspection will be maintained as required by [General Statutes 115D-28, Article 2A](#). The Administrative Assistant to the President maintains a current list of records open to public inspection.

6.29 Workweek/Work Hours, Overtime, and Compensatory Leave

Executive/administrative and/or managerial/supervisory officials of PCC are responsible for the efficient operation of their divisions without regard to weather, sickness, holidays, or vacation. Proper care should be exercised to see that PCC operates effectively at all times.

Workweek/Work Hours: PCC operates a schedule of service from 7:30 a.m. to 10:00 p.m. Monday through Thursday and from 7:30 a.m. to 1:00 p.m. on Friday. In addition, PCC may

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offer classes at times other than these depending on community needs. Employee assignments may be made anytime during these hours. The established workweek is defined as 168 consecutive hours beginning at 12:00 a.m. Sunday and ending at 12:00 a.m. the next Sunday. The number of work hours in a normal workweek is considered to be 39 1/2 and 40 hours on a rotating week basis for all non-instructional employees. Exception: During the Summer Session, PCC may operate on a four-day workweek. However, this will not affect the defined workweek as outlined in this section. See PCC [Board Bylaws and Policies Section 2.43 Workweek](#) for more information.

Instructor On-Campus Work Schedule: Instructors are employed for a normal workweek, 40 hours or the number adopted as a standard by the College. Instructors (half-time or more) will follow work schedules which meet the following minimum criteria:

| | Half Time | Three-qtr Time | Full Time |
|----------------------------------|--------------|-------------------|--------------|
| Minimal Hours Required On Campus | 15 | 22.5 | 30 |
| Minimal Contact Teaching Hours | 9-11 | 14-16 | 18-21 |
| Minimal Other Hours Worked | 4-6 | 6.5-8.5 | 9-12 |
| Total Hours Worked | 20 | 30 | 40 |

The Vice President of Instructional Services approves work schedules at the beginning of the semester. The “Minimal Other Hours Worked” are used for class preparation, research, meetings, etc. This schedule sets the official on-campus work hours for the instructors. Any deviation requires the prior approval of the Vice President of Instructional Services.

Additional teaching workload for faculty or non-instructional staff will be negotiated under separate contract. Independent study courses are NOT considered a part of the instructors’ regular workload nor is it considered to be an overload class.

A full-time teaching load for vocational and co-op instructors is normally 25 to 29 contact hours per week, depending upon committee appointments, number of preparations and other assigned responsibilities.

As defined in PCC [Board Policies 2.26 Definitions of Employment Categories](#), full-time employment must be for nine or more months per fiscal year.

Hours of Work and Overtime Compensation: Employees subject to overtime compensation must have authorization from their supervisor to work hours in excess of that defined as their regular workweek hours and should not work over a 40 hour week. See PCC [Board Policies 2.44](#).

Internal Educational Benefits: Employees may be permitted release time not to exceed 55 hours work time per semester to attend courses offered by PCC provided that such release time does not interfere with the operation of PCC and is considered by the employee's supervisor as contributing to job performance.

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Educational Leave with Pay: Procedures for requesting Educational Leave with Pay are outlined in PCC [Board Policies 2.56 Educational Leave](#).

6.30 Reporting Leave and Time Worked

The various forms of leave available for employees are discussed in PCC [Board Policies 2.50-2.60](#). Available leave includes annual leave, sick leave, holidays, family and medical leave, civil leave, military leave, and educational leave.

This section merely discusses the mechanics involved in utilizing all forms of leave except educational leave.

A monthly form, either the “Monthly Report of Time Record” or the “Monthly Leave Report”, will be used by employees to account for time worked and to record vacation leave, sick leave, civil leave, or any other type of leave that might be taken except educational leave. The form to use depends upon the employee’s classification for Fair Labor Standard Act reporting requirements. The Monthly Report of Time records each day worked, and any leave taken or compensatory time earned. The Monthly Leave Report is summarized from the first workday through the last workday of each month as to the different types of leave taken. Reports shall be approved and signed by supervisors and turned into the Business Office by the 5th day of each month.

Requests to take any kind of "planned leave" should be approved by the immediate supervisor at least five work days in advance of the proposed leave date on the "Request for Leave Authorization" form. Requests for leave in an emergency must also be made and approved, at least verbally, with the "Request for Leave Authorization Form" submitted immediately upon return to work. In the event of personal illness, an employee must verbally notify his or her supervisor each day of absence. The "Request for Leave Form" must be submitted immediately upon return to work. All forms are found on Office 365 SharePoint team site *PCC Forms*.

Leave balances are computed monthly in the Business Office and may be examined at any time at an employee's request. Leave balances reported on pay advices, accessible through WebAdvisor, are always one month behind. However, leave records are maintained in the Business Office on a monthly basis and are verified as to correctness at the end of each month.

6.31 Recognized Holidays

All leave policies and procedures are covered in Board Policies Section 2.50-2.60. Recognized holidays for PCC employees shall be:

| | |
|---------------------------------|----------------------|
| New Year's Day (1) | Independence Day (1) |
| Martin Luther King, Jr. Day (1) | Labor Day (1) |
| Easter Monday (1) | Thanksgiving (2) |
| Memorial Day (1) | Christmas (4) |

The president is authorized to set the number of days that the College will be closed during break periods as established in the College calendar. The College will be closed a minimum of five days during Christmas break. Employees must use vacation leave to cover those days that are not included as **paid** (recognized) holidays. Should an employee not have adequate vacation leave, he/she must use the "advance provision" or go on leave without pay.

The College annual calendar will designate the dates that the College will be closed for the five day Christmas break. The president may close the College for additional days if it will make for a more efficient operation of the College. Employees will be notified of any changes early in December.

Rev. Dates: Oct. 2013

6.32 Employee Attendance at Commencement

All full-time employees are expected to be present at, and/or participate in, commencement exercises. In addition, employees at Pamlico Correctional Institution (PCI) are expected to be present at PCI commencement. The approval of the employee's immediate supervisor and division head must be secured if an employee is unable to attend.

6.33 Change of Employee Address

Employees should give any change of address or telephone number to their immediate supervisor and the Administrative Assistant to the President.

6.34 Campus Visitors

All employees are encouraged to assist campus visitors to the appropriate office.

6.35 Employees Leaving Campus During Normal Workday

Any employee leaving campus during normal working hours shall notify his/her supervisor or others within their department.

6.36 Professional Conduct

See PCC [Board Policies 2.46 Professionalism](#).

6.37 Public Relations

Staff and faculty members are expected to promote good public relations. All employees are subject to requests that they participate in activities that promote PCC's image within the community. All institutional publications, press releases, the college catalog, advertising, etc. will be directed through the Director of Public Affairs in order to ensure consistency and to avoid duplication.

| References |
|--|
| Legal References: |
| SACSCOC References: SACSCOC Standard 10.3 |
| Cross Reference: |

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| |
|---|
| History |
| Senior Staff Review/Approval Dates: March 16, 2018 |
| Board of Trustees Review/Approval Dates: |

6.38 Maintaining College Records

Records at PCC shall be kept in accordance with North Carolina Community College System Office and state guidelines.

6.39 Computer System Use

Each employee will be required to sign and submit to the System Administrator a copy of PCC's Verification of Compliance form, available from Computer Services or Human Resources, indicating that he/she understands and agrees to carry out basic responsibilities relative to the protection of PCC's computer system. This verification is a standard form in the required New Hire packet.

Access to the system or any part of the system will be granted in accordance to the specific job responsibilities of the employee. Requests for access should be directed to the appropriate supervisor, the data owner, and the System Administrator. All requests for access are subject to the final approval of the President or designee. Employees needing assistance with computer equipment and related devices and software must send a detailed request via email to helpdesk@pamlicocc.edu.

6.40 Reporting Fraud and Improper Activities (Whistleblower Policy)

Employees and anyone else providing services to PCC are encouraged to report either orally or in writing all evidence of any activity on the part of its current or former employees, trustees, or anyone else with whom PCC has a business relationship that may constitute:

- A violation of any state, federal, or local law, rule, or regulation applicable to the operations of PCC;
- Misappropriation or misuse of college resources;
- Substantial and specific danger to the employee's or public's health and safety; or
- An act of gross mismanagement, gross waste of public funds, or gross neglect of duty.

