This document represents the official policies and procedures of Blue Ridge Community College. It replaces the online version that was indexed by Chapter. The formatting will continue to be refined over time including adding the word “Policy” or “Procedure” to each section header to clarify those items approved by the Board of Trustees or by the President. Bookmarks will also be added. When any section is revised, it will carry the new revision date at the end of the section. The page header will reflect the most recent revisions to the overall document.
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Introduction to Policies and Procedures Manual

A. Title: This Publication shall be known as the Blue Ridge Community College Policies and Procedures Manual.

B. Authority: This Manual includes policies approved by the Board of Trustees governing Blue Ridge Community College and administrative procedures which the President may deem appropriate to implement those policies. This Manual, together with applicable federal and state laws, the North Carolina Administrative Code, and referenced policies contained in other official college documents, shall constitute the fundamental guidelines for the administration of the college. No policies will be developed, maintained or implemented without prior approval of the President and the Board of Trustees.

C. Conflicts: While this manual contemplates the development of other, more detailed and specific procedures for the operation of various functions of the College, all such procedures shall be consistent with the Board policy statements contained in the Manual. In the event of conflict between policies and procedures of this Manual and other procedures of the College, the provisions of this Manual shall prevail.

D. Interpretation: In the event any provision of this Manual shall appear to be vague, indefinite, out of date, or in conflict with other provisions hereof or with local, state, or federal laws, the Board shall be the ultimate authority for the interpretation thereof. An invalid section or portion of this document shall not invalidate any other section of the Manual nor shall an invalid statutory reference to a state or federal law or regulation invalidate that intended reference.

E. Definitions:

- Board: The Board of Trustees of Blue Ridge Community College
- BRCC: Blue Ridge Community College
- Business Office: Division of Finance
- College: Blue Ridge Community College
- NCCCS: North Carolina Community College System (System Office)
- North Carolina Administrative Code: Regulations applying to state agencies
- Online: accessible via the Internet
- VP: Vice President
- Web: Blue Ridge Community College Internet Web site


G. Amendments: Proposed additions, deletions, and modifications to the Policies and Procedures Manual may be initiated in accordance with Sec. 1.1 Policy and Development. Once so approved, the change(s) will be posted online and simultaneously distributed to the holders of Manuals in notebook or CD form. Changes become effective as dated and supersede all other policies, rules, regulations, and commitments approved by the Trustees of Blue Ridge Community College and the President. All employee contractual agreements made after that date are made under the terms and conditions of the new policy, regardless of the original appointment date.

Revised August 4, 2008; October 28, 2011; June 7, 2017
Chapter 1 – General Provisions

1.1 Policy Development

A. The President shall identify and assign to the cognizant administrative units the responsibility for development, maintenance, and implementation of all institutional policies and procedures.

B. In this document, policies are defined by having a one decimal numbering system (e.g., 1.2) and procedures are designated by having a two decimal numbering system (e.g., 1.2.3). All policies are approved by the Board of Trustees and procedures by the President.

C. Proposed additions, deletions, and modifications to the Policies and Procedures Manual may be initiated in any of the following ways:

1. By the Board of Trustees
2. By the President or a Vice President
3. By a standing committee or ad hoc committee of the College
4. By any Blue Ridge Community College employee submitted to his/her Vice President through his/her immediate supervisor and/or dean
5. By the Student Government Association as a body or by any student submitted through the SGA

D. No policies will be developed, maintained, and/or implemented without prior approval by the President and the Board of Trustees.

Revised September 12, 2007
1.1.1 Policy Development, Maintenance, and Access

A. Policy Approval: All policies and amendments thereto are approved by the Board of Trustees and procedures are approved by the President. In this manual, policies are defined by having a one decimal numbering system (e.g., 1.2) and supporting procedures are designated by having a two decimal numbering system (e.g., 1.2.3).

B. Policy Development:

1. Proposed additions, deletions, and modifications to the Policies and Procedures Manual may be initiated in any of the following ways:

   a) By the Board of Trustees
   b) By the President or a Vice President
   c) By a standing committee or ad hoc committee of the College
   d) By any Blue Ridge Community College employee submitted to his/her Vice President through his/her immediate supervisor and/or dean
   e) By the Student Government Association as a body or by any student submitted through the SGA or through his or her advisor or instructor who shall forward such proposals to the Senior Leadership Team.

2. The person or group (e.g., committee) must submit a Policy and Procedure Update Request Form to the Office of the President. Prior to submission, the person or group initiating the change will be asked to complete the following steps (with assistance from Institutional Advancement staff, if needed):

   a) Research current Blue Ridge Community College policies and procedures that would be impacted;
   b) Involve Blue Ridge Community College personnel from divisions and/or departments that would be impacted;
   c) Research and document, with sources, similar policies and procedures from other North Carolina Community Colleges; and,
   d) Present findings as well as draft language for proposed policy and/or procedure change.

3. The Director of Planning, Research & Institutional Effectiveness will verify and conduct additional research, as needed, refer to state and federal regulations which could impact the change, and ensure verbiage is consistent with existing policies and procedures. The person or group initiating the change will be included at all times regarding any edits of the proposed change.

4. The final draft of the proposed change will be posted for review one week prior to the next scheduled President's Council meeting and the proposed change will be placed on the President's Council meeting agenda.

5. The person or group initiating the change will be invited to present the proposed change before the President’s Council and address questions and/or concerns.

6. The President’s Council will determine if the proposed change should be recommended, not recommended, or delayed to a later date pending further research. If necessary, President’s Council can use the Moodle discussion forum for additional discussion.

7. All policies and amendments thereto are approved by the Board of Trustees and procedures are approved by the President.
Blue Ridge Community College  
Chapter 1 – General Provisions  
1.1.1 Policy Development, Maintenance, and Access

8. Approved additions, deletions, or modifications will be made part of the Policies and Procedures Manual, student catalog, College Web page, or other applicable publication.

C. Maintenance: The Director of Planning, Research & Institutional Effectiveness is responsible for the maintenance and currency of the Blue Ridge Community College Policies and Procedures Manual. Changes to the Manual will be immediately posted online. Changes become effective as dated and supersede all other policies, rules, regulations, and commitments approved by the Trustees of Blue Ridge Community College and the President. All employee contractual agreements made after that date are made under the terms and conditions of the new policy, regardless of the original appointment date.

D. Employee access: An electronic version of the Policies and Procedures Manual is provided on the College’s Web site (Intranet).

Approved July 31, 2007; Revised November 2, 2011
1.2 Compliance

All policies of the Board of Trustees of Blue Ridge Community College shall be in compliance with the laws and regulations of the United States, the state of North Carolina, the State Board of Community Colleges, and the North Carolina Community College System. They shall have the effect of law and all employees of the College are expected to follow these policies. Any willful violation of Board policy will subject any employee of the College to reprimand, suspension, or termination as pursuant to the Blue Ridge Community College Policies and Procedures Manual.

Approved August 24, 1992
1.3 Effective Date

All policies of the Board of Trustees of Blue Ridge Community College shall become effective immediately upon approval of the Board, except those for which an effective date is stated.

Approved August 24, 1992
### 1.4 Mission Statement

Our mission is to provide quality education and training opportunities that support student learning, enhance student advancement and success, and meet the workforce needs of our community.

Mission Statement approved by the Board of Trustees March 13, 2000; Revised September 9, 2013

A. Blue Ridge Community College shall periodically review and update its mission statement to ensure that the mission statement is current and comprehensive and accurately guides the College’s operations.

B. This review will take place as part of the College’s strategic planning process, or more frequently at the discretion of the President. The Director of Planning, Research and Institutional Effectiveness will lead the review and present the findings to the President. The President will then recommend a statement of the institutional mission for consideration and action to the Board of Trustees.

The Board of Trustees, under State Board Code 1B SBCCC 300.4, is authorized to do all the things necessary and proper to organize and operate the College, consistent with General Statute 115D and policies of the State Board of Community Colleges. The Board of Trustees of Blue Ridge Community College delegates to the President the authority and responsibility to set up the internal organization for the proper operation and management of the College, and further authorizes the President to make changes in the internal organization as he or she deems it necessary for the good of the College.

Approved August 24, 1992
1.6 Powers and Duties of the President

A. Scope – The President of Blue Ridge Community College is the Chief Executive Officer and is responsible for implementing the policies of the Board of Trustees. The President is accountable for the College’s institutional programs, fiscal affairs, supervision of the administrative and instructional staff, and the operation of the physical plant.

B. Working Relationships – The President reports to the 15-member Board of Trustees. The following positions report directly to the President: Associate Vice President for Finance, Vice President for Student Services, Vice President for Instruction, Vice President for Economic and Workforce Development/Continuing Education, Vice President for General Administration, Associate Vice President for Transylvania County Campus, Executive Director of the Blue Ridge Community College Educational Foundation, and Executive Assistant to the President.

C. Experience – A minimum of 10 years of increasingly responsible experience, including direct oversight of academic programs and administrative support services, is required with at least 5 years of experience in an administrative and supervisory capacity in a community college or similar academic environment. Experience in a North Carolina community college is valuable, but not essential.

D. Education – A doctoral degree from an accredited college or university with 10 years of increasingly responsible experience, or a master’s degree with 15 years of increasingly responsible experience in higher educational administration required.

E. Absence – During the temporary absence or incapacity of the President, the College's Vice Presidents have been collectively delegated the responsibility for the total operation of the College. In the event of long-term absence or incapacity of the President, the Board of Trustees shall appoint an Acting President who shall have the authority of the President and assume all duties and responsibilities of the President.

F. Duties and Responsibilities -

1. Acts as the liaison between the activities of the College and the Board of Trustees. Attends all Board meetings as a non-voting member and serves as Secretary to the Board.

2. Develops and recommends appropriate educational and operational policies to the Board of Trustees. Advises committees of the Board of Trustees on the needs of the College and provides support where needed.

3. Responsible for all operations of the College as designated by N.C. General Statute 115-D.

4. Serves as an ex-officio member (with voting privileges) of the Blue Ridge Community College Educational Foundation Board of Directors.

5. Employs all personnel of the College, as delegated by the Trustees, subject to standards established by the State Board of Community Colleges.

6. Provides executive leadership for strategic, operational, and long-range planning, program assessment and accountability, policy development, institutional effectiveness, and institutional advancement.

7. Provides executive leadership for the on-going development, implementation, operation, and evaluation of College educational programs and services.
8. Provides executive leadership for the marketing and promotion of the College, its mission, its programs, and its services, and establishes and maintains positive community relations.

9. Establishes and maintains an administrative structure and operations systems that promote effective and efficient use of College resources. Ensures that all personnel have a clear understanding of their role and purpose in fulfilling the College mission. Effectively delegates authority to subordinates.

10. Has oversight responsibilities for fund-raising activities and for any intercollegiate athletic programs undertaken by the College.

11. Provides executive leadership for the development and administration of the College’s operating and capital budgets, and advises the Board and other agencies on the financial and budgetary needs of the College.

12. Establishes and submits to the Board of Trustees for approval all fees to be charged to students in accordance with the policies of the State Board of Community Colleges.

13. Serves as the final administrative authority in all due process proceedings.

14. Represents the College in the community, region, and state; and serves as a spokesperson to promote the positive image of the College and the programs it offers, and to endorse the North Carolina Community College System.

15. Recommends educational programs deemed to be in the best interest of College’s service area that are educationally and financially feasible and in concert with the State Board of Community College’s goals and standards.

Revised by Blue Ridge Community College Board of Trustees May 9, 2007; July 14, 2014
North Carolina General Statute 115D provides the legal framework for the establishment, organization, and administration of the Community College System. The statute grants the State Board of Community Colleges the authority to adopt and administer all policies, regulations, and standards, which it may deem necessary for the establishment and operation of the Department.

Approved March 10, 1997
1.8 (Reserved)
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1.9 (Reserved)
1.10 The Board of Trustees - Legal Basis

A. The legal basis for the authority of the State Board over the Community College System is G.S. 115D and State Code 1B SBCCC 300.1 which states:

All power and authority vested by law in the State Board which relates to the internal administration, regulation, and governance of any individual college of the Community College System are hereby delegated to the board of trustees of such college with the following exceptions and reservations:

1. Power or authority that is non-delegable as a matter of law;
2. Power or authority in matters of system wide or inter-college importance is reserved for determination by the State Board;
3. The State Board reserves the right to rescind any power or authority as it deems necessary in accordance with G.S. 150B; and
4. The governing authority of the State Board pertaining to the assurance of:
   a) fiscal accountability,
   b) program accountability, and
   c) satisfaction of state priorities.

B. The Board of Trustees of Blue Ridge Community College functions pursuant to the statute and regulations of North Carolina and the United States, and the policies, rules, and regulations of the State Board and the Department. A copy of G.S. 115D is in the hands of each trustee. Copies of the policies and regulations of the State Board and the Department state plans for operation of federal programs, and minutes of the meetings of the Board of Trustees are available to all trustees for reference on the Board web site.

Approved March 10, 1997
1.11 The Board of Trustees – Composition

The Board consists of 15 members, four of whom are appointed by the Henderson County Board of Commissioners, four by the Henderson County Board of Public Education, two by Transylvania County Commissioners, four by the Governor of North Carolina, and the President of the Student Government Association who serves as an ex-officio member.