The College shall promptly investigate all alleged violations and provide a response to the person(s) reporting the violation (unless the report was submitted anonymously) within 30 calendar days after the close of the investigation.

Any employee who reports such violations as described above in good faith shall be protected from any retaliatory action including discharge, suspension, demotion, or any other adverse employment action. In addition, employees are also protected for refusing to carry out a directive which constitutes a violation as described above. Any alleged retaliatory actions shall be promptly investigated by the College.

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Employees who commit any of the violations described above or retaliate against someone who, in good faith, has reported a violation shall be subject to disciplinary action up to and including termination of employment and/or criminal or civil prosecution. Likewise, any employee who knowingly or maliciously reports a violation or retaliatory action that has no factual basis shall be subject to disciplinary actions up to and including termination of employment.

These employee protections extend to violations reported both internally and to the “hotline” maintained by the North Carolina Office of the State Auditor. PCC will, to the extent possible and consistent with the need to conduct an adequate investigation, maintain confidentiality of reported violations.

This policy shall in no way affect the requirements of General Statute § 114-15.1 whereby employees and state agencies must report cases of damage, theft, embezzlement, or misuse of state-owned personal or real property to the State Bureau of Investigation.

6.41 Process for Reporting Improper Activities (Whistleblower)

Any person who has knowledge of a violation should report this information to any senior level administrator. All reports should be factual rather than speculative in nature and should contain as much specific information as possible to demonstrate that there are sufficient grounds for concern.

The senior level administrator will conduct an investigation and report his or her findings to the President, or if the allegation of wrongdoing includes the President, to the Chair of the Board of Trustees.

A report may be filed anonymously using the same steps described above. Anonymously filed reports must provide sufficient evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without sufficient grounds for concern. Because an anonymous whistleblower cannot be interviewed, it may be more difficult to evaluate the allegations and less likely that an investigation can be initiated.

An employee who is asked to aid in an investigation should not discuss the investigation with anyone other than the individual or individuals officially assigned to investigate the allegations.

6.42 Process for Reporting Retaliatory Actions (Whistleblower)

An employee is protected from retaliation only if he/she did not participate in the alleged violation, the alleged violation is reported, and the employee provides the College with the opportunity to investigate and correct the alleged violation.

Any whistleblower who believes that he/she is the subject of retaliation may file a written complaint with any senior level administrator. The complaint must be filed within 30 days of the employee’s discovery of the retaliatory action.

This protection from retaliation is not intended to prohibit supervisory personnel from taking, directing others to take, recommending, or approving any adverse personnel action, including

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disciplinary action, in the usual scope of their duties and based on evidence separate from the fact that the person has made a protected allegation.

6.43 Conflict of Interest

In accordance with [NC General Statute 14-234](#), it is the policy of PCC that any college employee or official will discharge his/her duties in the best interest of PCC and the public, and that he/she will avoid the following:

- Obtaining a direct benefit from any contract in which he or she is involved on behalf of the public agency he or she serves
- Influencing or attempting to influence anyone in the agency who is involved in making the contract
- Soliciting or receiving any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract.

6.44 Date of Salary Increases

Salary increases are given only in July of each year unless otherwise specified by the State Board of Community Colleges. Salary increases are dependent on funds being appropriated for that purpose in the budget allocations made by the funding source. This does not limit increases due to promotions or substantial increases in job duties.

6.45 Political Activities of Employees

North Carolina Administrative Code, Section 2C.0208 regulates political activities of PCC employees. See PCC [Board Policies 2.76-2.77](#).

6.46 Drug Abuse Policy

Employees have the right to work in a drug free environment. PCC is committed to maintaining a drug-free workplace. See [Board Bylaws and Policies Section 2.79](#).

6.47 Longevity Pay Plan

Full-time and part-time permanent employees paid from State funds are eligible for a longevity payment upon completion of ten years of eligible service.

Full-time permanent employees paid from County funds are eligible for a longevity payment upon completion of five years of eligible service. Employees paid from state and county funds will receive longevity. Longevity plans are available in the Business Office.

6.48 Committee Assignments

Committees are a vital part of the operation of PCC. All employees are expected to participate in at least one committee.

6.49 Recognition of Employees Terminating College Service

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Retirement: Employees retiring with 10 years to <20 years of service at PCC will be given a refreshment-type reception. Those with 20 or more years of service at PCC will have the option of an event for them and one guest off campus, to which all PCC employees will be invited, or an on-campus event provided by the college to which all PCC employees will be invited. When an on-campus event is planned, the Hospitality Committee should be contacted for assistance. The appropriate division head will be responsible for coordinating the retirement event based on the budget established by the Administrative Council. Approved event-related costs will be paid through the College vending fund.

Retirees will be given the opportunity to select a Years of Service appropriate gift from the Service Awards Gift Items at <http://www.osp.state.nc.us/Reward/recognize/service.htm>.

Non-retirement: It will be up to the appropriate department/ division to plan and fund events for other employees terminating college service.

Rev. November 2013

CHAPTER 7
PROFESSIONAL INFORMATION

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7.5 Central Supply

7.6 Divisional Printing and Copier Charges

7.7 End of Year Supplies and Material Inventories for Business Office

7.8 Public Information and Advertising

7.9 Board Relations

7.10 Equipment, Phones, Mail and Keys

7.11 Standard Forms and Documents

7.12 Adverse Weather or Conditions

7.13 Material from Staff for Board Agenda

7.14 Business Office Procedures for Student Financial Aid Payments

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CHAPTER 7

PROFESSIONAL INFORMATION

7.1 Travel

PCC encourages professional development for all full-time employees. Travel incurred on direct behalf of the College is supported based on the travel policies of the State of North Carolina.

Travel is classified into four categories:

- A. Local
- B. In-State
- C. Out-of-State
- D. Out-of-Country

Local travel involves all travel within a fifty mile radius of PCC. Mileage of this type is kept on a Local Travel Form, available on [Office 365 SharePoint team site PCC Forms](#) for purposes of reimbursement. Reimbursement for local travel is made only to those individuals whose job requires travel as part of the job duties. In the case of local travel, the President may grant blanket approval for employees whose job dictates local travel on a regular basis.

Employees traveling for personal needs but who may conduct College business incidental to the travel shall not be reimbursed.

Example: Employee is taking leave to go home due to personal needs but agrees to handle a College transaction on the way or on the return trip.

In-state travel is that travel incurred within North Carolina. Before one is authorized to travel outside the fifty-mile local-travel radius and/or to incur overnight lodging expenses within the state, a "Travel Request Form" must be completed. Mileage and travel expenses are reported on the "Request for Reimbursement Form" for purposes of reimbursement. Both forms are available on [PCC Office 365 SharePoint team site PCC Forms](#).

Out-of-state travel is that travel incurred outside of North Carolina. Prior approval of the President or president's designee is required two weeks (when possible) before the actual out-of-state travel is incurred. A "Travel Request Form" must be completed for each out-of-state trip. Mileage and travel expenses are reported on the "Request for Reimbursement Form" as with in-state travel for reimbursement purposes.

Out-of-country travel approval in writing by the President or his/her designee is required.

All types of travel must be approved by the division vice president and the President or President's designee prior to the date of travel.

Reimbursement Approval for Travel: The division vice president and President or President's designee must give approval by signing the employee's "Travel Reimbursement Form" before

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submitting it to the Business Office for reimbursement. The Controller will verify the reimbursement request and submit it to the President or his/her designee for payment authorization.

An employee having local travel and in-state travel within the same month must show the local travel as a single entry on the "Request for Reimbursement Form". The local travel form will be attached as backup documentation.

Travel and Subsistence: The state-mandated rules and regulations regarding travel, subsistence, registration, tuition, and related matters are subject to change. The state regulations are available on the NC Community College System web site. PCC's Board of Trustees is allowed to establish a mileage reimbursement rate less than the maximum allowed in state travel regulations. The maximum rate currently established by the Board of Trustees is located on the Travel Request Form on [Office 365 SharePoint team site PCC Forms](#). Local mileage may be paid to part-time instructors upon approval of the President.