Approved March 10, 1997
1.12 The Board of Trustees – Powers and Duties

The Trustees of the College shall constitute the local administrative Board of the College, with such powers and duties as are provided in this Chapter and as are delegated to it by the State Board of Community Colleges. The powers and duties of Trustees shall include the following:

A. To elect a President or Chief Administrative Officer of the College for such term and under such conditions as the Trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.

B. To elect or employ all other personnel of the College. The Board hereby delegates the authority of employing such other personnel to its President.

C. To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the College, upon approval of the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Article 2, Chapter 40, of the General Statutes. For the purpose of condemnation, the determination by the Trustees as to the location and amount of land to be taken and the necessity therefore shall be conclusive.

D. To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.

E. To provide all or part of the instructional services for the institution by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.

F. To adopt policies which express the intentions of the Board with regard to the College. Board policies shall be stated in general terms to be used as guides and will not be specific rules and regulations. Changes in policies may be made upon recommendation of the President or individual board member after due consideration of the Board.

G. To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, by-laws, and policies for the government and operations of the College under G.S. 115D and for the discipline of students.

H. To take care and duty in managing the College's financial investments and fully comply with the requirements listed pursuant to N.C. Gen. Stat. § 115D-58.6.

Revised January 14, 2002; March 12, 2012; July 14, 2014
1.13 Instructional Service Agreements

A. Blue Ridge Community College may from time to time enter into collaborative agreements with other educational institutions for the purpose of sharing curriculum or continuing education programs.

B. The President shall develop, execute, and enforce such agreements on behalf of the Board of Trustees.

Revised September 10, 2008
Blue Ridge Community College may enter into a written instructional service agreement with another community college within the North Carolina Community College System. The agreement must be drawn in complete conformance with the NC State Code, including the following items which must be contained therein:

1. Specify the curriculum or continuing education program to be shared;

2. Define the plan for sharing the curriculum or continuing education program, including who shall earn the FTE and grant the award;

3. Certify that appropriate and adequate resources are available at each participating college. Where feasible, the joint utilization of physical facilities, equipment, materials, and instructional faculty should be considered;

4. Certify that the curriculum or continuing education program meets the standards of the appropriate accrediting agency;

5. Specify under what conditions and what time frame the agreement can be terminated;

6. Be signed by the President of Blue Ridge Community College (Levels I and II, as defined), or by the Board of Trustees (Level III), and be signed by the president of each participating college; and

7. Be approved by the System President.

One or more of the Colleges participating in the agreement shall be approved by the State Board of Community Colleges to offer the curriculum or continuing education program shared by the agreement.

Notification of termination of an agreement shall be sent to the System President prior to the effective termination date.

Revised September 10, 2008
Blue Ridge Community College may be associated with related separately incorporated units which are reliant upon the institution and subject to the approval of the President. The College shall ensure that all such entities complement, rather than detract from, the College’s mission, and that they are subject to proper operating controls and risk liability containment.

Approved January 12, 1998
1.14.1 Related Corporate Entities

A. Documentation outlining the mutual relationships and benefits of related corporate entities must be maintained by the College. Such documentation will include:

1. A description of the separately incorporated unit’s activities;

2. A statement demonstrating the manner in which the activities relate to the purpose of the institution;

3. A current roster of board members of the related entity, including institutional personnel and board members who have responsibilities with both the institution and the incorporated entity, whether they are additionally compensated by the entity or not;

4. A copy of the separately incorporated unit’s annual financial audit report for the most recent completed year; and

5. Copies of the charter and bylaws of the related corporate entity.

B. Related corporate entities shall ask and receive approval of the President or designated personnel about issues concerning advertising, program content, and scheduling activities.

C. Responsibility of program participants will be decided prior to its initiation. Unless otherwise stated, the College will maintain liability to participants in the program as licensees; the contracting entity will be held primarily liable to program participants in all other aspects.

D. The following related corporate entities are recognized:

1. Blue Ridge Community College Educational Foundation, Inc.

Approved March 2, 1998
A. Overview

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredits the entire institution and its programs and services, wherever they are located or however they are delivered. It is responsible for reviewing all substantive changes that occur between an institution’s decennial reviews, determining whether the changes have affected the quality of the total institution, and assuring the public that all aspects of the institution continue to meet defined standards.

As a member institution of SACSCOC, Blue Ridge Community College is required to notify the Commission of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.

B. Definition

For purposes of this policy, the following definition shall apply:

1. Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes

   a. Any change in the established mission or objectives of the institution
   b. Any change in legal status, form of control, or ownership of the institution
   c. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
   d. The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation
   e. A change from clock hours to credit hours
   f. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
   g. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
   h. The establishment of a branch campus
   i. Closing a program, off-campus site, branch campus or institution
   j. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
   k. Acquiring another institution or a program or location of another institution
   l. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
   m. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs

C. The President shall establish procedures, consistent with SACSCOC policies, to ensure that all substantive changes are reported to the Commission in a timely fashion.

Approved January 13, 2014
Chapter 1 – General Provisions

1.15.1 Substantive Change for Accreditation

Pursuant to Policy 1.15 – Substantive Change for Accreditation, the following procedures shall apply:

A. The President shall appoint as the institution’s Accreditation Liaison a senior faculty member or administrator who reports directly to the President and has a suitable degree of visibility on campus. The Accreditation Liaison should become familiar with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accrediting policies and procedures.

B. The Accreditation Liaison is responsible for providing information about the SACSCOC substantive change policy to the college President, Division Heads, Deans, and Directors at the beginning of the academic year or more frequently if updates are required by SACSCOC action.

C. The SACSCOC Accreditation Liaison is a standing member, by virtue of position, of the college’s Program Review Committee. This allows for first-hand knowledge of proposed new programs and discontinuation of programs for the college.

D. The Vice President of Instruction will work closely with the Curriculum Committee of the College’s Board of Trustees to ensure that all substantive changes approved by the Trustees are reported to the Commission in a timely fashion. The Vice President of Instruction is responsible for providing the Accreditation Liaison with the following details of proposed new programs or discontinued programs:

1. A description of the educational program(s) involved;
2. The nature of the change;
3. The academic and professional qualifications of faculty members assigned to coordinate and teach in the program(s);
4. The manner in which the college will provide educational and academic support for students enrolled in the program(s) involved; and
5. The plans for ensuring students enrolled in programs being discontinued will be able to complete the program in good order (“Teach-Out Plans”).

E. All Division Heads, Deans, and Directors, or their designees, are responsible for informing the SACSCOC Accreditation Liaison of other changes to the college’s educational programs, services or operations that might prompt the initiation of a substantive change notification. The Accreditation Liaison is responsible in turn for notifying the President of proposed changes in the college’s educational programs, services or operations that might prompt the substantive change.

F. The President is responsible for notifying SACSCOC of possible substantive changes; for ensuring the Board of Trustees is properly notified of planned revisions to educational programs, services or operations; and, when applicable, for seeking Board approval for
adding significantly different programs to the academic curriculum or other substantive changes to college programs or services.

G. The Accreditation Liaison is responsible for coordinating any required follow-up action requested by SACSCOC in response to substantive change notification, including any on-site visits to the campus, as applicable.

H. There are three procedures for addressing the different types of substantive changes, as required by SACSCOC.

1. Procedure One for the review of substantive changes requiring notification and approval prior to implementation.
2. Procedure Two for the review of substantive changes requiring only notification prior to implementation.
3. Procedure Three for closing a program, site, branch campus or institution.

An institution undergoing substantive change requiring prior approval must provide written notification of the change to the President of SACSCOC in accord with the designated times outlined in the SACSCOC Substantive Change Policy Statement. In some cases, prior notification is not required, but for some types of changes, notification is required a minimum of 6 months prior to implementation.

The different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting timelines are available from SACSCOC and/or the SACSCOC Web site.

I. The SACS Liaison will maintain a record of all official communications to and from SACSCOC including submission of an application or a prospectus, notification prior to implementation, and teach-out plans and teach-out agreements.

J. The SACS Liaison will review these procedures on an annual basis to ensure continued compliance with SACSCOC regulations.

Approved February 5, 2014; Revised June 7, 2017
Chapter 2 – Administration

2.1 Signing Authority

A. The Chairman of the Board and the President shall have the authority to sign contracts and other documents necessary for the operation of the College.

B. The President and the Chief Financial Officer shall have the authority to sign checks and other financial documents and reports for the financial operation of the College.

C. The President may designate other administrative personnel to sign contracts for short-term or part-time employment and official College documents.

Approved March 10, 1997
2.2 (Reserved)
2.3 Professional Services

The Board, upon recommendation of the President, shall employ or retain legal counsel or legal advisor, consultants, architects, and other professional advisory personnel.

Approved August 24, 1992
2.4 Transportation Allowance for the President

The Board of Trustees will provide a transportation allowance for the President.

Revised January 14, 2002
2.5 College Seal

The President or a designee shall keep the College seal in custody and shall use it to authenticate true copies of decisions, acts, or documents where official signatures are required by law.

Approved August 24, 1992
2.6 Selling to Students, Parents, Employees, or the Board of Trustees

Employees shall not engage in unauthorized direct selling of materials or services to students, parents, other employees, or the Board of Trustees.

Revised January 12, 2004
2.7 Conflict of Interest

Pursuant to G.S. 14-234, as amended, the College expects its Board of Trustees and employees to discharge their duties in the best interest of the College and public, avoiding conflict of interest. To that end, no employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature that is, as determined by the College, in substantial conflict with the proper discharge of his/her official College responsibilities. The failure to comply with this policy shall constitute grounds for removal of a Board member or immediate termination of employment.

Revised January 12, 2004
2.7.1 Conflict of Interest

A. No employee shall accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee’s discharge of assigned duties and responsibilities or that could reasonably be construed as being offered with the intent to influence the employee’s official conduct; or that has a value in excess of $50.

B. No employee charged with preparing plans, specifications or estimates for contracts, awarding or administering contracts, or inspecting or supervising construction shall solicit or accept any gift, favor, service or benefit, regardless of its value, from any contractor, subcontractor, or supplier who has a contract with the College, who has performed under a contract with the College during the past year, or who anticipates bidding on such a contract in the future. The preceding sentence is not intended to prevent the acceptance of honorariums for participating in meetings, advertising items or souvenirs of nominal value, or meals furnished at banquets.

C. Sections A and B above shall not prohibit the acceptance of customary gifts or favors from friends and relatives where it is clear that it is the relationship rather than the business of the donor or the position of the employee which is the motivating factor for the gift or favor. However, all gifts are required to be reported to the President or designee by the employee if such gifts are made by a contractor, subcontractor, or supplier doing business directly or indirectly with the College.

D. No employee shall accept employment or compensation or engage in any business or professional activity that could or does impair the employee's independence of judgment in the performance of assigned duties and responsibilities or that could require the disclosure of confidential information acquired by reason of the employee’s College position.

E. No employee shall make an investment or maintain a financial, business, or professional interest that creates a conflict with the proper discharge of assigned duties and responsibilities or otherwise creates a conflict with the best interest of the College. The preceding sentence shall not prohibit the ownership by an employee of five percent or less of the securities of any publicly traded company.

F. An employee who believes that he/she may have a conflict of interest shall disclose the interest to his/her Vice President or to the President.

G. Trustees have a responsibility to avoid all situations that impose a conflict of interest or create an appearance of impropriety.

H. Trustees shall discharge their duties in the best interest of the College and public, avoiding conflict of interest or appearance of conflict. To that end, no member shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her official Board responsibilities. A member shall also make a due and diligent effort before taking any action to determine whether he or she has a conflict of interest or appearance of conflict.

Revised September 7, 2011
2.8 Personal Mail for Employees

Employees should not request that personal mail be sent to the College. Mail delivered to the College is subject to be opened if the College's name is part of the address.

Approved August 24, 1992
2.9 College Records

A. The President shall provide for the safekeeping of all College records related to the College's operation.

B. Custodians of the various types of records shall be the Vice Presidents of the College or a designee of the President. These custodians shall be responsible for ensuring that use and release of records is in accordance with statutory limitations, rules, and procedures.

C. Reproduction and destruction of all College records shall be in accordance with federal and state statutes and the *Public Records, Retention, and Disposition Schedule* (Schedule) published by the North Carolina of Community College System. The President shall ensure compliance by delegating this responsibility to the Vice Presidents of the College.

D. Unless otherwise specified in policy or in the Schedule, any and all documents maintained by the College may be destroyed no earlier than two (2) years after the reference value ends for the documents. Transitory records (records that have little or no long-term documentary or evidential value) may be destroyed immediately unless otherwise required in the Schedule.

Revised January 12, 1998; September 12, 2016
2.9.1 Personnel Files

A. Personnel files for Blue Ridge Community College employees shall be maintained by the Human Resources Director.

B. Some documents contained in an employee’s personnel file are public record and could be subject to public inspection (See Procedure 2.26.1 Release of Public Information).

C. No files may be removed from the custody of the Human Resources Director except by the following persons:

- The President either for his/her review or on behalf of the Board of Trustees in conjunction with formal personnel actions
- A party by authority of court of proper jurisdiction
- Members of the General Assembly by authority of G.S. 120-19

D. The contents of an employee file must include at a minimum:

1. Application for employment;
2. Official transcript of all postsecondary course work for all curriculum faculty members;
3. Annual employee evaluations for full-time employees; and
4. Additions, approved by the immediate supervisor or the Human Resources Director.
5. The date and amount of each increase and decrease in salary.
6. The date and type of each promotion, demotion, transfer, suspension, separation or change in position.
7. The date and description of the reasons for each promotion and the date and type of any dismissal, suspension or demotion for disciplinary reasons and include a copy of the written notice of the final decision of the Board (if the Board has been required to take action due to an appeal) setting forth the specific acts or omissions that are the basis for dismissal.

E. Vice Presidents may review files of those employed in their respective areas in their entirety, however review of entire personnel files of individuals employed in other areas requires the written permission of that employee.

F. An employee may review his/her own file. The employee may not remove any contents from the personnel file, but may request a copy of any or all materials in his/her file.

Revised October 6, 2010
2.10 Institutional Effectiveness

It is the policy of the Board of Trustees that Blue Ridge Community College will adhere to an Institutional Effectiveness process that is ongoing and focuses on continuous improvement. This process will include strategic planning as well as the ongoing evaluation of all programs and services at the College.

Revised January 14, 2002; July 10, 2017
2.10.1 Institutional Effectiveness

A. The College engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission.

B. The Office of Research, Planning and Institutional Effectiveness guides the planning and evaluation processes. Planning improves the efficiency at which the College functions, avoids conflicting goals among College offices, and helps individuals make better-informed decisions about allocation of resources and the future of the College. Planning also helps the College meet established guidelines from the North Carolina Community College System (NCCCS) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

C. All plans shall be presented to the Board of Trustees. They shall be widely disseminated to the College.

Revised January 14, 2002; February 6, 2013
2.11 Blue Ridge Community College Educational Foundation, Inc.

The Board of Trustees recognizes the Blue Ridge Community College Educational Foundation, Inc., for the purpose of accepting gifts from all outside sources which can be used for the benefit of the College.

Approved March 10, 1997
2.11.1 Blue Ridge Community College Educational Foundation, Inc.

A. Blue Ridge Community College Educational Foundation, Inc. exists "to aid, strengthen, and further in every proper and useful way the work and services of Blue Ridge Community College, and to provide broader educational opportunities to its students, staff, faculty, and to the residents of Henderson and Transylvania Counties."

B. In fulfilling its purpose, Blue Ridge Community College Educational Foundation, Inc., will identify, cultivate, and solicit private support from individuals and corporations.

C. All Blue Ridge Community College personnel who seek private or corporate support in connection with their responsibilities at the College shall observe the following procedures:

1. Ensure that the project for which support is requested has the approval of the appropriate Vice President and/or the Blue Ridge Community College Educational Foundation Board.

2. Verify with the Blue Ridge Community College Educational Foundation Office that:
   a) the proposal falls within corporate donor guidelines, or is in harmony with the personal beliefs and interests of the individual donor;
   b) the proposal does not conflict with others directed to the same source;
   c) the timing is appropriate and the dollar amount sought is in keeping with the donor's potential and giving history; and
   d) the proposal is transmitted by the person, or persons, most likely to receive an affirmative response.

3. Leave a file copy of the proposal with the Blue Ridge Community College Educational Foundation Office so that the record of contact with that donor or prospect will be complete.

4. Forward a copy of the donor's response to the Blue Ridge Community College Educational Foundation so that the record of contact with that person or company will be complete.

5. See that all gifts received are properly receipted and recorded in accordance with all statutory and regulatory guidelines, including but not limited to North Carolina General Statutes.

6. Provide the Blue Ridge Community College Educational Foundation Office with copies of all acknowledgments, interim reports, or final reports.

Approved April 17, 1997; March 5, 2014
2.12 Naming of Buildings and Programs

A. Blue Ridge Community College and Blue Ridge Community College Educational Foundation continually seek private funds to enhance the College’s ability to meet the higher education needs of the community. To that end, the College should provide appropriate recognition to donors. Naming recognition may take many forms; however, this policy is intended to establish guidelines in the naming of programs, buildings, facilities, and other campus areas as donor or individual recognition. It is the policy of the Board of Trustees that naming opportunities shall be consistent with level of giving or with the magnitude of the contribution to the College.

B. Potential nominations for naming buildings, parts of buildings, facilities, programs or endowed chairs will be made to the College President. Nominations should be accompanied by a brief written explanation and outline of how the policies set forth have been met including donor name and amount of gift, current and proposed name, and justification for the naming, including the nature and duration of the individual’s or organization’s affiliation with the College. A person may nominate any individual, regardless of whether he/she has provided a financial gift to the College, who is in good standing in the community and has demonstrated an exceptional and distinguished service record to the College and/or to the College’s mission.

C. Within two weeks of receipt of the nomination, the President will provide all Board members with the name of the nominee and a copy of the written explanation.

D. If the Board members determine that there is sufficient interest to consider this person or organization, at the next regular meeting of the Board, the Chairman shall appoint an ad hoc Naming and Recognition Committee of not less than three Board members. The President will be an ex officio member of this committee. The Chairman may designate any other member of the College staff, the Blue Ridge Community College Educational Foundation, or the community to serve on this committee in an ex officio capacity. No individual shall serve on the committee in any capacity if that individual is a nominee for a naming right.

E. The Naming and Recognition Committee shall use whatever means it deems appropriate to determine whether this proposed action is in the best long-term interest of the College and whether the contribution of the individual or organization is of such significance to warrant this action. As a guide, the Committee should consider the following:

1. Buildings and sections of buildings such as classrooms, labs and conference halls shall be named in recognition for major gifts that are equal to at least 50% of the construction or renovation cost of the area being named.

2. Areas other than buildings, such as walkways, pavilions, or garden areas, require a donation of 100% of the construction or renovation costs.

3. Blue Ridge Community College Educational Foundation should maintain a campus-wide naming schedule listing suggested gift levels for naming opportunities on campus.

4. Buildings or areas will be named only for companies, organizations, or individuals that reflect favorably upon the College and whose gift will advance the mission of the College. The Board of Trustees reserves the right to refuse any gift.
5. Naming will occur when a cash gift is received, a pledge is satisfied, real estate or stock is converted to cash, or a bequest is received. No naming will occur until the full amount necessary to fulfill the financial obligation has been received by the College or the Blue Ridge Community College Educational Foundation.

6. Should the company, organization, or individual making a naming gift come into disrepute in the College or community at large, the College reserves full rights to discontinue the use of that name in association with the College.

7. For a nomination not based on a financial gift, the nominee should have an outstanding reputation and be in good standing in the community and have demonstrated an exceptional and distinguished service record to the College and/or to the College’s mission.

F. Naming rights shall be for the life of the facility, program, or area, so long as such is used for the same purpose as when the gift was made. Planned demolition or significant renovation shall terminate the naming recognition unless otherwise designated by the Board.

G. The Committee will make its recommendation to the Board of Trustees at a regular meeting. If the Board determines there is not sufficient evidence to support this action, no further action will be taken. If the Board determines that there is sufficient evidence and support to consider this action, the Board will vote in open session to consider the request.

H. The College will make arrangements for a commemorative plaque and dedication ceremony, as appropriate.

I. The Guidelines set forth in this policy statement shall not be deemed all-inclusive.

Approved July 9, 2008; Revised January 23, 2017

Naming Opportunity Guidelines

<table>
<thead>
<tr>
<th>Facility Commemoration Opportunities</th>
<th>Minimum Gift</th>
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<tbody>
<tr>
<td>New Construction or Existing Building (unnamed)</td>
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<tr>
<td>Classroom, Laboratory, or Conference Room</td>
<td>$100,000</td>
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<tr>
<td>Athletic Facility (or parts of)</td>
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<tr>
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<td>Existing outdoor areas or structures</td>
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<tr>
<td>Endowed Chair or Faculty Member</td>
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July 9, 2008
2.13 Institutional Development

The Board of Trustees authorizes the President to establish procedures and personnel for investigating and pursuing all manner and types of federal and state grants, as well as grants from private foundations and other sources, which may assist the College in fulfilling its educational mission.

Approved August 24, 1992
2.13.1 Grants and External Funding

A. External funding to advance the College and its programs may take the form of federal, state, or local grants, corporate funding, or private foundation funding. It shall be the responsibility of each department and the personnel therein to initiate the pursuit of external funding through the Office of Planning, Research and Institutional Effectiveness with final approval from the President. The initiating department should determine feasibility and appropriate application of any grant request and should provide outlines, plans, rough drafts, and other appropriate materials necessary to produce a final proposal. The Office of Planning, Research and Institutional Effectiveness staff shall provide any technical assistance appropriate to the project and will identify any significant impact on other College Departments.

B. Prior to any request for external funding, an internal form containing a summary of the grant requirements, grantee obligations, requested funding, project or program scope, and grant administration responsibilities will be prepared by the initiating department and approved by the responsible Vice President, the Chief Financial Officer, the Executive Director of the Blue Ridge Community College Educational Foundation, if applicable, and the President.

C. Copies of the complete grant application, including file copies of grants submitted electronically, shall be kept by the Divisions of Finance and General Administration, who shall be notified immediately upon the successful or unsuccessful award of a grant.

D. Applications for external funding which require that Blue Ridge Community College Educational Foundation be the designated applicant must first be submitted to the Executive Director of the Blue Ridge Community College Educational Foundation and subsequently approved by its Board of Directors.

E. Upon receipt of the funding or proposals for external funds, it shall be the responsibility of the initiating department to manage the program in close conjunction with the President and the Division of Finance.

F. It shall be the collective responsibility of the President, the Vice Presidents, the Chief Financial Officer, and the appropriate department to ensure that all applicable federal, state, and local statutes, procedures, regulations, and reporting requirements are met.

Revised December 8, 2008
2.14 College Facilities

A. Blue Ridge Community College is a limited public forum but endorses the use of the College facilities by student and outside parties for purposes that benefit both the College and greater community. The President or a designee shall be responsible for the effective operation, maintenance and supervision of the College campus and facilities, including the use by outside parties. The President or designee shall deny any group the right to use College facilities for any of the reasons listed below. In making his/her determination, the President or designee shall not discriminate based on material content.

1. Advocating governmental change through violent means which constitutes a clear and immediate danger of illegal or materially disruptive activities;
2. Activities which may cause damage to College buildings, grounds or equipment;
3. Activities that materially disrupt the educational mission of the College or activities that violate any College policies, state and/or federal law; or
4. Activities or works that are considered obscene. For purposes of this policy, obscenity means:
   a. Whether the average person, applying contemporary community standards, would find that the work or activity, taken as a whole, appeals to the prurient interests;
   b. Whether the work or activity depicts or describes, in a patently offensive way, sexual conduct; or
   c. Whether the work or activity, taken as a whole, lacks serious literary, artistic or scientific value.

B. The President may permit the use of College facilities by businesses and industries that loan or donate instructional equipment to the College when such use is in accordance with North Carolina General Statutes 66-58(c) and with the College’s own procedures.

C. Political candidates or political parties receiving approval to use College facilities must declare the College non-partisan in any advertising or written invitation or notice in which the College’s name appears. The following statement should be used: “Blue Ridge Community College is non-partisan in the use of its facilities by political groups or parties and endorses no candidate or party.”

D. The President may develop procedure for the temporary and permanent display of artwork on the College campus. Such procedures should define instances when and where artwork may be displayed and should address both formal and informal review and approval processes.

E. The President shall develop procedures for the permitting of the consumption of alcoholic beverages in College buildings or on College grounds where such procedures include the process for application and where special approval may only be granted by the President.

Revised May 10, 2010
2.14.1 Use and Rental of College Facilities

A. Scheduling: The scheduling of Blue Ridge Community College facilities is based on the needs of the College and its support groups. When facilities are not in use by the College, they may be used by the community on a first-come, first-serve basis. Reservations should be made through the General Administration Division, and is subject to approval by the President based on the criteria listed in Policy 2.14. The President or designee reserves the right to change the date for any event when, in the opinion of the President or designee, another event should take precedence.

B. Restrictions: The College may restrict the use of its facilities for any group, organization or business whose programs or activities are in direct competition with those of the College.

C. Frequency of Use: A group that is not directly affiliated with the College may use College facilities no more than six (6) times per year.

D. Fees: The College may set reasonable fees for the use of its facilities and shall deposited said fees in an institutional account to recover expenses for support services, and overhead. Categories of fees include: Facility use Fees (overhead), Custodial Fees, Technical Support Fees, Telecommunications Fees (satellite downlink), and Security Fees. The following provisions apply:

1. The College may waive any or all fees where the College is a designated sponsor of the event. In all other cases, custodial, technical support, telecommunications, or security fees may not be waived if such services are deemed necessary by the College.

2. The College may waive the facility use fees for governmental agencies, public education institutions, or local non-profit organizations provided that no such services are required of the College and the agency or organization does not directly or indirectly charge attendees for the event nor for the use of the facility for fundraising purposes.

3. Exceptions to the fee schedule and limitations on frequency of use may be made by the College. In such cases of extended use, new fees may be negotiated; however the use must have a public benefit and be consistent with the mission of the College.

E. Liability and Insurance: Any group scheduling facilities on campus must have its own insurance to cover any property or materials it brings to the campus. The College will not assume responsibility for damage or loss to such property. The College assumes no liability for injury incurred by any member of such a group while engaged in a group activity on College property. The President or designee may, on a case-by-case basis, require a group to secure and present a certificate of insurance evidence coverage in such amount that the College may require based upon the activity. The College must be named on the policy, or by appropriate endorsement to the policy, as an additional insured.

F. Materials: Blue Ridge Community College will not provide charts, markers, or other instructional materials for visiting groups.

G. Use of Pianos in the Auditoriums: Use of Steinway pianos must be approved by the Music Department. Practice and rehearsal time can be scheduled before events. The charge for practice and rehearsal time is equal to one-half the regular rates.