Excess Travel Authorization: In order to be reimbursed for lodging and registration fees greater than that established by the State of North Carolina, employees must receive approval of the President or designee authorizing payment of the excess expenses. Approval for excess lodging expense will only be given in situations where the least expensive lodging facility in commuting distance of the meeting has been selected, or it is in the best interest of the employee to stay at the designated meeting site.

Request for excess lodging and registration fees should be made on the "Travel Request Form".

Request for Travel Advance: On occasions, it may be necessary for an employee to obtain an advance for an anticipated trip. In this case, "Advance Travel Request Form", found on [Office 365 SharePoint team site PCC Forms](#), must be completed and submitted to the Business Office. All advances must have the prior approval of the Division Administrator and will not exceed 80% of the projected amount of travel, and is subject to availability of cash certification by the North Carolina Community College System.

7.2 Purchasing

The College maintains a decentralized Purchasing System since the implementation of E-Procurement on July 1, 2005. The College is required by law to follow procedures established by the N.C. Division of Purchase and Contract (copy available in the Business Office or on the NC Division of Purchase and Contract website:) [click here](#).

General Purchasing Procedure: Any employee of PCC may initiate a requisition; however, he/she must go through the proper steps and channels to receive approval of a request. The employee should proceed as follows:

1. Determine need and have the designated departmental personnel enter the requisition into E-Procurement (e.g. supplies, calculator, office supplies, etc.). Equipment and supplies should be placed on separate requisitions when ordering. For non-e-

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procurement vendors, a paper requisition may be found in [Office 365 SharePoint PCC Forms](#).

2. Approval of requisition:

- A. **Faculty** – Submit requisition to the department chair or, in the absence of a department chair, to the Vice President of Instructional Services. By signing the requisition or giving verbal approval (as in the case where a requisition is not used), authorization is indicated. In addition, the Administrative Council member whose budget is affected must certify that funds are available to cover the purchase. The requisition is then entered into E-Procurement. The electronic approval flow will be as follows: Vice President of Instructional Services, department head, Director of Purchasing (to verify purchases are in accordance with the State purchasing policy), and Chief Financial Officer.
- B. **Other Staff** – Submit requisition to the department head for approval (written approval, if using a requisition form or verbal approval if no form is used). The designated departmental staff member will enter the requisition into E-Procurement. The approval flow will be as follows: department head (to verify there are sufficient funds in the budget to make the purchase), division vice president, Director of Purchasing (to verify purchases are in accordance with the purchasing policy), and Chief Financial Officer.

Special Considerations Concerning Supplies and Equipment: The requesting individual should obtain information about specialized equipment, supplies, or materials, preferably from a vendor handling these items. The Director of Purchasing offers resources in helping to furnish or obtain such information, but a complete description is the responsibility of the requesting individual. When an item is on N.C. State Term Contract, the item must be purchased from the vendors listed. The “N.C. Division of Purchasing and Contract” has implemented an electronic system for state agencies to use via the Internet.

Receiving material on approval is discouraged by the state purchasing authorities; however, when receiving material on approval is anticipated, it should be coordinated through the Director of Purchasing and Director of Maintenance and Custodial Services (for receiving) to the actual receipt of the goods. If the shipment is audio/visual materials, the request should be made through Library Services, who will initiate and approve the purchase and coordinate the receipt and return of the merchandise.

Special Note: It is imperative that all requests be submitted well in advance of the actual need. Purchases made without proper approval will be the responsibility of the individual making the purchase.

Bidding/Procedures for Non-State Contract Purchases: For purchases of items which are not on N.C. State Term Contracts, are not offered by the North Carolina Correction Enterprises, and for which the College has a purchasing exemption, the following procedures apply:

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1. Items costing less than \$5,000, not including taxes and transportation charges, do not require competitive bidding. However, an exact price should be obtained from the vendor of choice. Whenever possible, purchases should be made from local businesses.
2. Purchases over \$5,000.00, not including taxes and transportation, will require competitive bidding. The development of product specifications and terms and conditions of sale or the development of a “request for proposals” (RFP) that can be communicated verbally to vendors will be produced. The person making the purchasing request should work with the Director of Purchasing to develop the specifications or proposal. Price quotations should not be requested until this step is completed and then only by the Director of Purchasing. The Chief Financial Officer may delegate this step to the requisitioner in some cases. Three (3) telephone quotations, with a confirmation in writing either faxed or mailed, are required. It is important that specifications be generic so suppliers of different products can bid. If someone is requesting a specific brand, a complete justification must be included with the requisition. Local businesses should be given the opportunity to quote whenever possible.
3. Purchases in excess of \$10,000.00 must be sent to the N.C. Division of Purchasing and Contract Office and approval received from that office before bids can be accepted. Price, terms, shipping, quality, and warranties are some of the factors to consider when awarding the bid. Local businesses should be given the opportunity to bid whenever possible. (This limit does not apply to IT equipment – see #4).
4. IT-related items costing over \$25,000 must be requisitioned through the [N.C. Division of Purchasing and Contract](#) in Raleigh, NC for competitive bidding.

In all cases, written documentation of the bid process will be maintained along with written evaluations of the bids and reasons specified for award decisions. The Business Office will maintain a copy of all bids, other documentation, and the purchase order in a central file.

In addition, a complete set of bid documents and other supporting documentation will be filed with the Business Office copy of the purchase order. The resulting purchase order will become a part of the payment voucher packet and will be filed by check number.

Emergency Orders: While they should be kept to a minimum, emergency situations will arise that require an authorized purchase. In these situations, it is necessary to place an order without generating a requisition. In this instance, the employee should proceed as follows: determine the need for the emergency purchase; obtain permission from the department head, the Vice President of Administrative Services or the President, who will authorize the purchase and certify that funds are available for the purchase; then place the order. In such a situation, the invoice will not be matched with a purchase order, but the aforementioned authorizing manager will sign approval before a check is generated. Examples include, but are not limited to: HVAC repair, Federal Express/Express mail charges, etc.

Approval of requisitions/orders: The department head must approve requisitions/orders. S/he will sign or approve electronically the requisition authorizing purchase and certify that funds are available in the budget. The requisition is then submitted to the Director of Purchasing who verifies compliance with state purchasing guidelines. The requisition is then forwarded to the Chief Financial Officer who has final approval.

Orders not requiring a requisition: There are certain routine invoices which will not require the submission of a requisition. Examples include, but are not limited to, postage and Central Supply bill-backs, employee reimbursements, childcare payments, travel reimbursements, concession purchases, etc. Also included are orders, which when placed, will cause either a duplicate shipment or a duplicate invoice to arrive. The procedure in this case is as follows: the order is placed within the department where it is approved by the department head, who signs approval authorizing the purchase and certifies that funds are available in the budget for the purchase. The order is then submitted to the Business Office for processing.

Confirming Orders: Situations sometimes arise whereby department personnel must place an order directly with a vendor in order to avoid miscommunication to the vendor (e.g. advertising, unique or special orders, etc.). In this case, the requisition documentation will indicate that it is a “confirming order” when the order is placed. The order will then be entered into E-Procurement and will receive the authorized approvals.

Local Purchases: Local purchases are permitted within established guidelines, as set forth above under the second paragraph of Chapter 7.2, [“General Purchasing Procedure”](#). The procedure is:

1. Secure approval by the department head responsible for payment, who will certify that funds are available in the budget for the purchase.
2. Enter requisition into E-Procurement and the approval flow will be as follows: department head, division vice president, Director of Purchasing (to verify compliance with N.C. state purchasing guidelines) and the Chief Financial Officer. If this is an emergency purchase, see [Bidding/Procedures for Non-State Contract Purchases \(Emergency Orders\)](#), above.
3. Pick up the merchandise and obtain a receipt.
4. Submit receipt obtained from vendor to the Director of Maintenance and Custodial Services (if a Purchase Order was issued) or, if a Purchase Order was not used, have the department head sign approval and deliver the receipt to the Chief Financial Officer who will authorize payment for Accounts Payable.

7.3 Historically Underutilized Business Policy

PCC, as a part of its purchasing delegation, is committed to using Historically Underutilized Businesses (HUBs) in accordance with N.C. Executive Order No. 77. PCC’s Director of Purchasing is responsible for implementing the following procedures into the College’s purchasing program:

1. To establish a minimum goal of 4% utilization of HUB vendors, communicate to the faculty and staff the necessity to search and identify HUB vendors and to offer them the opportunity to bid on non-contract purchases or to furnish items on term contracts.