H. Use of Audio-visual Equipment: When audio-visual equipment is needed, it should be requested in writing on a form provided by the College. Audio-visual equipment must not be moved from one room to another without permission from the College.
I. Use of the College Picnic Area: This facility is available to families, educational, civic, and non-commercial groups at no charge, on a first-come, first-served basis. On weekends, the College may charge for the use of this facility.

J. Guidelines for Groups Using College Facilities: The following guidelines must be followed to ensure the utilization of College facilities by outside groups.

1. Political candidates or political parties receiving approval to use College facilities must declare the College non-partisan in any advertising or written invitation or notice in which the College’s name appears. The following statement should be used: Blue Ridge Community College is non-partisan in the use of its facilities by political groups or parties and endorses no candidate or party.

2. All vehicles must be parked in parking lots in designated parking spaces. Parking is not allowed on the grass, on the side of any road, or blocking the entrances to any parking lot. Because parking lots are used for various training courses through Economic and Workforce Development/Continuing Education availability may be limited. A list of dates when Economic and Workforce/Continuing Education courses are held in parking lots can be provided to interested groups.

3. All trash should be removed from the premises or placed in receptacles before leaving the College. Any clean-up or maintenance above and beyond that regularly scheduled by the College must be provided by the organization using the facility unless prior arrangements are made with the custodial staff. The College reserves the right to assess a reasonable clean-up fee in the event that the premise is left dirty.

4. Children must be accompanied by an adult. No child under the age of ten should cross roads without the assistance of an adult. Safety is of utmost concern to the College and visitors to the College should follow common sense rules. Failure to act in a safe manner will cause revocation of privileges to the group(s) involved.

5. No fishing or swimming is allowed.

6. Persons must not fight, use excessive force, or use profanity while on College premises. Persons must not damage College property. The College reserves the right to assess a reasonable replacement fee for any damage to College property.

7. The use, sale, or consumption of alcoholic beverages on College premises is prohibited except by permit for special events as provided for in Section 2.14.4 Use of Alcohol at Special Events.

8. Animals are permitted on College grounds only under certain conditions. Refer to Procedure 2.14.7 Animals on Campus.

9. Use of tobacco in any form is prohibited in any College building including the picnic shed.

10. All visiting groups are responsible for overseeing the activities and conduct of their members while utilizing College facilities and must comply with all applicable College rules and regulations, including safety procedures. The College may require security for any event and such costs shall be assessed to the visiting group.

11. All visiting groups must provide a valid credit card to reserve the space and to be used in the event of extra fees as provided herein.
12. If the College is closed due to inclement weather, all events will be rescheduled.

13. Failure to comply with the guidelines outlined in this procedure, including failure to pay a facility use fee, will cause immediate denial of access and utilization of College facilities.

Revised May 5, 2010; April 2, 2014; June 3, 2015
2.14.2 Use of College Shops and Labs

A. During the College’s normal operating hours, all College classrooms containing technical or controlled equipment, applied science shops and other school labs, e.g., computer labs, must be closed when an instructor is not present, except when special permission is granted by the instructor and the respective Vice President.

To maintain a safe and secure environment, students who require access to the College’s facilities, outside of the College’s normal operating hours, shall have an instructor, or College employee, designated by the respective Vice President, to provide access to the building, take attendance, and provide contact information for the students in the event of an emergency. The instructor, or designated College employee, must remain in the immediate area and available to respond to emergencies. When students are participating in activities that require the use of personal protective equipment or those which involve the use of machinery or potentially hazardous equipment or materials, i.e. chemicals, a qualified instructor, or College employee, designated by the instructor and the respective Vice President, must be present in the room.

B. No work of commercial nature may be done in any Blue Ridge Community College facility unless it is in conjunction with an approved training program in partnership with a local business. Work on vehicles, radios, televisions, computers and other equipment for students and employees of the College may be done only if this is part of the class work or project.

C. No charges may be made for any commodity or service other than the specific parts and materials used.

D. Any student or employee found abusing these regulations will be subject to disciplinary action pursuant to Policy Section 3.10 (Authority to Dismiss, Suspend or Take Disciplinary Action).

Revised November 10, 2003; April 2, 2014
2.14.3  Use of College Facilities by Business and Industry

A. In accordance with North Carolina General Statutes 66-58(c) and 115D-20(12), the Board of Trustees has authorized limited use of College facilities by private business enterprises and industries that loan or donate instructional equipment to the College. Permission may be granted by Blue Ridge Community College when such use of facilities is in keeping with the mission of the College and when the following conditions are met.

1. The use of instructional equipment is for demonstrating the loaned or donated equipment to customers or potential customers of the business enterprise or industry.

2. The business or industry loans or donates instructional equipment to the College.

3. There is an established timeline for the use of such equipment; which must be outlined in a formal agreement.

4. Demonstrations of the equipment are held during normal hours of operation and do not disrupt classes, scheduled activities, or events.

5. The use must be approved by the Vice President of the appropriate program, a representative of the College must be present at all times when the equipment is used, and the College is not held liable for theft, loss or damage of the equipment.

6. Equipment maintenance is not assumed to be the responsibility of the College.

Revised May 5, 2010; September 12, 2016
2.14.4 Use of Alcohol at Special Events

A. Use of Alcoholic Beverages Approval Required: Alcoholic beverages may be permitted in College buildings or on College grounds only under special approval by the President.

B. ABC Permits: Upon such preliminary approval, a limited Special Occasion Permit for the use of alcoholic beverages must be secured by the applicant from the North Carolina ABC Commission for any event where fortified wine or liquor is served. An ABC permit is not required for beer or unfortified wine. ABC Permits must be presented to the College no less than 48 hours prior to the event. A copy of the permit must be displayed during the event.

C. Security: For any event where alcohol is served, a uniformed sheriff’s deputy or approved private security officer must be present on the premises. The College will determine the number of such officers. The applicant shall pay the full cost of providing such officers.

D. Liability Insurance: When service alcohol, the applicant must provide proof of at least a $1,000,000 liability insurance policy naming Blue Ridge Community College as an additional insured in which the carrier agrees to defend, save harmless, and indemnify the College from all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages. A copy of the certificate of insurance must be received by the College no less than ten days prior to the event.

E. Service of Alcoholic Beverages: The following regulations shall apply:

1. Alcoholic beverages may be served only by and to adults age 21 or older. The applicant is required to ensure that all servers take precautions to ensure guests are not served inappropriate amounts of alcohol and to further ensure that no one under the age of 21 is served.

2. All alcoholic beverages must be served and consumed only in the area in which the ABC permit is posted.

3. All alcoholic beverage distribution will be under the control of a bartender and/or caterer. Such distribution will be discontinued for a patron or an entire event at the discretion of an official of the College, the bartender, or a security officer on duty.

4. Common source containers without an individual server through a licensed and bonded caterer (e.g., kegs, alcoholic punches, etc.) are prohibited. Brown bagging is prohibited.

5. The caterer or applicant (lessee or event sponsor) must arrange to obtain the alcoholic beverages and transport them to and from the College facility.

F. This procedure was adopted to enhance economic development efforts in the Blue Ridge Community College service area and to promote specific cultural or promotional events. No state or local tax dollars may be used to acquire or serve alcoholic beverages.

Approved May 10, 2010
2.14.5 Display of Artwork on Campus

A. General

1. Artwork may be loaned to, donated to, or purchased by the College to be displayed temporarily, semi-permanently, or permanently at a Blue Ridge Community College campus locations in accordance with the following provisions.

2. Artwork is defined herein as the creation of attractive, unique, or thought-provoking works that include but are not limited to printmaking, drawing, painting, sculpture, ceramics, textiles, photography, digital art, mixed media, and conceptual media. Signs, bulletin boards, plaques, or items such as College logo which are designed to promote the College are not considered artwork for this procedure.

3. This policy applies to all artwork owned by, loaned to, displayed or stored by the College in established gallery spaces and common areas such as, but not limited to, building entryways and halls, meeting rooms, and outdoor spaces. Student artwork displayed in association with a course is not included nor is artwork displayed in offices spaces or temporary artwork displayed in classrooms.

B. Art on Campus Committee

1. The Art on Campus Committee, acting as an ad hoc committee, shall be appointed by the President and composed of ten (10) members including a member of the Associate in Fine Arts – Art faculty, a representative from the Blue Ridge Community College Educational Foundation, three (3) faculty members and two (2) staff members. Ex officio members may be added by the Committee members. Duties of this Committee include but are not limited to:

   a. The review and selection of works of art.
   b. Recommending appropriate placement of artwork on campus (on College grounds or placed in College buildings).
   c. The review and approval of temporary artwork exhibits
   d. Consulting with College staff regarding the placement and maintenance of artwork.
   e. Encourage and support the display and acquisition of student artwork.

2. The Art on Campus Committee shall review works of art offered to or considered by the College and recommend acceptance or rejection. The President has the final approval on such decisions but may, in some cases, defer decision-making to the Art on Campus Committee.

3. In considering requests for permanent or semi-permanent artwork on campus, the Art on Campus Committee will consider the following: artistic merit, appropriateness (in keeping with the College’s mission and values), proposed site(s), maintenance, identification of the artist, transportation, storage, and security.

4. In cases of temporary display of many items of artwork, the Committee may render a recommendation based on information provided. Where some artwork may later be deemed
objectionable, the President or his/her designee shall make the initial determination as to whether it may continue to be shown pending further review by the Committee.

C. Placement of Artwork

1. The placement of artwork should be done in consultation with the General Administration Division and must also take into account the location of the site, environmental conditions, maintenance requirements, and security. Concerns or complaints about placement of artwork will be reviewed by the Art on Campus Committee.

2. All College artwork should be inspected annually. The report on the state of the total inventory of artwork shall be submitted to the Committee who, in turn, shall recommend any needed maintenance. The General Administration Division is responsible for such review, inventory, repair, and maintenance of College artwork.

3. Where applicable and upon approval of artwork by the Committee, prior to such display, an agreement shall be executed between the College and the lender as provided below.

D. Acquisition of Artwork by the College

1. The goal of the acquisition of artwork is for ownership of works of art with the understanding that the College may enjoy, relocate, sell, or transfer ownership. Artwork commissioned by the College (e.g., a mural painted on an interior hallway) is deemed an acquisition.

2. Before any artwork may be acquired by the College, such items must be first approved by the Art on Campus Committee. Blue Ridge Community College Educational Foundation may also refer such requests to the Committee before accepting donations.

E. Donations of Artwork by the Community

1. Donations by members of the community or organizations should be made without restrictions or special conditions about use, display, future disposition, except in the most exceptional of circumstances.

2. Donations offered by faculty and staff will be reviewed by the Art on Campus Committee and must meet all criteria described in this policy.

F. The College shall not accept donations of artwork from students at the College who are still in a curriculum program.

Temporary Artwork Display

1. Artwork displayed on campus shall be by the College’s invitation only. The display of such artwork shall be at all times consistent with the academic mission and values of the College.

2. All temporary artwork or art collection displays must be approved by the Art on Campus Committee. Exceptions are temporary artwork displays at the College that occur on regular intervals, such as events sponsored by the Art Department or the Community Enrichment Department.

3. The Art on Campus Committee should not be called upon to review the artwork of individuals or organizations who desire to bring their artwork to campus for show and public viewing with
2.14.5 Display of Artwork on Campus

the intention of promoting such work and who rent the College’s facilities (see also Sec. 2.14.1 – Use and Rental of College Facilities).

4. Where artwork is accepted by the College for display on a temporary basis, an agreement will be created and signed by the President and the lender of the artwork. The agreement shall state: the type of artwork, duration, location, and liability. The value of the object(s) loaned shall be provided prior to execution of the agreement. The lender shall submit an inventory of the artwork and shall provide for the return of the artwork to the lender at the end of the display period. Such contracts may be waived if the artwork is on temporary display in a secure room monitored at all times by the lender.

5. The College provides insurance coverage for an artist’s personal property on campus while in Blue Ridge Community College custody, subject to standard exclusions. Owners of artwork, however, are responsible for transportation of the artwork and are encouraged to have their own insurance coverage that will apply to their property while it is on display.

Revised November 4, 2009
2.14.6 Use of College Fitness Room

A. The Blue Ridge Community College Fitness Room is located in the Industrial Skills Building and is open during designated times for the use and enjoyment of students, faculty, and staff. Priority of use is given to scheduled classes. When no classes are in session, the facility may be used by employees or students at no cost, as provided for herein.

B. Family members or guests of students or employees may not use the facility at any time. Early College High School students may use the facility under direct supervision of a faculty or staff member.

C. Fitness Room rules of operation shall be prominently posted in the facility and strictly adhered to by all users. Unauthorized use of the facility or misuse of equipment shall be governed by Blue Ridge Community College Policies and Procedures Section 3.10.1 Disciplinary Action, Suspension, or Dismissal (for employees) and by the Student Conduct section in the Blue Ridge Community College Catalog (for students).

Adopted July 7, 2010
2.14.7 Animals on Campus

I. Definitions

A. **Domestic Animal** means an animal that is a member of a species that is normally dependent on humans for food and shelter, including dogs, cats, and other common domestic animals.

B. **Emotional Support ("Comfort") Animal** means an animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person’s treatment process, e.g., in alleviating the symptoms of that individual's disability. An emotional support animal does not assist a person with a disability with activities of daily living, and does not accompany a person with a disability at all times. An emotional support animal is not a “Service Animal.”

C. **Law Enforcement Agency (Patrol) Animal** means an animal that is trained and may be used to assist a law enforcement officer in the performance of the officer’s official duties.

D. **Person with a Disability** means a person with a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

E. **Service Animal** means an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Service Animals may or may not have been licensed by a state or local government or a private agency.

F. **Service Animal in Training** means an animal that is being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

G. **Therapy Animal** means an animal that has received training appropriate for animal assisted therapy (“AAT”) as evidenced by registration with a national Therapy Animal organization. A Therapy Animal is not a Service Animal.

II. Process

A. Domestic animals are permitted on College grounds only under the following conditions:

   1. Domestic animals on College grounds must be restrained at all times and kept on a hand-held leash.
2. Domestic animals may not be tethered or unattended for any length of time.

3. All domestic animals must have evidence of rabies vaccinations.

4. Persons walking domestic animals on campus are responsible for removing any refuse left by the animal and depositing such in a proper receptacle.

5. No domestic animal defined as dangerous by either state or county law is allowed on College grounds at any time.

B. Only service animals, service animals in training, and law enforcement agency (patrol) animals may be brought into College buildings. For purposes of this procedure, areas include all classrooms, labs, and other educational and social spaces where a student would go in the course of enrollment in the College. Domestic animals and emotional support (“comfort”) animals are not permitted inside College buildings at any time.

Individuals with a disability that may be impacted by the presence of service animals should communicate with the College’s Student Services Division (Disability Services) if they have a concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies a disability and the need for a reasonable accommodation.

C. Animals in violation of any of the above may be subject to apprehension and impounding.

Revised May 5, 2010; April 2, 2014; June 3, 2015
2.15 Smoking and Use of Tobacco Products

A. Blue Ridge Community College is committed to providing students, employees, and visitors a safe and healthy environment. To address this commitment, smoking and use of tobacco products is prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are only limited to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds. This shall also be known as the College’s “Tobacco-free Policy.”

B. For the purposes of this policy, tobacco products include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snus, snuff, e-cigarettes, and any other items containing or reasonably resembling tobacco or tobacco products, or any product simulating smoking instruments.

C. The President or his/her designee shall ensure that regulations pertaining to smoking and use of tobacco products are followed.

Revised November 10, 2008; March 10, 2014
2.15.1 Smoking and Use of Tobacco Products

A. Smoking and use of tobacco products is prohibited in all buildings and facilities and on the grounds of the Henderson County Campus, the Transylvania County Campus, and any future College-owned and operated sites. Exceptions are only limited to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds.

B. Each curriculum and continuing education instructor shall explain the College’s tobacco-free policy at the beginning of the term of each class. Coaches of intercollegiate athletic teams will similarly explain the policy at the beginning of each sport’s season and shall communicate the policy to the coaches of visiting teams.

C. It is the responsibility of each faculty and staff member to enforce the tobacco-free policy. Instructors should use tact and good judgment in dealing with possible violations.

D. Complaints or disputes should be brought to the attention of the Vice President who has the most direct responsibility for the possible violators. If satisfactory resolution is not reached, disciplinary action may be taken as outlined in Sec. 3.10 Authority to Dismiss, Suspend, or Take Disciplinary Action and Sec. 4.15.1 Harassment/Discrimination of this Policies and Procedures Manual.

E. Proper signage indicating that Blue Ridge Community College is a “Tobacco-free Campus” shall be prominently displayed on College grounds and statements shall be printed in selected flyers and publications to alert visitors of the College’s policy.

Revised November 10, 2008
2.16 Building Maintenance

The President or a designee will be responsible for seeing that all Blue Ridge Community College facilities owned or rented by the College are cleaned and maintained on a regular schedule.

_Revised January 14, 2002_
2.16.1 Building Maintenance Requests

A. All requests for maintenance must be made electronically and submitted to the Director of Facilities. Detailed information must be given for each item. This request is not to be used for live projects such as construction projects.

B. Examples of the types of request are:

1. Replacement of lights
2. Removal or relocation of equipment
3. Installation or repair of equipment
4. Routine custodial requests
5. Grounds maintenance requests

Revised November 10, 2003
2.17 Sustainable Workplace

A. Blue Ridge Community College is committed to providing a sustainable workplace by reducing, reusing, and recycling resources, and adopting sound institutional energy and water conservation practices to enhance the long-term well-being of the College.

B. The President shall establish rules, procedures to implement this policy.

Revised March 9, 2009; March 7, 2012
2.17.1 Energy and Water Conservation

A. Blue Ridge Community College is committed to responsible energy and water management in support of our sustainability policy. In order to meet these goals the following guidelines have been established.

B. Room temperatures – during operating hours, thermostats will be set and maintained to provide for cooling energy to lower room temperatures to 75-76 degrees Fahrenheit. When heating is used, thermostats shall be set and maintained to raise the room temperature to 68-69 degrees Fahrenheit.

C. Portable heaters – the use of portable heaters is prohibited except when room temperatures are below 65 degrees. This will be determined by Director of Facilities.

D. Water heaters – temperature will be set at an efficient operating temperature of 140 degrees Fahrenheit.

E. Lighting – reduce lighting loads by turning off lights in all rooms not in use or when no classes are in session.

F. It is the responsibility of the Director of Facilities or designee to see that these procedures are followed.

G. Faculty, staff and students are encouraged to play a role in promoting efficient, reduced energy and water use. The Blue Ridge Community College community will strive to make office space, classrooms or shared spaces more energy and water efficient.

Approved October 2, 2000; Revised December 7, 2011
2.17.2 Sustainable Campus Landscape Planting

In support of the campus Sustainable Workplace Policy (2.17), plantings at Henderson County campus and Transylvania County campus shall be:

1. Ecologically appropriate and reflect our desire to be thoughtful stewards of the natural resource under our protection
2. Regionally adapted and suitable for landscape microclimates, pest pressures, and soils of the campuses
3. Composed of native plants grouped in biodiverse natural associations when possible
4. Educational, communicating a sense of place that helps students, staff, administrators, and guests understand the rich biodiversity and the limiting resources of our mountain region.

Revised February 2, 2011
2.17.3 Purchase of Paper, Paper Products, and Other Paper Consumables

In support of the campus Sustainable Workplace Policy (2.17), paper, paper products, and other related paper consumable purchase for use on campus should have the following attributes, which are listed in order of importance:

1. Paper should come from a manufacturer that documents source materials that come from a certified sustainably managed forest.
2. Paper should have the highest level of recycled/recovered fiber content possible for intended use.
3. Paper should come from vendors that have documented sustainable business practices and commitments.

Adopted September 5, 2012
Blue Ridge Community College recognizes the significant benefit that derive from the use of volunteers in support of the College’s mission. The Board of Trustees authorizes the President to establish procedures and requirements that govern individuals who serve in this capacity.
2.18.1 Citizen Volunteers

A. This policy is designed to enable Blue Ridge Community College to accept citizen volunteers, reduce volunteer risk, and protect the interests of the College, and the community it serves.

B. Definition: Citizen Volunteers are uncompensated individuals who perform services directly related to the business of the College for their benefit, to support the humanitarian, charitable or public service activities of the College, or to gain experience in specific endeavors.

C. Citizen Volunteers are expected to abide by the College policies and procedures and applicable regulations that govern their actions, including but not limited to those relating to ethical behavior, safety, computer use, security, confidentiality, and drug and alcohol use.

D. College volunteers are not covered by the Fair Labor Standard Act and are not considered employees for any purpose. Therefore, they are not eligible for compensation or college benefits.

E. Any division wishing to engage the services of a volunteer should prepare a brief description of the duties and services to be performed by the volunteer and the duration of the work. Published requests for volunteers must be approved in advance by the President.

F. When selecting a volunteer, it is the division’s responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will perform.

G. Any individual agreeing to volunteer at Blue Ridge Community College must complete a Volunteer Agreement and Waiver of Liability Form. This requirement is waived for individuals volunteering for "one-time" activities such as holiday events, graduation exercises, fundraising, etc. The completed Volunteer Agreement and Waiver of Liability Form should be forwarded to the Human Resources Director along with a description of the duties and services to be performed by that volunteer.

H. Advisory council members, trustees, and other board members are not required to complete a Volunteer Agreement Form.

I. A volunteer’s service may be terminated at any time and without prior notice.

Approved January 29, 2008
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<th>Blue Ridge Community College</th>
<th>Chapter 2 – Administration</th>
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2.20 (Reserved)
2.21 Committees

A. The President shall provide for the establishment, purpose, and operation of appropriate standing College committees. Such committees will be ongoing by nature and will be considered an integral part of the operation of the College.

B. Ad hoc committees will be appointed by the President of Blue Ridge Community College to study any special problem of the College which requires committee involvement, and which cannot be studied by a standing committee. Specifically, problems concerning academic questions (admission policies, grading, transferability of credit, advanced placement, etc.) or administrative problems needing special study are tasks usually assigned this type of committee. Ad hoc committees are appointed to study the specific problem assigned and are discharged when they have completed their work and have made a final report.

Approved August 24, 1992
2.21.1 Standing Committees

Standing committees are an integral part of the operation of Blue Ridge Community College and are established by the President. The chair of each committee as well as the individual committee members are appointed by the President, unless otherwise stated in this section. Reappointments for additional terms may be made at the discretion of the President. Where applicable, student representatives for each committee are appointed by the committee chairperson. Each standing committee will assign a secretary to record the minutes of the committee meetings, and, upon approval, such minutes shall be published on the Blue Ridge Community College Intranet. Each committee will meet at least once per year and upon notification of the chairperson with such notification to members at least four (4) days prior to the actual meeting time. Blue Ridge Community College standing committees are as follows:

A. **Art on Campus Committee** – The purpose of the Art on Campus Committee shall be to review and select of works of art, recommend appropriate placement of artwork on campus, review and recommend approval or disapproval of temporary artwork exhibits, consult with College staff regarding the placement and maintenance of artwork, and encourage the display and acquisition of student artwork. The committee shall include ten (10) members including a member of the Associate in Fine Arts - Art faculty, a representative from the Blue Ridge Community College Educational Foundation staff, three faculty members, and two staff members. All members and the chair shall be appointed by the President. Ex officio members may be added by the Committee members. The committee shall meet as necessary but at least once per year. Terms are for three years and members may be reappointed.

B. **Carl Perkins Committee** – The purpose of the Carl Perkins Committee is the procurement, management, and reporting associated with the Federal Career and Technical Education Funding. The Committee shall consist of ten (10) members including: the Dean for Advanced Technology, Dean for Business and Service Careers, one Student Services Representative, Vice President for Instruction, and six members at-large. All members and the chair are appointed by the President. Terms are for three years and members may be reappointed.

C. **Program Advisory Committees** – A Program Advisory Committee will be organized for each technical and vocational curriculum program offered by the College. The chief function of each Program Advisory Committee is to aid the College in maintaining a level of practical instruction, which has real meaning for the citizens of our community in terms of conditions in the community. Some specific functions which these committees may serve are as follows: (1) helping to establish communication channels between Blue Ridge Community College and community occupational groups; (2) listing specific skills and suggesting related (science, math, human relations) and technical information for the program; (3) helping in evaluation of the graduates of the program; (4) suggesting ways for improving the public relations program at the College; (5) assisting in recruiting, providing internships, and in placing qualified graduates in appropriate jobs; (6) keeping the College informed on changes in the labor market, specific needs, and labor surpluses; (7) providing means through which the College can better inform the community of occupational programs; and (8) assessing program needs in terms of the entire community. In addition, the Program Advisory Committee can assist the College by giving suggestions on the following: initiation of new occupational education programs; expansion, curtailment, or elimination of established programs; interpretation of manpower and skill requirement studies in terms of curriculum needs; and identification and acquisition of shop and lab equipment. The duties of the committee will be to advise, in any way, in order to continually upgrade the occupational offerings of the College. Each Program Advisory Committee will be composed of a faculty member or Department Dean from each curriculum area, and three or more representatives from industry, business, the professions, and other areas of the community where graduates from the program are employed. In addition, the Vice President for Instruction
or a designee may serve on any advisory committee. Accurate minutes of the proceedings of each committee shall be recorded and filed with the Vice President for Instruction as permanent records of the College. All program advisory committees must meet at least annually, unless written approval is granted by the President or applicable Vice President for an exception.

D. Program Review Committee – The Committee examines policies and procedures relevant to the curriculum instructional programs, program review reports, requests for new curriculum programs, and proposed additions and changes to existing curricula. All curriculum revisions, proposed new curricula, or proposals for deletion of curricula must be submitted to this committee for study. Such requests and reports may come from Blue Ridge Community College faculty and staff, Blue Ridge Community College Program Advisory Committees, the System Office, or the Leadership Team. The Committee should verify that curricula proposals or modifications are in compliance with state established curriculum standards, articulation agreements, and the Common Course Library. All Committee recommendations shall be directed to the Vice President for Instruction who shall, in turn, take any action items to the President and, where required, to the Board of Trustees. The committee shall consist of thirteen (14) members including: four faculty representatives (one from each of the following departments: Arts and Sciences, Advanced Technologies, Health Sciences and Emergency Services, and Business and Service Careers), the Vice President for Instruction, each of the Curriculum Department Deans, and the College’s Accreditation Liaison. Terms are for three years and members may be reappointed.