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- A. Competitive quotes shall be solicited from HUB vendors on open-market purchases and include HUBs in non-competitive small local purchases whenever practical.
 - B. HUB vendors will be given an opportunity to quote on projects that can be subcontracted.
 - C. Inform faculty and staff of the College's commitment to identify and promote HUB vendors. This will be accomplished through the *PCC Procedure Manual*, faculty and staff meetings, and one-on-one conversations when working on specifications for products to be bid.
2. Additional HUB requirements was part of the 2000 bond referendum legislation. The College adopted an additional HUB plan to cover these requirements.

7.4 Bookstore Operations

The bookstore is an auxiliary enterprise of PCC, and it receives no outside funding. Normal bookstore operating hours will be posted on the door of the bookstore and the window in the student lounge.

Desk Copies: The bookstore does not provide desk copies of textbooks to the instructors. Instructors should request desk copies from the publishers. When "Desk Copies" are not supplied by publishers, a purchase requisition listing the PCC bookstore as the vendor should be processed and charged to the appropriate division in which case, the book will be sold at the cost price.

Textbook Orders: Each instructor is charged with the responsibility of requisitioning textbooks for the course he/she teaches. The following procedures have been established to assist in this process:

1. Each instructor should estimate the expected enrollment for each class and submit a requisition for the estimated books needed at least six weeks prior to the actual need of the textbook. The class name and number should be indicated for the books being requisitioned. The block titled *For Resale* should be filled in and the Source of Funds would be *Other Bookstore*.
2. A requisition should be completed for each vendor.
3. If class enrollment exceeds projection, the instructor should determine the number of additional books needed and immediately submit a requisition to order additional books.
4. When selecting textbooks for adoption, instructors are requested to give top consideration to publishers who allow 100% returns.

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Sales of Textbooks and Other Instructional Material: Textbooks and other instructional materials will be made available for sale in the bookstore as soon as practical. Books not sold during the current semester will be returned to the publisher as soon as practical. If unsold books are to be used in the following semester they may remain in inventory. Retaining books for future semesters is to be determined based upon consultation between the instructor and Bookstore Manager.

In order to sell books to students enrolled in off-campus classes, the following procedures will be followed:

1. The responsible instructor may be issued books from the bookstore by the Bookstore Manager or Controller for sale to students.
2. The instructor will be responsible for receiving cash from the student and giving the cash to the Bookstore Manager, along with any unsold books, on the next business day.

Book Returns: Textbooks which will not be used again in the following semester may be returned to the publisher for credit. Instructors will be requested to review bookstore inventory periodically to determine when books in inventory will be needed again and will be involved in determining which books to return.

Adoption of New Editions: The bookstore should be notified by memo one semester in advance of an anticipated adoption of a new textbook. This is necessary in order to make inventory adjustments without incurring losses associated with unreturnable books.

Textbook changes will not be allowed unless there is no inventory in stock or notice as required above has been given.

Disposal of Out-of-Date Textbooks: Books that become out-of-date and are unreturnable to the publisher shall be disposed of following the procedures listed below:

1. Textbooks will be declared "dead stock" and so indicated on the inventory card.
2. Books will be placed for sale on a "dead stock" table to students and staff.
3. If "dead stock" is of sufficient quantity, companies purchasing "dead stock" will be consulted.
4. If there is not a sale for "dead stock", books will be offered free to the library first, then to patrons of PCC.
5. Any "dead stock" remaining will be recycled at the close of the fiscal year.

Physical Inventory – Bookstore: A complete physical inventory is taken of all items for resale as of June 30 each year. This inventory should list each item on hand on June 30 and should

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provide columns for quantity on hand, unit cost, and total cost. The total value of the inventory at cost using the first in/first out (FIFO) method should be recorded in the ledger and used to arrive at the cost of goods sold.

The inventory list should be saved for use in auditing the bookstore.

All items on hand at year end must be included in the inventory, although invoices on some of these items may not have been received until the following year. Care must also be taken to include any items which may have been returned but for which credit has not yet been received.

Physical inventories are taken at times other than June 30, as an internal control. To produce interim statements, some method of inventory estimating may be used, as long as the inventory is reported at cost

7.5 Central Supply

Central Supply consists of supply items common to the entire school. Purchases for Central Supply are recorded in special funds but as they are issued, charges are made to the supply budgets of the user divisions. Bulk purchases of these items result in cost savings which benefits each division of PCC. An inventory of items carried in Central Supply is made available periodically to each division by the Bookstore Manager.

Central Supply Operating Procedures:

1. At various times during the year, it is necessary to restock Central Supply. The Cashier/Bookstore Manager prepares requisitions for those items needed using the NC State Contracts as the resource for vendors. The requisitions are then submitted to the Chief Financial Officer for approval and returned to the Cashier/Bookstore Manager for processing.
2. Receipt of Merchandise - Upon receipt of merchandise, items are posted to appropriate inventory cards listing the date, purchase order number, quantity received, and balance on hand. A note is placed on the receiving report to the Accounting Technician requesting a copy of the invoice for correct price determination.
3. Pricing - Upon receipt of an invoice, the Cashier/Bookstore Manager computes the price by dividing the total cost of the item by the quantity received. The cost price per item and the total invoice cost are then recorded on the appropriate inventory card using the FIFO method of inventory valuation.
4. Requisitioning Supplies - To obtain supplies from Central Supply, the division personnel must prepare a Central Supply requisition, available on PCC Office 365 SharePoint team site PCC Forms, and forward it to the Cashier/Bookstore Manager for processing. Items should be requisitioned in bulk when possible and stored in the division or individual's immediate area. The supplies are forwarded to the division and the requisition signed acknowledging receipt of supplies.

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5. Recording Charges - The Central Supply requisition form is designed for the recording of charges at the same time the requisition is filled. The inventory item card is adjusted to reflect the issuance to the division and the total amount recorded on the Central Supply Requisition Form is added to the divisional card. At the end of each month, the Cashier/Bookstore Manager prepares a Central Supply invoice for each division based on the amount charged on the cards maintained. The divisional invoice is forwarded to the Controller who reimburses Central Supply from the division supply budgets.
6. The Cashier/Bookstore Manager maintains an inventory system. These inventory records provide information on each supply item such as quantity ordered, quantity issued, which division is receiving goods, date of transaction, balance left on hand, invoice cost, and a computed price of each item.

A physical inventory is taken by the Cashier/Bookstore Manager once a year prior to June 30. The Cashier/Bookstore Manager will initiate an information memo to all divisions that supplies from Central Supply will not be issued after this predetermined date. A correct inventory count will be conducted of all items in Central Supply and by divisions. The perpetual inventory records are compared with the physical inventory at which time any discrepancies are reported to the Chief Financial Officer and adjustments are made to the inventory records to bring the perpetual system into balance with the physical count. The inventory listing will be supplied to the /Controller along with a listing of adjustments made.

7.6 Divisional Printing and Copier Charges

PCC has high-speed copiers available for large volume printing, one in each of the three buildings on campus and others at off-site locations. The copiers are capable of recording usage by division. Each division is charged a prorated amount of the monthly cost of maintaining each copier, based upon usage as recorded on each copier.

7.7 End of Year Supplies and Material Inventories for Business Office

The purpose of the annual inventory is to get an accurate dollar value of supplies and materials for financial reporting as of June 30 of each fiscal year. Inventory sheets will be supplied by the Business Office.

1. Instructional supplies that will be used in the next fiscal year are to be inventoried by faculty or support staff of the Instructional Services Division.
2. Janitorial and maintenance supplies that will be used in the next fiscal year are to be inventoried by the custodial and maintenance staff.
3. Administrative supplies held for use in the next fiscal year are to be inventoried by administrative staff. Items to be excluded are: letterhead stationery, letterhead envelopes, library cards, etc.

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4. An inventory of postage balances in the postage meter, account balance for bulk-rate mail on deposit at the post office, and all stamps will be conducted by the Administrative Assistant to the President.