E. Distance Learning Committee – The purpose of the Distance Learning Committee is to guide the planning, development, implementation, and evaluation of the College’s distance education programs. Distance education includes interactive television, full Internet courses, hybrid courses, cable or telecourses, podcasting of course material, and emerging instructional technology delivery systems. The Committee will recommend faculty and student surveys, campus-wide goals related to distance learning, SACS-related policies and procedures, the Principles of Good Practice from the Southern Regional Education Board, and current research for best practices. The Committee will make recommendations for policies and procedures to improve delivery of distance education for curriculum and continuing education instruction. The Committee shall consist of thirteen (13) members, including, two permanent. Permanent members include the Vice President for General Administration and the Director for Instructional Technologies and Distance Learning Support. Rotating members are appointed by the President and may be faculty or staff. Appointments shall be drawn from the following areas: Student Services, Economic and Workforce Development/Continuing Education, Technology, Instruction, and the College Library. The Committee shall meet quarterly. Minutes of the meetings and analysis of survey data will be posted on the Distance Learning Committee Wiki as well as on The Insider on the Blue Ridge Community College Intranet. Terms are for three years and members may be reappointed.

F. Faculty Senate - The Faculty Senate will meet monthly and as deemed necessary by Senate members and administration to deal with special issues. Two representatives from each Curriculum Division will be chosen. For the purposes of this document, the term Curriculum Division is defined to mean Arts and Sciences, Advanced Technologies, Business and Career Services, and Health Sciences and Emergency Services. Each Curriculum Division has its own discretionary power to appoint one Faculty Senate member, and that Curriculum Division’s respective dean will appoint the other Faculty Senate member. The Transylvania Campus will have one Faculty Senate member. Faculty Senate members will serve a two-year term. Faculty Senate officers (Senate Chair, Vice-chair, Secretary) will be chosen from the Faculty Senate members. They will retain their voting rights in addition to fulfilling their additional responsibilities. An agenda will be prepared for each meeting by the chair with the aid of the officers, based on issues put forth to representatives from their departments and those brought to the Senate by
the administration. The Faculty Senate will operate within the parameters of its approved bylaws. The bylaws must have a revision date notation recorded on the cover page. Proper documentation of changes must be recorded in the minutes of the Faculty Senate. The Faculty Senate shall have no administrative responsibilities, but shall serve as the source of policy formation and revision in academic matters and other areas of concern that relate to the instructional program. The officers of the Faculty Senate shall be elected for a term of one (1) year. Accurate minutes of the Council proceedings shall be recorded and filed as a permanent record of the College.

G. Financial Aid and Scholarship Committee – The Financial Aid and Scholarship Committee reviews and evaluates practices and procedures used in the financial aid program. It determines scholarship recipients and long-term institutional loan recipients and may be called on, at the discretion of the Financial Aid Director, for decisions in awarding other types of student financial aid. Through its diverse membership, it provides a vehicle for communication about the financial aid program to and from the College community. The committee shall consist of ten (10) members including: the Financial Aid Director, Financial Aid Counselor, and Vice President for Student Services, Student Services Representative, and the Student Services Coordinator for the Transylvania County Campus. Four faculty members, representing the various departments of the College, are appointed by the Faculty Senate Chairperson, with the recommendation of their respective Department Dean, and a representative from Economic and Workforce Development/Continuing Education. Accurate minutes of the proceedings shall be kept on file in the Division of Student Services as permanent records of the College. Terms are for three years and members may be reappointed.

H. Graduation Committee – The purpose of the Graduation Committee is to plan the activities for all College Curriculum graduation events and direct event day exercises. The Committee shall include nine (9) members as follows: The Student Activities Coordinator, Registrar, Event Coordinator, three faculty members, two Student Services representatives, and Vice President representation. All members and the chair are appointed by the President. Terms are for three years and members may be reappointed.

I. Inclusive Education Committee – The purpose of the Inclusive Education Committee is to increase awareness and appreciation of cultural diversity and to promote global education at the College by developing programs and activities for students, employees, and visitors. The Committee shall consist of fourteen (14) members including: four members from the Instruction Division, one from the Adult Education and Literacy Department, one from the Student Services Division, five “at large” members, Vice President representation and two student representatives (ex officio). All members and the chair are appointed by the President. Terms are for three years and members may be reappointed.

J. Internal Control Committee – Purpose-Enhancing Accountability in Government through Leadership and Education (EAGLE) is a State Program that requires Blue Ridge Community College to perform an annual assessment of internal control. By completing the annual assessment, the College will benefit by: 1) identifying risks and compensating controls that reduce the possibility of material misstatements and misappropriation of assets; 2) identifying compliance requirements and correlating controls for the federal programs/grants; and 3) recognizing opportunities to increase efficiency and effectiveness in business processes and operations. Terms are for three years and members may be reappointed.

K. Library Committee – The purpose of the Library Committee shall be to assist in the overall development of the Library by making recommendations on new acquisitions and publications; and, by assisting and making recommendations as to policies and procedures for the Library. This Committee will serve as a liaison between faculty and administration and the Library. The
Library Committee will consist of ten (10) members: five faculty members, the Librarian, Vice President representation, two members at large, and a member of the student body. Faculty representatives are appointed by the Vice President for Instruction with the recommendation of the Department Deans. The Committee shall meet two times during each school year. Accurate minutes of the committee proceedings shall be recorded with a copy being filed in the Library and copies delivered to the President, the Vice President for Student Services, and the Vice President for Instruction. Terms are for three years and members may be reappointed.

L. Marketing/Web Development Committee - The purpose of the Marketing and Web Committee is to facilitate communication between and among the various units on the campus who are specifically engaged in marketing initiatives and those with a vested interest in the marketing of Blue Ridge Community College. It also serves a critical role in fostering a free exchange of creative ideas. The committee’s responsibilities are to promote effective communication and collaboration in implementing the College’s Marketing Plan, provide advice and counsel to the Strategic Planning and Communications Department on the effectiveness of marketing concepts and the development of new initiatives, and make periodic review of Blue Ridge Community College’s web presence to ensure it projects an image of Blue Ridge Community College as a leader in higher education. Appointments shall be drawn from the following areas: Student Services, Economic and Workforce Development/Continuing Education, Technology, Instruction, and General Administration along with the Director of Strategic Planning and Communications, Public Information Officer, Webmaster, and Vice President representation. The President appoints all other committee members. Terms are for three years and members may be reappointed.

M. President’s Council – The purpose of the President’s Council is to guide the annual planning process for the College, make recommendations to the President regarding educational and operational matters affecting the College, serve as a decision-making resource for the President, and facilitate dialogue between constituency groups in order to evaluate College statistics, set goals and strategic directions, and prioritize the human, physical, technological, and financial needs of the College. Council duties include the following: (a) Assist in the development of the College’s Action Plans, Facilities Master Plan, and other College plans, as necessary; (b) Develop specific College-wide objectives consistent with the stated mission, vision, and values of the College, with the College’s Strategic Plan and the goals of the Board of Trustees; (c) Make recommendations to the President regarding program, budgetary, and operational needs of the College; (d) Analyze assessment results and make recommendations for improvement; (e) Track the College’s progress on accreditation matters; and (f) Perform other specific tasks as directed by the President. The President’s Council shall consist of twenty-nine (29) regular members: four Vice Presidents, Chief Financial Officer, Associate Vice President of Transylvania Programs, seven (7) College Deans, the Blue Ridge Community College Educational Foundation Executive Director, the current Faculty Senate Chair, the current SGA President, and rotating positions that include one faculty member from each of the following 5 areas: Advanced Technologies, Arts & Sciences, Business and Service Careers, Health Sciences and Emergency Services and one non-curriculum faculty member; and a staff member from each of the following areas: Student Services, General Administration, Finance, Operations, Economic and Workforce Development/Continuing Education, and one member at large. The Research Coordinator shall be ex officio member. All rotating members are appointed by the President, upon recommendations by their respective Vice President. The Blue Ridge Community College Faculty Senate may submit names to fill faculty member vacancies to the Vice President for Instruction. Terms are for three years and members may be reappointed.

N. Professional Development Committee – The purpose of the Professional Development Committee is to support and advance appropriate professional development activities for College faculty and staff. In addition, the Committee: promotes professional development opportunities
and benefits within the College; solicits and evaluates applications for funding of faculty, staff, and administrative professional development activities; and, works with the Office of the President to develop and deliver a comprehensive professional development program. The committee shall consist of fourteen (14) members including: a representative from each of the six departments comprising the Division for Instruction, Vice President representation, two representatives from Economic and Workforce Development/Continuing Education, staff representation from the Division of Student Services, Division of Finance, Division of General Administration, and the Human Resources Director. Members are appointed by the President upon recommendations by their respective Deans and Vice Presidents, as applicable. Terms are for three years and members may be reappointed.

O. **Remembrance Committee** – The purpose of the Remembrance Committee is to recognize and respond to employees who have serious illnesses, family illnesses, or occasions of bereavement. The Committee may accept and maintain contributions from employees for such occasions. The Committee shall include eight (8) members, including Vice President representation. All members and the chair are appointed by the President. Terms are for three years and members may be reappointed.

P. **Safety Committee** – The purpose of the Safety Committee is to review procedures for campus safety and compliance with the Occupational Safety and Health Act (OSHA), and any other local, state or federal environmental, health and safety regulations as they apply to the College. The Safety Committee shall implement Employee-right-to-know rules, formulate and recommend safety procedures for campus personnel and instructional areas, make scheduled and random inspections of all College facilities to ascertain if they are in compliance with environmental, health and safety requirements; and to inform the President of any problem areas. Committee members will work with any and all staff and faculty members when required or requested, in order to improve the safe working conditions of any area of the College. The Safety Committee chair will be the Chief of Police/Director of Public Safety. The Committee shall consist of at least eight (8) members: the Chief Financial Officer, the Director of Facilities and Plant Operations, the Director of the Environmental Health and Safety Institute, the College’s Safety Officer, and one member appointed by each of the four College Vice Presidents. Any member of the College’s Emergency Response Team that is not already a member of the committee shall be an *ex officio* member of the committee. The Safety Committee meets quarterly. Terms are for three years and members may be reappointed.

Q. **Security Committee** – The purpose of the Security Committee is to ensure the security, welfare, and safety of students, faculty, staff and visitors of Blue Ridge Community College. The Security Committee will work in conjunction with the Safety Committee to maintain the overall safety and security of both campuses. The Security Committee serves the college by planning for emergency and disaster response, addressing large-scale safety measures and developing and updating the college emergency response plan. The Security Committee will assist in planning for and maintaining compliance with the Clery Act, VAWA, the SaVE Act and assisting the Title IX coordinator with compliance and planning for training required by any of the above acts. The Security Committee shall develop a threat assessment team to take a proactive approach to reviewing possible threats to Blue Ridge Community College that may develop. The threat assessment team shall convene quarterly to review actions that have been taken in regards to a threat on campus or to review instances that may become a threat in the future. The threat assessment team shall also convene any time there is an imminent threat to the College.

The Security Committee will be chaired by the Chief of Police/Director of Public Safety. The committee shall consist of at least ten (10) members: the Vice President for Student Services, Public Information Officer, Director of Human Resources, one member appointed by each of the Vice Presidents, a representative of faculty, counseling services, and the Transylvania County
Campus. The campus police officers and any member of the Emergency Response Team shall be an ex-officio may be reappointed.

R. **Student Success Committee** – The purpose of the Student Success Committee is to identify and review student performance indicators and make recommendations that lead to increased academic performance, higher rates of retention and graduation, and the overall success of the student.

The Committee shall consist of twelve (12) members including: four members from the Instruction Division, one from the Adult Education and Literacy Department, one from the Student Services Division, three “at large” members, and one ex officio student representative. All members and the chair are appointed by the President. Terms are for three years and members may be reappointed.

S. **Sustainability Committee** – The purpose of the Sustainability Committee is to support and advance the College’s sustainability programs, advise management on sustainability initiatives, and plan related activities for employees, students, and visitors. The Committee will concern itself with (1) making recommendations for reducing, reusing, and recycling resources, (2) energy conservation measures, and (3) promoting activities that develop and enhance environmental consciousness. The Committee shall consist of at least twelve (12) members including: the Director of Facilities, Vice President representation, and other members appointed by the President. Terms are for three years and members may be reappointed.

T. **Technology Committee** – The purpose of the Technology Committee is to develop and update the Technology Plan and to advise the Director of Technology (CIO) in matters involving technology including: computer hardware and software, distance learning, telecommunications, digital media, multimedia, Datatel, support systems, and electronic office equipment. The committee shall consist of twelve (12) members, including the Vice President for General Administration and the Director of Technology. Appointments shall be drawn from the following areas: Student Services, Finance, Economic and Workforce Development/Continuing Education, General Administration, and Instruction. The President appoints all other committee members. Terms are for three years and members may be reappointed.

U. **Wellness Committee** – The purpose of the Wellness Committee is to coordinate the College’s wellness program and plan wellness activities for College employees. The committee shall consist of at least twelve (12) members, including a representative from Human Resources, and shall meet quarterly. The President appoints all other members. Terms are for three years and members may be reappointed.

V. **Ad Hoc Committees** – Ad hoc committees may be established for various purposes to serve the College. These committees may be short term or of a permanent nature. Ad hoc committees should have a chairperson and keep informal notes.

Revised December 9, 2009; August 5, 2014; February 4, 2015; March 31, 2015; May 10, 2017
2.22 Workforce Diversity

A. Blue Ridge Community College is committed to a policy of diversity to ensure that its workforce is reflective of society at large. Accordingly, the College has set the goal that its employees should be equal to the proportionate representation in the labor market for all College positions in terms of protected groups as set forth in federal and state statutes.

B. Blue Ridge Community College’s Board of Trustees and President shall oversee and monitor efforts throughout College operations to ensure that every effort be made to accomplish this goal. The Human Resources Director is designated as staff having oversight responsibility, working in conjunction with faculty and staff throughout the College.

Revised November 10, 2003
2.22.1 Workforce Diversity

A. The President of the College shall have the overall responsibility for the diversity program. Implementation of the program shall be the responsibility of the Human Resources Director who shall be the initial contact person for all matters related to diversity within the College workforce, with authority to refer to other staff or administrators issues or duties that are appropriate.

B. The Human Resources Director is charged with the responsibility for the preparation and recommendation to the President of any new policies and procedures needed to reach the objectives of the Diversity Plan.

Revised November 10, 2003
2.23 Equal Access and Equal Opportunity

For purposes of this policy, the term Improperable Discrimination shall mean: race, color, religion, sex, gender, sexual orientation, national origin, age, disability, veteran status, genetic information or any other protected class as identified in federal or state law or regulations.

A. Blue Ridge Community College Board of Trustees, administrators, faculty, and staff recognize their responsibilities for the development of equal employment opportunities that do not discriminate against any employee or applicant for employment based on Improperable Discrimination and will take action to ensure that personnel actions will be taken during employment without regard to these factors.

B. Blue Ridge Community College is an equal educational opportunity institution, which makes no distinction in the admission of students or in any activities on the basis of Improperable Discrimination.

C. The President shall appoint the Vice President of Student Services as the Title IX Coordinator for students and the Human Resources Director as the Title IX Coordinator for employees to ensure that this policy is implemented.

Revised January 9, 2008; July 11, 2016
2.23.1 Equal Access and Equal Opportunity

A. The Human Resources Director will maintain census data at all times regarding the distribution of employees and will, in conjunction with the President, supervise the aspects of the personnel function at the College to determine if there is any evidence of discrimination against protected groups.

B. The Human Resources Director will work with any government agency in the investigation of any complaints or the implementation of equal opportunity procedures. Employees or students who wish to register complaints in regard to equal opportunity issues should contact the Vice President for Student Services, who serves as the College’s Title IX Coordinator for Students, or the Human Resources Director, who serves as the College’s Title IX Coordinator for employees, for advice and assistance on how to pursue these issues.

C. All printed material and marketing efforts paid for with state or federal monies should carry the phrase “Blue Ridge Community College is an Equal Employment Opportunity Institution.”

Revised November 10, 2003; June 5, 2013
2.24 (Reserved)
2.26 Public Information

The President shall establish procedures for all information and news events which are to be presented to the news media and general public, and shall designate a person or persons to be responsible for the preparation and dissemination of such materials.

Approved August 24, 1992
2.26.1 Release of Public Information

A. All information concerning Blue Ridge Community College to be released to the news media or the general public should be cleared through the Office of the President or a designee prior to release of the information.

B. The President or a designee is responsible for the preparation and release of news articles to the news media. College personnel desiring the release of information concerning college-related activities or who desire to have feature stories written should submit a request to the Public Relations Officer.

C. The following information regarding Blue Ridge Community College employees may be released to the public without the consent of the employee:

1. Name
2. Age
3. Date of original employment or appointment
4. Current position title
5. Date of original employment
6. Terms of any contract
7. Date and amount of each increase/decrease in salary
8. Date and type of each promotion/demotion/transfer/suspension/separation or other change in position
9. Date and description of the reasons for each promotion
10. Date of type of dismissal, suspension, or demotion for disciplinary reasons by the College. A copy of the written final decision of the Board (if the Board has been required to take action due to an appeal) setting forth specific acts or omissions that are the basis of the dismissal.

D. All public records requests must be made in writing and specifically list the public records to be inspected. Requests should be specific as to exactly what documents are being requested. All personnel records requests should be forwarded to the Human Resources Director. The Human Resources Director may ask the requestor for more specificity if necessary, but may not use requests for more specificity as an impediment to the individual’s request for public records. Furthermore, the records should be provided to the requestor as promptly as possible. The Human Resources Director is not required to produce public records in any form other than one in which they were originally created.

E. A person requesting to view public records may do so under reasonable supervision. No inspection fee may be charged and no files may be removed from the custody of the Human Resources Director except by the following persons:

1. The President either for his/her review or on behalf of the Board of Trustees in conjunction with formal personnel actions
2. A party by authority of court of proper jurisdiction
3. Members of the General Assembly by authority of G.S. 120-19

F. A requestor has a right to a copy of the public records in a personnel file charged at the current external rate. If a request is extraordinary and voluminous and calls for extensive use or time and equipment, the College may charge the requestor for the equipment use and employee’s time.

G. For information regarding the release of student records or student “directory information,” refer to Section 4.23.1 Confidentiality of Student Records.
2.27 College Publications

A. The President shall establish rules and regulations concerning who is responsible for all College publications, and procedures for the pre-publication review of all promotional and marketing materials which pertain to the College or its programs and which are designed for public viewing.

B. Materials under this policy include, but are not limited to, brochures, handbooks, catalogs, multimedia, and programs for special events.

C. Instructional classroom materials are not governed by the provisions of this policy.

Revised November 10, 2003
2.27.1 College Publications

A. The President (or designee) or the Director of Marketing and Communications shall review, before distribution, all official publications of Blue Ridge Community College. Such publications include: advertisements, catalogs, brochures, flyers, manuals or handbooks, leaflets, news releases, special reports, newsletters, schedules, posters, displays, multimedia presentations, memos, or mass mailed letters.

B. All of these projects must have prior approval of the respective supervisor of the project or program, be coherent in design and presentation, and convey a positive image that supports the mission of the College. (Refer to Sec. 8.1.1[K] Use of Electronic Images regarding use of electronic images of students and visitors).

C. G.S. 143-170.1 (as amended) requires that all public documents, other than the ones principally for resale, carry a “(# of copies) of this public document were printed at a cost of $_______ or $_______ per copy” statement. This figure should include costs of labor and materials, design, typesetting, and printing and binding.

D. All college publications and advertisements printed with state or local funds should carry the affirmative action phrase “Blue Ridge Community College is an Equal Opportunity Institution.”

E. Employees involved in the creation or production of any official or divisional publications should familiarize themselves with the copyright laws and Blue Ridge Community College Copyright Policy contained in the College’s Technology Policies and Procedures Chapter 8.

Revised February 4, 2008; June 7, 2017
2.27.2 Bulletin Board/Posting Procedures

A. Campus bulletin boards are provided for use by recognized student organizations and by College employees to improve internal communications and as a courtesy to students.

B. For purposes of this procedure a "recognized student organization" is defined as an organized student group that is recognized by the Student Government Association.

C. The use of campus bulletin boards by recognized student organizations or College employees is subject to the following general regulations:

1. All materials posted on campus bulletin boards must be directly related to College programs, events, clubs, or services.
2. All posted materials must: be clear and legible; include the sponsoring club or College program/division/department name; include the date; and, provide current contact information.
3. Posted materials shall not include profanity, or other language that is offensive, discriminatory, or harassing.
4. All notices must be posted on a bulletin board. No notice, advertisement, document, or signage of any kind may be affixed to any building, wall, window, door, street, sidewalk, traffic sign, campus signage, light post or pole, trash can, staircase, railing, tree or other vegetation, or any other part of the campus of Blue Ridge Community College. Campus bulletin boards are the sole designated location for posting of communication. This does not include employee offices or classrooms. Exceptions may include emergency announcements, abbreviated schedule of operating hours, etc., as deemed necessary by College administration.
5. Flyers may remain on a bulletin board for three weeks or two business days after the event or service advertised has ended, whichever is sooner. It is the responsibility of the recognized student organization or College employee to remove its advertisement in a timely manner.
6. The use of campus bulletin boards to advertise the sale of used books is limited to current or former students of Blue Ridge Community College and can be placed on bulletin boards designated for “Textbooks for Sale.”

D. The College provides some designated bulletin board space for its students and employees to advertise or request information directly related to College programs, events, clubs, services, or community events. Other than such limited use by the College’s students and employees, bulletin boards may not be used for commercial purposes.

E. Requests to post notices about job openings should be referred to NCWorks.

F. The College newsletter “Writing on the Wall” may be posted to restroom walls and/or doors with permission from the Strategic Planning and Communications Office.

G. Any violation of the above mentioned procedures shall result in the immediate forfeiture of the privilege of using campus bulletin boards.

H. Blue Ridge Community College reserves the right to remove signage without notice if it is outdated or does not adhere to these procedures.

Adopted February 1, 2012
2.27.3 College Logo and Seal

A. For the purposes of this procedure, a logo is defined as any recognizable and distinctive graphic design, stylized name, or unique symbol.

B. The Blue Ridge Community College logo is the primary identifying element of the College. It represents the College brand and promotes immediate identification.

C. Acceptable uses of the College logo are outlined in the College’s Graphic Standards Guide published by the Marketing and Communications Department.

D. The College’s logo is to be used on all College publications both print and electronic, including approved College social media sites. The location of the logo on the document is usually determined by the design of the publication or advertisement.

E. Unique logos for individual divisions, departments, or programs are not permitted. The President may approve an addition to the College logo to allow a department or program to distinguish its identity.

F. All use of the Blue Ridge Community College logo or seal by Blue Ridge Community College faculty, staff, College partners, bookstore, or any business or agency must conform to the College Graphic Standards Guide and must receive approval from the Marketing and Communications Department before use.

G. The College’s official seal is reserved for official documents and publications representing the President or the Board of Trustees. The seal should be used on publications and advertisements only by permission of the President or a designee.

H. Exceptions to this Procedure Include:

1. Logos designed for internal initiatives that will not be used externally
2. Logos whose use is mandated by agencies external to the College
3. Logos already in existence as of May 2017.

Approved June 7, 2017
2.28 Campus Solicitation

No advertising or solicitation will be allowed on campus unless prior approval is received from the President or a designee.

Approved March 10, 1997
2.28.1 Campus Solicitation

A. Requests for any type of on-campus solicitation must be made in writing to the College’s Event Coordinator and are subject to approval by the President, based on the criteria listed in Policy 2.14 - College Facilities. The President or designee reserves the right to change the date for any event when, in the opinion of the President or designee, another event should take precedence. Requests should be made at least two weeks in advance so that notice of the solicitation can be distributed to all personnel.

B. Pamphlets, publications, advertisements, and any other such materials may not be distributed through any form of the College’s internal mail system. Such materials may, however, be distributed by hand at such time(s) and at such location(s) as may be designated in writing by the College President, so long as the group or individual has complied with the requirements of Section A above. Distribution of written materials will not be denied based solely on the content or the viewpoints expressed in the materials.

C. The College provides some designated bulletin board space for its students and employees, as noted in Policy 2.27 - College Publications. Other than such limited use by the College’s students and employees, bulletin boards may not be used for commercial purposes.

Approved April 17, 1997; Revised September 7, 2011; Revised December 7, 2011
<table>
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<th>Blue Ridge Community College</th>
<th>Chapter 2 – Administration</th>
<th>2.29 (Reserved)</th>
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2.29 (Reserved)
## 2.31 College Calendar

The President or a designee shall develop and submit an annual calendar to the Board of Trustees for its review and approval. The approved calendar for each year will be published in appropriate publications.
2.31.1 College Calendar

A. The Vice President for Instruction shall consult with the Vice President for Student Services, the Vice President for Economic and Workforce Development/Continuing Education, Registrar, and the academic deans to gather information and develop a preliminary College calendar for the academic year.

B. This preliminary calendar will be forwarded to the President’s Council and the senior leadership team for input.

C. After required changes are made and the President’s Council and senior leadership of the college are in agreement with the preliminary calendar, the Vice President for Instruction shall present the calendar to the President.

D. The President shall present the calendar to the Board of Trustees for approval at their January meeting.
2.32 Americans with Disabilities Act

The President or his/her designee shall ensure that the College is in compliance with the Americans with Disabilities Act of 1990 (ADA), including conducting an ADA audit of every activity, program, or service of the institution.

Approved January 12, 1998
2.32.1  Americans with Disabilities Act

A. To achieve compliance with the Americans with Disabilities Act of 1990 (ADA), Blue Ridge Community College will:
   1. Engage in self-evaluation (audit);
   2. Review all submitted reasonable accommodation requests with regard to the Americans with Disabilities Act;
   3. Provide notices concerning the Americans with Disabilities Act;
   4. Ensure that existing facilities are readily accessible to or usable by individuals with disabilities through structural changes in facilities or through other methods that are equally effective, to make services, programs and activities accessible;
   5. Eliminate eligibility criteria that screens out or tends to screen out individuals with disabilities or any class of individuals with disabilities from fully and equally enjoying any service, program, or activity unless these criteria are shown to be necessary for the provision of the service, program or activity being offered;
   6. Administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities; and
   7. Take appropriate steps to ensure that communications with persons who are disabled are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

B. Blue Ridge Community College will maintain the self-evaluation and make it available to the public for three years.

C. Americans with Disabilities Act grievances including disability harassment will be addressed through existing employee and student grievance procedures found in the Blue Ridge Community College Policy and Procedures Manual.

D. The Director for Disability Services, in conjunction with the Vice President for Student Services, provides oversight to help ensure Americans with Disabilities compliance for students.