7.8 Public Information and Advertising

The Director of Public Affairs is responsible for college publicity, including internal communications, and increasing public awareness of PCC and its programs. The Director of Public Affairs manages both the advertising and promotional printing programs and exercises control over all publicity and promotional materials. Input into the marketing process is provided through a standing Marketing, Recruitment, and Retention Committee which represents all segments of the College.

Advertising funds made available through grants for use with the specific objectives of the grant or specific program funds which are to be used only for advertising that program are handled by the vice president in charge of the grant or program. However, these special promotional efforts should be coordinated with other PCC marketing efforts.

All paid personnel recruitment ads of any type will be handled by the Chief Financial Officer or designee, whether for permanent full-time personnel or permanent part-time personnel, and submitted to the Business Office.

7.9 Board Relations

Statements concerning PCC policies and procedures, position statements on PCC, long-range planning, physical facilities, and Board relations shall be released by the Board of Trustees Chair or the President. Board committee meeting outcomes shall be released only by the Board Chair, the committee chair, or the President. Board meeting notices or notices of committee meetings shall be released through the office of the President.

Contact of an institutional nature with members of the Board of Trustees shall be conducted only through the President. This statement does not include interpersonal contact with Board members of a non-institutional nature.

A staff member receiving calls from a Board member concerning PCC business is to refer the caller to the President. It shall be the responsibility of the President to take whatever action is requested within policy bounds or to gather whatever information that is requested by contacting appropriate staff or students. The President shall then re-contact the Board member concerning the action or information requested. This position statement includes requests from Board members concerning potential employee referrals; requests for projects to be done; requests for curriculum or activity information; requests concerning dissatisfied employees or students, requests about salary, pay raises, class schedules, location of classes or offices, workday or work week, parking, etc.; requests concerning members of the community about the nature of instructional work, inability to get needed courses or instruction, inability to receive financial aid or V.A. benefits, College waste, use of facilities, parking, and requests for employment assistance, etc. Requests for use of PCC facilities and loans of PCC property or equipment must

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be directed to the president or his/her designee.

In the previous paragraph, "use of college facilities" refers to the case where a Board member is interceding for a member of the community who is having trouble regarding facility usage. Such contact should be made only with the President. In the case where a Board member wants to use the facility and is acting as an agent for the group making the request, the regular facilities utilization policies shall apply.

7.10 Equipment, Phones, Mail and Keys

PCC has five major classes of equipment. These are: State Board of Community Colleges Equipment, Local Equipment, Special Projects Equipment, Institutional Funds Equipment, and Federal Surplus Equipment. For Fixed Asset Accounting, items costing or donations with a market value of \$5,000.00 or more, will be reported for financial statements.

1. **State Board of Community Colleges Equipment:** This equipment consists of items purchased with regular budgeted capital outlay funds from the State Board of Community Colleges. This equipment is subject to State Inventory Audits and performance evaluations by program areas. State Board of Community Colleges equipment is classified as Major or Minor equipment. The difference between the two is the cost of the item. Items costing less than \$1,000.00 is classified as minor equipment for inventory purposes. However, for financial statement reporting of fixed assets, only items \$5,000.00 and over will be included as fixed assets.
2. **Local Equipment:** Local Equipment items are purchased with Local or County Capital Outlay Funds. These items are subject to audit by the N. C. State Auditors. Items of local equipment will normally be items necessary for the up-keep and maintenance of buildings and grounds. The fixed asset standard of \$5,000.00 applies or financial statement reporting. Major and minor equipment designations are the same as for State funds.
3. **Special Projects Equipment:** Special Projects Equipment are items purchased with project grant funds and remains the property of the funding agency and subject to the inventory audit.
4. **Institutional Funds Equipment:** Institutional Funds Equipment are those items purchased with Concessions, Bookstore, or other special monies and are the sole property of the College. Normally, this equipment is used in operating auxiliary enterprises. The fixed asset standard of \$5,000.00 applies for financial statement reporting. Major and minor designations are the same as for state funds.
5. **Federal Surplus Equipment:** Federal Surplus Equipment are items donated to the college through the state by the Federal Property Officer. Sometimes there are stipulations on this equipment that causes title to remain with the Federal Government. In any event, when the title is transferred, this equipment becomes the property of the State Board of Community Colleges and is subject to its inventory requirements and the fixed asset standard of \$5,000.00.

Equipment Purchase: An equipment purchase requires the approval of the President or, when authorized, the Chief Financial Officer. Each requisition for equipment purchase not included in the equipment budget allocations must be accompanied by a letter justifying the need for the item and explaining how it will be used. Upon approval of the President, the requisition will be processed.

Equipment Accountability: The importance of maintaining and accounting for state-owned property is outlined in the North Carolina Community College System's "Equipment Procedures Manual". The responsibility for managing equipment rests initially with the Board of Trustees who has assigned this responsibility to the President. The President's responsibility is vested in each employee having equipment assigned for his/her use. Employees are responsible for the appropriate use and maintenance of equipment. Employees are responsible for the appropriate use and maintenance of equipment.

Each employee having equipment assigned shall report any missing or damaged equipment to the Director of Purchasing or Chief Financial Officer. For equipment repairs or replacement, follow the normal requisitioning process. For equipment leaving campus for repairs, an off-campus removal of equipment form must be approved by the President or his/her designee and submitted to the Director of Purchasing with a copy attached to the requisition.

No equipment shall be removed from PCC without prior approval of the President or his/her designee.

Transfer of Equipment Between Areas: Transfer of equipment between different areas of PCC is permissible; however, a record is to be kept by the staff or faculty member whose area the equipment is charged to. A check in-and-out sheet for the division should be kept by the individual who has assigned control over the equipment.

If the transfer of equipment is to be permanent, the Director of Purchasing should be notified so that inventory records can be adjusted. A "Request for Inventory Adjustment" must be completed and submitted before an employee is released from responsibility (available on Office 365 SharePoint team site *PCC Forms*).

Removal of Equipment from PCC: Equipment leaving PCC or other offsite locations for any reason must be checked out through the Director of Purchasing by completing an off-campus removal of equipment form and obtaining the approval of the President or his/her designee. Equipment housed in the Library is exempt from these procedures but must follow the procedures approved in the Library section of [PCC Procedures 5.36](#). Equipment leaving campus to another agency on loan is permissible; however, proper procedures are to be followed:

Equipment may be loaned to:

1. Another state agency for temporary use.
2. An agency of Pamlico County for temporary use.

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Equipment loaned to an outside agency must be approved by the President or his/her designee, checked out by completing the off-campus removal of equipment form, and loaned with the understanding that the agency is responsible for the return, repair if damaged, or replacement of the equipment if lost or stolen.

Physical Equipment Inventory Requirements: In compliance with State Board of Community College's Policy and the policies of the Board of Trustees of PCC, the following procedures will be followed for equipment inventories:

1. Each employee assigned equipment will be given an inventory list for items of equipment that they are assigned.
2. The Director of Purchasing will maintain a master list of equipment for PCC and for each assigned area.
3. Each employee having equipment assigned to him/her will conduct a quarterly inventory of his/her equipment. This includes both major and minor equipment.
4. Upon completion of the inventory, a memorandum should be sent to the employees' supervisor and the Chief Financial Officer stating that the inventory has been completed and all units accounted for or submitted with a list of items found missing. If items are found to be in need of repair, the employee should complete a regular requisition requesting repair of the item. Under description, a complete explanation of repair needed should be given along with the inventory and serial number of the item. If items are found to be surplus to the College needs, damaged beyond repair, or lost or stolen, a "Request for Inventory Adjustment" should be prepared and submitted along with the inventory memorandum.
5. The Director of Purchasing will conduct a total inventory once each fiscal year. This inventory will be conducted by areas. Each employee assigned equipment will be expected to be available to assist in the location and identification of the equipment.
6. An inventory evaluation will be prepared by the Director of Purchasing and submitted to the Chief Financial Officer, the President, and the North Carolina Community College System.

Procedures for Acceptance of Donated Equipment or Supplies: Individuals wishing to donate materials or equipment to PCC may do so with the approval of the President or Chief Financial Officer. When an individual makes known his/her wishes to donate equipment or materials, a determination must be made as to the suitability of the items for use by the College. In the case of equipment to be used in instruction, the instructor should examine the items and make a recommendation to the Vice President of Instructional Services. The vice president should make a written recommendation to the President that the items be accepted if both he/she and the instructor agree to its usefulness. Once this decision has been approved, an acknowledgment receipt will be prepared and signed by the individual making the donation and by the President Chief Financial Officer.

Hazardous materials will not be accepted without full justification in writing, an MSDS sheet supplied by the donor, and the Safety Officer's recommendation. Hazardous materials are a liability to the College and should not be accepted except in the most justified situations.

One copy of the acknowledgment receipt should be given to the donor, and the remaining copies should be forwarded to PCC's Director of Purchasing. The Director of Purchasing will then insure that PCC's equipment records reflect the donation, inventory records are completed, and that the items be added to the fixed assets of the College if appropriate. The \$5,000.00 minimum will apply for fixed asset reporting.

Staff Use of College Equipment:

- Equipment may be made available to the staff. Contact the Library for a list of equipment that falls into this category.
- Employees may check out equipment to complete College business, to familiarize themselves with its operation for on the job activities, or for an instructional purpose, such as preparation of experiments or lab projects.
- Use of College equipment for personal reasons is prohibited.
- College equipment may be used in connection with any approved College "Live Project."

College Telephone Network: PCC's administration views the telephone system as a business tool to be used wisely and efficiently when conducting College business.

Personal use of the phone on a regular basis is not allowed. The receipt of personal calls on a regular basis should be discouraged by college employees. Personnel violating this policy are subject to disciplinary action.

Mail Service: Incoming mail will be sorted in the Business Office and will be available for pick up there.

Outgoing mail must be in the president's office no later than 4:00 p.m. each day in order to be mailed that day. If mail is late, it will be mailed the following workday.

Keys: It is the supervisor's responsibility to indicate on the check-in sheet any keys that an employee needs to perform his/her duties. All keys will be checked out and returned through Campus Security. Upon termination, all keys must be returned before the final paycheck will be released. No master keys will be issued to an employee without the authorization of the President or the CIO, who heads the Security Department. File cabinet keys are the responsibility of the chair/department head.

7.11 Standard Forms and Documents

Where standard forms and documents have been designated, all personnel shall use the prescribed forms. Recommendation for changes may be made to the appropriate vice president.

Employee Contract: All employees of PCC will be hired on a contract basis. The type of

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contract depends upon the position classification (permanent full-time, permanent part-time, temporary full-time, temporary part-time, and hourly) and whether the contract is for class instruction. Definitions of contracts are included in PCC Procedures [Chapter 6.20](#).

Employment Termination Check-Out Form: An "Employee Check-Out Sheet", available on Office 365 SharePoint team site *PCC Forms*, is to be initiated by the supervisor upon employee termination. This form is to be placed in the employee's personnel file and fully completed just prior to the employee's final departure from PCC.

Release of the employee's last paycheck is dependent upon the completion and submission of this form to the Business Office.

Signatures, not initials, are required on this form.

7.12 Adverse Weather or Conditions

The President or his/her designee will make the decision as to whether or not classes will be held during periods of inclement weather or because of other unusual circumstances. Announcements will be made on local radio, television stations, the College website, Campus Cruiser, Facebook, and through a specially-maintained telephone extension. However, regardless of the status of the College in an inclement weather situation, employees are encouraged to make their own decisions regarding their personal safety, reporting to work and notifying supervisors accordingly, and subsequently taking appropriate leave.

Local radio and television stations will be notified as soon as a decision is made.

The President or his/her designee will notify the TV and radio stations and the President's Administrative Assistant. A telephone/e-mail/text messaging chain of notification to faculty/staff is in place to inform individuals of their duty responsibilities. Mandatory closing of PCC will not affect employees' annual leave. However, should make-up days be required, employees will work the make-up days without overtime leave accruing.

The conditions surrounding a decision as to whether PCC will operate are not the same conditions surrounding a decision concerning the operation of the public school system.

On the day in question, the President will be in touch with the North Carolina Highway Patrol or other legitimate sources of information concerning road conditions. Based on the information received, the President or his/her designee will notify the stations. Operational information should be available to staff and faculty as soon as possible.

Information as to the operation of evening programs following a day during which school was open will be determined by 5:00 p.m. of the day in question and conveyed by the President or his/her designee to all local radio and television stations.

The decision relative to the operation of the College applies to staff, faculty, and students unless specifically spelled out otherwise in the notice of operation.

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All Curriculum and selected Continuing Education classes that are cancelled because of adverse weather, natural disasters, emergencies, or other unanticipated causes will be rescheduled or made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by PCC administration. The alternative(s) chosen may be affected by the duration of the closure, the point at which the closure occurs in the academic term, or other factors, but the College will make a good faith effort to make up classes which have been missed.

The Prison Education Department will follow a modified version of the College Adverse Weather or Conditions process. The Chair of Off Campus Programs will contact the Officer in Charge at Pamlico Correctional Institution by 6:15 a.m. and will consult with the Vice President of Instructional Services to determine delivery of classes. Staff will be contacted as to whether classes will be held.

7.13 Material from Staff for Board Agenda

Administrative Council members who have material to be approved by the Board of Trustees or items to be included on the Board agenda must submit those items to the President ready for distribution within 10 workdays of the regular or called Board meetings.

7.14 Business Office Procedures for Student Financial Aid Payments

The Financial Aid awards process is a responsibility of the Division of Student Services. The Vice President of Student Services, through the designation of a Financial Aid Director, is responsible for coordinating with the Business Office the payment of financial aid awards including Title IV, scholarships, loans, and other forms of student aid. In order to insure accountability for expenditure of funds, the Business Office will make payments or allow third party billings only when proper certification is on file in the Business Office.

7.15 Pell Grants

Pell Grant checks will be written based upon a yearly schedule of payments developed by the Financial Aid Director and the Controller at the beginning of each fiscal year. Checks will be written only after the 10% point of each semester. Proper certification is made by the Financial Aid Director and the Controller that the federal grant award amount is adequate to cover the check writing for the award. The Controller verifies that funds are on deposit in PCC's account. All Pell Grant checks will be mailed to students by the Business Office except when an internal audit is scheduled. In this case students must come to the Business Office, present photo identification, and sign for checks.

It is the Financial Aid Director's responsibility to insure that each student's grant award is correct, and to insure that student records are filed with the appropriate federal office.

7.16 Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG checks will be written following a schedule of payments developed by the Financial Aid Director and the Controller at the beginning of each fiscal year. Checks will be written only after the 10% point of each semester and under the following conditions: proper certification of

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student awards has been made by the Financial Aid Director, the federal grant award is adequate to cover all payments, and funds are on deposit in PCC's account. All FSEOG checks will be mailed to students by the Business Office except during an internal audit. In this case, students will pick up checks from the Business Office. A photo identification and signature will be required.

7.17 Federal Work-Study

Federal Work-Study checks are written along with the regular payroll on the last working day of the month. The financial aid office must submit a Federal Work-Study Payroll by the 5th of each month for hours worked the previous month. This is true except for the month of June when hours worked in May and June shall be submitted for the June payroll. The Financial Aid Director must work with the Business Office to determine the cut-off date for work in June. Federal Work-Study payments will be made only when the federal grant is adequate to support the expenditure, the Work-Study student has filed federal and state withholding forms, and a Payroll Information Form is completed and submitted to the Payroll Technician in the Business Office. Federal Work-Study checks may be picked up by the student at the Business Office on the last working day of the month. Checks not picked up by 3:30 p.m. will be mailed to the student's address on file in the Business Office.

7.18 Scholarships

The procedures outlined for each scholarship by the awarding agency will determine the date, method, and time of scholarship payment. The Business Office will make payment as soon as possible after funds are available and certification of recipients is received from the Financial Aid Director. Students with scholarships whose funds are deposited in PCC's account prior to the day of registration may be allowed to charge tuition, fees, and books (depending on the amount of the award) to the scholarship. Any remaining balance may be paid to the student when the scholarship checks are written.

7.19 Third Party Billings and Workforce Investment Act (WIA)

A student may register where a third party has agreed to pay his/her tuition, fees, and books. An authorization must be provided by the third party specifying the name(s) of the student(s) covered by the fees the third party will pay, and any other limiting factors that will affect the fees the third party agrees to pay. It is the student's responsibility to see that this authorization is received by the Business Office prior to the day of registration for approval by the Business Office. Approval will not be granted individuals operating a private business and whose purpose it is to defer payment of personal tuition, fees, and book charges.

The WIA Program Coordinator must work closely with the Business Office staff in connection with the WIA. It is the responsibility of the WIA Coordinator to certify to the Business Office the names of students eligible to receive benefits under the grant. In order for a student's tuition, books, fees, and insurance to be charged to WIA, the WIA Coordinator must provide certification by issuing a voucher to the student prior to the student's registration and payment of fees at the cashier's window. Third party charges will not be allowed until this certification is received. After each registration period, the WIA Program Coordinator will supply an updated list of certified students for each grant and a vouchering certificate, "Authorization for Training".

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This list and vouchering certificate will be used to verify invoices for third party payers.

Similar grants made available to PCC for student expenses will be handled in the same manner as WIA grants.

7.20 Tuition Reimbursement

The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (1E SBCC 900) which state that a refund shall not be made except under the following circumstances:

1. A refund shall not be made except under the following circumstances.
 - A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the academic calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment;
 - A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester;
 - For classes beginning at times other than the first week (seven calendar days) of the semester, a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.
2. Fees (i.e. activity, insurance, technology, etc.) are non-refundable.
3. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
4. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

Students desiring a tuition refund are asked to follow the steps listed below:

1. Contact the counselor to obtain the appropriate withdrawal form.
2. Complete the withdrawal form.
3. Submit the completed withdrawal form to the Office of the Registrar.

Military Tuition Refund Policy: Upon request of the student, PCC shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete the course requirements;

PCC will also buy back textbooks through the bookstore operations to the extent possible under the college's buy-back procedures.

7.21 Use of College Resources and/or Time by Personnel for Non-Institutional Purposes

As a general statement, use of PCC's resources (supplies, equipment, or personnel) or time for personal use is prohibited. However, the College does encourage the use of college time and resources for work that results from a relationship or position held at the College as long as the work does not result in direct or indirect financial benefit to the individual.

Personnel involved in non-institution related work, but work which results from a relationship or position held at PCC, may use college clerical and technical assistance as long as use of such assistance does not impede the College-related work objectives of such clerical or technical assistants. Use of clerical and technical assistants on college time shall be kept at a minimum, and such personnel shall receive no additional compensation for work performed on college time. Work which results from a relationship or position held at PCC shall be limited to the following:

1. Work resulting from civic (not social or fraternal organizations) club membership.
2. Work resulting from a municipal, county, or state appointment to a municipal, county, or state agency or board.
3. Work resulting from participation in professional organizations.
4. Work resulting from recognition received by virtue of professional publications.
5. Work resulting from involvement in an educational program that is directly related to the mission, goals, and objectives of PCC.

Any financial benefit that results from activity undertaken with the use of College clerical and/or technical assistance shall accrue to the College unless such assistance takes place on an individual's own time.

Personnel involved in non-institution related work, but work which results from a relationship or position held at PCC, may undertake such work on college time as long as such work does not impede the College-related work objectives of the personnel in question. Any financial benefit that results from activity undertaken on college time shall accrue to the College. Use of college personnel, equipment, or supplies involved in non-institution-related work stemming from a request by an outside agency or organization shall be predicated upon prior approval by the President or designee, an agreement that the agency in question is non-profit in orientation, and the understanding that the College will be reimbursed for the cost of any supplies used. Furthermore, the fulfillment of such a request shall not impede college-related work objectives or the personnel involved.

Chapter 8

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CHAPTER 8

PHYSICAL PLANT/SAFETY

8.1 College Facilities

The main campus is located on 44 acres of land in Grantsboro and has three multi-purpose buildings that house both the administrative and educational components of the College. In addition, there is another building to house maintenance equipment, a Maintenance Shop and space for instruction. The Bayboro Center includes classrooms for high school students and continuing education/community education classes; the PCC Career Center which includes the Small Business Center; and the facility that houses the Cosmetology program.

8.2 Operation and Maintenance

The operation and maintenance of the physical plant rests with the Director of Maintenance/Custodial Services, the Chief Information Officer, and the President. The College may contract with temporary employment companies to supplement the maintenance staff. In addition, independent contractors are used to complete jobs which are beyond the capabilities of the regular staff.

8.3 Hours of Operations

The College normally operates between the hours of 7:30 a.m. through 10:00 p.m. Monday through Thursday and from 7:30 a.m. through 1:00 p.m. on Friday. Summer hours will be posted. Custodial staff hours are from 4:00 a.m. through 10:30 p.m. Monday through Thursday and from 6:00 a.m. to 1:00 p.m. on Friday.

8.4 Required Staffing

Buildings of the College shall not be open for use unless there is at least one designated employee present. This employee should have knowledge concerning the following aspects of the physical plant:

- Heating and air conditioning equipment operation
- Safety procedures in case of accidents
- Arming and disarming of security devices

8.5 Work Orders

Maintenance Department work orders are submitted via SchoolDude.com. Instructions for logging in and submitting a work order are available on the SharePoint Team site. Work will not be performed without work orders. Employees are reminded that personal property attached in a

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permanent way to walls will leave damage that cannot be totally corrected. A work order for any such needs should be submitted and approved. **IMPORTANT:** Under no circumstances should tape, bumper stickers or any other adhesive material be placed on walls, doors, or equipment and furniture. Work orders will be prioritized upon receipt. Execution of the required work is subject to the availability of time and funds. Only the President or CIO (facilities mgr.) may approve exceptions.

8.6 Facilities Use Policies and Procedures: College-Sponsored Events

College-sponsored events include: College staff or instructional activities, college committee meetings, student organizations' activities, and the PCC Foundation and its committee activities.

Procedure for college-sponsored events: The division head is responsible for ensuring the person designated to head up the activity follows the [“In-House Facilities Use Policies and Procedures”](#), found on Office 365 SharePoint team site *PCC Forms* and Campus Cruiser. The person responsible for the activity must complete an In-House Facilities Use Request/Activity Proposal Form and a Maintenance Work Order requesting set-up needs, found on *PCC Forms*. The form is not required for committee meetings.

If the activity is planned for the Delamar Center, the two completed forms should be turned into the Delamar Center Events Coordinator at least two weeks in advance of the event. The Events Coordinator will route it to the appropriate parties for signatures, will return the approval to the requestor, and will submit the work order, when applicable, to Maintenance.

If the activity is planned for any area or building other than the Delamar Center, the person planning the activity is responsible for obtaining the signatures and submitting the work order, if applicable, to Maintenance. The “President’s Designee” named on the Activity Proposal Form as one of the signatories shall, in this case, be the Administrative Assistant to the President, who also reserves the Stancil Board Room and the Cox Conference Room.

If the SGA or other student organization is planning the event, the completed and signed Activity Proposal Form may be submitted to Student Services.

8.7 Use of College Facilities by Outside Agencies or Persons

As stated in PCC Board [Policies 2.81](#), the College provides a service to the community by allowing the use of campus buildings and facilities for civic, cultural, educational, recreational and other activities within the policies and regulations of the College. “Campus buildings and facilities” refers to and includes the buildings, grounds, and parking lots of the main college campus at 5049 Highway 306 South, Grantsboro NC, and of the College’s Bayboro Center, 701 Main Street, Bayboro NC.

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Below is a summary of potential uses of PCC facilities by the public or by agencies. Further details and leasing information may be obtained from the Coordinator of Delamar Center Events/Evening Director (hereafter referred to as “Event Coordinator”) or the Chief Financial Officer.

Eligible Facility Users: (Includes, but not necessarily limited to, the following):

Non-Profit: Community, civic, governmental, and/or non-sectarian organizations that are NOT using the facility for a “for-profit” event. Proof of 501(C)3 or other designated tax-exempt status must be provided at the time of contract.

For-Profit: Private businesses, industry, organizations, groups and/or individuals when the intended use is “for-profit.”

Private Organizations: Private organizations, groups, or individuals will be allowed only in strict accordance with the Policies and Procedures.

Free Leasing: Certain users whose purpose is education, and where there is no cost to participants, will be allowed to use the College facilities at no cost during regular working hours (Monday through Thursday from 7:30 a.m. until 10:00 p.m. and on Friday from 7:30 a.m. until 3:00 p.m.). Summer hours may vary. This includes, but is not necessarily limited to, agencies of federal, state, county, or municipal government, public or private higher educational institutions, and secondary and primary schools, for which the intended use is NOT a “for-profit” event. There will be a charge for a College Hospitality Assistant when an event falls outside of regular working hours. Additional fees may also apply if there is a need for an Audiovisual Coordinator.

The College facilities can be used for one-time or short-term events. The facilities will not be leased on a continuing or long-term basis in lieu of an organization’s own facilities. Any exceptions to the stated rules and regulations will be determined by the Event Coordinator and approved in advance by the Board of Trustees.

The College agrees not to discriminate against a Lessee because of disability, gender, race, age, ethnicity, sexual or religious orientation, or national origin, and as Lessor, further agrees not to discriminate for these same reasons against any person relative to admission, services or privileges offered to or enjoyed by the general public.

An individual or group is not eligible to use the facility if he, she, or they have previously damaged or otherwise abused the College’s facility; or if he, she, or they have previously disrupted or interfered with the work, discipline, or educational activities of the College (e.g. by violating reasonable College rules and regulations, interrupting classes or other College

programs or activities, or inciting or producing imminent violence or other lawless action on College premises).

8.8 Political or Religious Activities Restrictions

The College does not promote religious and/or political organizations. The following may be allowed.

- Religion courses offered by the College
- Individual prayer or meditation.
- Meetings, assemblies, forums, and related activities that are or may be political in nature when sponsored by organizations that have no political affiliation.
- Officials holding elective office that speak to meetings, assemblies, forums, and seminars that are not political in nature, even if such elected official is a candidate for re-election or a candidate for a different elective position

8.9 Shops and Equipment Labs

Shops and equipment labs are not to be used for meetings by outside groups or individuals unless the College sponsors such groups or individuals.

8.10 Appeals

An organization, group, or individual that wishes to appeal any decision of the administration relative to facility usage or damage assessment may do so by writing to the Chair of the Board of Trustees as outlined in the Facilities Application and Leasing Agreement. The decision of the Board or its committee is final.

8.11 Safety

It is the responsibility of every administrator and instructor to insure that facilities, equipment, and activities in their areas of responsibility are in conformity with good safety practices and in compliance with OSHA standards. Therefore, it is expected that these individuals will be familiar with those safety standards applicable to conditions in their areas. Every effort is made to assure that the campus buildings and facilities of the College are maintained in a safe and orderly manner and that they comply with federal, state, and local standards.

Periodic inspections are made by the Safety Officer, the CIO, who the Safety Officer reports to, the Director of Maintenance and Custodial Services, and/or members of the Security, Safety & Facilities Committee to evaluate the safety status of the College and to investigate complaints involving safety matters.

The Campus Security/Safety Officer is the safety contact for OSHA. Compliance is sought to bring the safety standards of the College up to OSHA standards including changes within the

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[OSHA Act](#). All instructional staff members are expected to evaluate constantly the safety of the areas they use and to be familiar with and to enforce safety standards in the courses they teach. Hazards beyond the control of the instructor or employee occupying the area should be brought to the immediate attention of their supervisor who in turn will notify the Safety Officer. **Reported "hazards" are given first priority and investigated immediately.** A remedy correcting the potential danger is then prescribed and put into effect. The Safety Officer report to the Chief Information Officer.

Instructional staff members must be present whenever students are involved in activities that are potentially dangerous. Instructors, students, and visitors are required to wear industrial quality eye-protective devices when in any lab or classroom area where "shop type" instruction is occurring or where caustic or explosive chemicals or materials are being used. Hearing protection devices may be called for in some situations and should be worn. It is the instructor's responsibility to order personal protective devices required for themselves and students. In addition, instructors using chemicals in the instructional process must become familiar with the proper use, storage, and disposal of these chemicals, residue from the use of the chemicals, and any other hazardous materials accumulated in the area of responsibility (See Hazardous Materials Manual in the Vice- President of Administrative Services or Director of Purchasing and Safety Officer's office). Copies of the Hazardous Materials Manual may also be found in lab or shop areas using hazardous materials.

8.12 Accidents

In the event of an accident resulting in personal injury, the following procedure should be observed:

1. The welfare of the injured party should be attended to immediately to whatever degree possible by those in attendance at the time of the accident (i.e. administering first aid, seeing to the comfort of the injured party, determining the degree of injury, etc).
2. If the injury is determined to be beyond the capabilities of those in attendance and the injury is severe, outside aid must be requested immediately by those in attendance by dialing 911.
3. The President, Campus Safety Officer, and appropriate Division Administrator shall be notified in writing of action taken in steps one and two.

First Aid Kits are located throughout the campus in all shops, labs, the staff lounge, Student Services, and the Business Office. The Safety Officer, with assistance from the Director of Purchasing, is responsible for maintaining all first-aid kits.

8.13 Workmen's Compensation

All employees of PCC are covered under Workmen's Compensation. All employees funded in whole or in part by state funds are covered under state workers compensation. Local and institutional funded positions are covered under a separate insurance contract. All Workmen's Compensation accident reports must be filed within 5 days to the N C Industrial Commission. Therefore, it is necessary that all accidents be reported to the Safety Officer immediately.

8.14 Safety Plan

A "Safety Plan" for the College has been developed and a copy should be made available to every employee. A Safety, Security, & Facilities Committee is appointed biannually by the President to assist the Safety Officer with the College's Safety Program.

8.15 Emergency Evacuation

A fire and safety diagram with all emergency routes from office complexes, classrooms, shops, labs, the library, and student lounge are strategically located throughout all college facilities.

8.16 Critical Incidents

Refer to the Critical Incident Response Plan as it pertains to off-campus emergency telephone numbers, relevant on-campus numbers, checklist for lockdown, threat conditions, death on campus, explosions on campus, criminal or violent behavior, evacuation procedures, fire procedures, severe weather/tornadoes, armed or dangerous intruder on campus, hostage situation, medical and first aid, chemical/hazardous substance spills, and bomb threats.

8.17 Procedures for Operation as a Red Cross Emergency Shelter for Pamlico County

College facilities are the only Red Cross approved emergency shelter in Pamlico County. Pamlico County Commissioners and the Board of Trustees have agreed to make available its facilities, during emergencies requiring an evacuation shelter, to the Emergency Management Team of Pamlico County.

Before facilities are turned over to the emergency management team, the College will ensure that the facilities and equipment are set up to prevent loss of equipment or unnecessary damage. In the event the order to close the College for sheltering operations occurs during normal operating hours, employees will be required to assist in building preparations before leaving. In addition, when the shelter is closed and the facility is returned for College operations during normal day working hours, staff and faculty should report to work to assist in clean-up operations.

If the above condition occurs at night or during hours when the College is not normally opened, maintenance and custodial personnel, and other administrative staff contacted by the President will be requested to report for duty.

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8.18 Procedures for Handling Disruptive Activities

See [Board Policies 2.45](#).

8.19 Securing Work Areas

Before leaving for the day, all personnel should ensure that the work area is secure. Where applicable, windows should be closed and doors locked. All computers turned off unless informed otherwise by Computer Services

8.20 Smoking

See [Board Policies 2.83](#).

8.21 Soliciting On-Campus

All sales representatives and other solicitors shall be referred to Campus Security or the President unless they have appointments with College personnel. No required joint meeting of employees will be held for any sales presentation. Sales representatives may be given the opportunity to make presentations following regular staff meetings when approved by the President. Employees are not required to attend these presentations. Companies offering approved employee benefit plans will be asked to make presentations at designated times of the year. Employees will receive notification.

Other than PCC Foundation–related, the only solicitation of funds allowed on-campus shall be employee funds such as coffee, flower, and gift funds.

8.22 Distribution of Literature on Campus

See [Board Policies 2.82](#).

8.23 Access to Vocational Shops and Equipment Labs

All vocational shop areas and equipment labs will be closed and secured at all times other than normal scheduled class hours. During class hours, the instructor is expected to be in attendance at all times.

8.24 Recycling Program

The College will participate in appropriate recycling programs to include paper, cardboard, aluminum, and plastic bottles.

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