E. The Director of Human Resources, in conjunction with the Vice President for General Administration, provides oversight to help ensure Americans with Disabilities compliance for employees.

Revised February 2, 2001
Chapter 3 – Personnel

3.1 Authority to Hire

A. The Board of Trustees shall elect a President for such term and under such conditions as the Trustees may fix, subject to the approval of the State Board of Community Colleges.

B. The President shall have full authority, as delegated by the Trustees, to employ all personnel of the College, subject to standards established by the State Board of Community Colleges.

C. The President may employ or authorize certain administrators to employ part-time instructors or other personnel for temporary duty.

The President shall establish procedures for filling positions. These procedures shall comply with State Board policies and legal requirements.

Approved August 24, 1992, July 14, 2014
3.1.1 Recruitment and Hiring

A. Procedures for filling full-time positions are as follows:

1. Upon the need to fill a vacancy, the Position Description for that position shall be reviewed by the hiring supervisor and if needed, revised to reflect the current job duties. The final Position Description must be approved by the hiring Vice President.

2. The requesting supervisor shall submit a completed Position Request Form to Human Resources with all appropriate approvals.

3. Upon final approval, the Human Resources will post and communicate an Employment Opportunities Announcement both internally and externally, as needed.

4. The College is an Equal Employment Opportunity Institution. The use of discriminatory practices in employment, promotion, and salary determination or contract renewal is prohibited. Individuals submitting applications to the College must meet the core requirements and minimum qualifications to be considered for a position. The employment and assignment of all College personnel shall be solely based on qualifications and without regard to race, color, religion, gender, national origin, age, disability, or sexual orientation.

5. All full-time positions may be posted internally on the College website prior to external posting to the general public. If a sufficient pool of qualified internal applicants exists, the President may waive the requirement for external advertisement. For purposes of this policy, internal staff applicants are defined as all staff employees (full-time and part-time) who are currently employed and have worked at the College for at least twelve months prior to the time the job opening is posted. Internal faculty applicants are defined as all faculty (full-time and part-time) who have worked at the College at least one semester in the twelve months prior to the time the job opening is posted. The President may waive the job posting requirements if it is in the College’s best interest and if the posting requirements could adversely affect the College’s efficient operation. Nothing herein shall be construed as to restrict the President’s right to reorganize the College, re-classify a position or promote/demote an employee.

6. The Human Resources Department will document receipt of all solicited applications. The Director will maintain all voluntary applicant information, to include the Selective Service and Equal Employment Opportunity Information from the College application.

7. It shall be the policy of the College, in accordance with NC General Statutes, that, in appreciation for their service to this state and this country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, a preference shall be awarded to all eligible veterans and their spouses who are citizens of the State and who served the State or the United States honorably in either the army, navy, marine corps, nurses' corps, air corps, air force, coast guard, or any of the armed services during a period of war.

8. After the deadline for receipt of applications, the Human Resources Director will forward all applications received to the appropriate Vice President or to his/her designee. Applications may be pre-screened, if requested by the Vice President.
9. The Vice President or his/her designee will determine the selection process, which may include using an interview team. If the position is funded by an endowment, either in part or in whole, an interview team must be utilized and must include the President of the Blue Ridge Community College Educational Foundation Board of Directors.

10. Applicants who are selected and participate in an on campus interview process will be considered candidates for employment. The Vice President or his/her designee will schedule interviews with selected candidates. Each member of the interview team will be briefed on the legal aspects of the interview process. Specific job related or qualification based questions shall be asked of each candidate interviewed. Position descriptions are made available to the applicant on the College’s Web site prior to the application deadline. Commitments to or quotations of salary will not be made during interviews.

11. Reference checks are typically made by the Vice President or his/her designee prior to an offer of employment.

12. Employment verification and criminal background checks shall be made on the successful candidate by the Human Resources Department and employment is contingent upon successful results.

13. The College’s Salary Plan (see Section 3.8.1 Salary Plan) is based on work experience and academic credentials. Before formal offer of employment is made, all postsecondary official transcripts must be received and reviewed, along with verifications of dates of employment. In emergency situations where there is insufficient time for the successful candidate to obtain an official transcript prior to beginning employment, an unofficial transcript may be submitted. An official transcript must be received by the Human Resources Department within the first three months of employment or the employee may be dismissed. For Economic and Workforce Development/Continuing Education faculty, the hiring manager or appropriate dean or Vice President will complete an Evidence of Competency Form prior to employment.

14. Salary computations are calculated by the Human Resources Director and are based on the number of years of relevant employment and education level required by the position. Computation worksheets are provided to the appropriate Vice President to review and approve. Final approval for all full-time positions is the responsibility of the President and is done so in accordance with Section 3.8.1. Salary Plan.

15. Upon approval of the President, an offer of employment may be presented to the successful candidate from the Human Resources Department.

16. Upon job acceptance by a successful candidate, all other interview candidates will be contacted and informed they were not chosen for the position. This call will be made by the Selection Committee Chair, the respective division Vice President, or the Human Resources Director.

17. Applicants not considered for interview will be contacted via form letter thanking them for their submitting an application, however were not selected as a candidate for interview. Employment candidates will also be informed via form letter.

B. Procedures for filling part-time positions:

1. The Vice President and the Human Resources Director shall devise a plan for recruitment based on the nature of the position.
2. The appropriate Vice President shall ascertain that funds are available for employment.

3. The Vice President or his/her designee shall complete a written part-time contract for each adjunct faculty member that designates the nature of the employment, the start date and ending date of employment, the total remuneration for the employment, and any other factors that govern the employment relationship. This contract must be signed by each party in order to be valid. Refer to Section 3.3.2 Employee Agreements and Contracts – Part-time Non-instructional Employees and Part-time Instructional Employees, in the Manual, for details regarding part-time employee agreements and contracts.

4. The Vice President or his/her designee shall complete a written Part-time Non-Instructional Staff Agreement for each part-time staff member that designates the nature of the employment, the start date of employment, the rate or salary for the employment, and any other factors that govern the employment relationship. Part-time staff members are considered “at-will” employees.

5. For faculty, the hiring manager or appropriate dean or Vice President will complete an Evidence of Competency Form prior to the formal offer of employment.

C. New employees receiving appointment to full-time or part-time non-instructional positions must serve a minimum probationary period of three (3) months. An annual contract will not be issued until the end of the probationary period. At any time during this period the employee may be dismissed for any reason, however, the reason may not be arbitrary, capricious, discriminatory, or for personal or political reasons. If the dismissed employee requests the reason for the dismissal, it is within the discretion of the President or his/her designee whether or not to accommodate such request. Upon termination, the employee will not be entitled to any of the provisions set forth in Sec. 3.10 Authority to Dismiss, Suspend, or Take Disciplinary Action and 3.12 Employee Grievance and Due Process (and supporting procedures). At the end of this probationary period, the employee may only be dismissed pursuant to these policies.

Revised July 7, 2010; July 14, 2014, November 5, 2014
3.1.2 Employee Classifications

A. The following classifications are established for Blue Ridge Community College Employees:

1. A full-time permanent employee is employed for a minimum of nine (9) months per year and works a minimum of 30 hours per week with a reasonable expectation of recurring employment. He/she is eligible for all standard fringe benefits including State Retirement, State Health Plan, supplemental benefits plan, and supplemental retirement plan. Faculty employees who work at least nine months per year are considered full-time employees. Full-time permanent employees who work less than a 40-hour workweek will have pro-rated vacation and sick leave benefits. (See also Sec. 3.3.1 Employee Contracts – Full-time Employees)

2. A permanent part-time employee works less than 30 hours per week or less than nine (9) months per year with a reasonable expectation of recurring employment. Permanent part-time employee is paid by the week, month, or course, and is not eligible for standard fringe benefits with the exception of employees who are employed 20-29 hours per week, are eligible to earn total state service credit. They do not receive retirement credit or health benefits; however, they may belong to the group health plan by paying the employee and employer portion of the premiums.

3. A full-time temporary employee is employed for less than a twelve (12) month period and works a minimum of 30 hours per week with no expectation of recurring employment. With the exception of *(ACA) health insurance (and only if employed for more than three (3) months), full-time temporary employees do not accrue benefits.

4. A part-time temporary employee is employed for less than a twelve (12) month period and work time averages less than 30 hours per week or 130 hours per month with no expectation of recurring employment. With the exception of *(ACA) health insurance, part-time temporary employees do not accrue benefits. (see Procedure 3.7.14 State Health Plan Eligibility Guidelines for ACA health insurance eligibility)

B. Exempt and Non-exempt Employees are defined as follows:

1. An exempt employee is an executive, administrative, or professional worker who meets certain prescribed conditions set forth in the Fair Labor Standards Act of 1938, as amended. Generally, these employees are engaged in executive, administrative, managerial, and instructional faculty work.

2. A non-exempt employee is covered under the minimum wage and overtime provisions of the Fair Labor Standards Act. Generally, these are employees engaged in technical, paraprofessional, secretarial, clerical and skilled craft work.

3. Neither titles nor positions may be used in determining an employee’s exemption status. An employee’s exemption status is based on assigned duties, responsibilities, and in some instances, rate of pay.
4. Questions concerning exempt and non-exempt status are to be referred to the Director of Human Resources. Refer also to Section 3.8.1 (Salary Plan) regarding employee position categories.

Revised June 2, 2010; Revised March 4, 2015
3.2 Professional Ethics

A. All employees of Blue Ridge Community College are expected to maintain a level of personal and professional behavior consistent with their position in the College and community.

B. Employees are expected to maintain a professional and courteous attitude toward their colleagues and to support programs and efforts of Blue Ridge Community College. Confidential professional information shall be treated with the greatest of care, especially information concerning other employees and students.

C. As a member of the community, an employee has the rights and obligations of any citizen. The urgency of these obligations is measured in the light of responsibilities to subjects, students, profession, and to institution. When speaking or acting as a private citizen, the employee shall avoid creating the impression that the employee speaks or acts for the College. As a citizen engaged in a profession that depends upon freedom for its health and integrity, an employee has a particular obligation to promote conditions of free inquiry and to promote further public understanding of academic freedom.

Approved March 10, 1997
3.3 Employment Contracts

A. All full-time employees and part-time instructional employees of Blue Ridge Community College shall sign written contracts. These individuals are hired for a fixed term for a specific purpose, and nothing written in the contract or by oral agreement is to state or imply that the employment will be continued beyond the fixed term.

B. All part-time non-instructional employees of Blue Ridge Community College shall sign written employment agreements which indicates at-will employment for a specific purpose with a specific amount of pay.

C. A copy of the signed contract, employment agreement, or 90-day probationary employment form shall be received by the Division of Finance before a check may be issued to an employee. The original will be kept in the personnel file.

Revised January 14, 2002; November 12, 2012
3.3.1 Employee Contracts – Full-time Employees

A. All staff and faculty are employed by the President as delegated by the Board of Trustees, subject to standards established by the State Board of Community Colleges.

B. The General Statutes of North Carolina do not permit local boards of trustees to establish a tenure policy for community college employees without the specific authority of the North Carolina General Assembly. Since a tenure policy is not authorized, contracts for full-time employees are issued by Blue Ridge Community College on an annual basis beginning July 1.

C. Specific salary agreements will be determined as soon as budget allocations are received from the State Board of Community Colleges. All contracts are dependent upon the allocation of funds to the College.

Revised August 18, 2008
3.3.2 Employee Agreements and Contracts – Part-time Non-instructional Employees and Part-time Instructional Employees

A. Part-time Non-instructional Employees:

1. Part-time non-instructional employees are employed as authorized by the President, subject to standards established by the College.

2. A written employment agreement is issued which indicates at-will employment for a specific purpose with a specific amount of pay. This agreement is neither binding nor enforceable as an employment contract. Part-time non-instructional employees can be terminated at any time for any reason.

B. Part-time Instructional Employees:

1. The contract for part-time instructional employees will be completed by the designated assistant in each instructional division. The completed contract is signed by the part-time instructional employee and the respective division personnel before being submitted to the Office for Finance for payment.

2. Part-time instructional employees being compensated on a per-hour basis, who miss classes due to emergency closings of the College and do not make up actual time, will have their compensation adjusted accordingly.

3. In the event a course is canceled, the part-time instructional employee Dean will be responsible for amending or canceling the contract copy and submitting it to the Office for Finance to stop or alter payment for the course.

4. The designated assistant and the Office for Finance will review and verify part-time payroll prior to processing.

Revised June 2, 2010; November 9, 2012
3.3.3 Non-Renewal of Annual Contracts for Full-time Employees

A. Definitions

1. *Non-renewal* means the decision not to offer a new contract at the end of the current contract period.

2. *Impermissible Grounds* means the use of the employee’s race, sex, religion, age, national origin, disability status, military status, protected First Amendment rights or any other protected class as prohibited by law.

B. Process

1. The President or designee will notify, via hand-delivery, certified mail and/or campus email, any employee who will not be offered a new employment contract. The College may non-renew the employee’s contract for any reason that is not based on Impermissible Grounds. An exception to this notification requirement occurs when a program is discontinued or a reduction in a program is necessary or when there is inadequate funding in state or local budgets. See policy 3.13 Reduction in Force and Involuntary Leave (Furlough).

   a. The failure of the College to provide notice of non-renewal prior to the expiration of any contract does not entitle the employee to a new contract. Also, if an employee continues working beyond the term of any contract and the College and employee have not entered into a new or extended contract, the employee shall become an at-will employee and the College or employee may terminate the employment relationship at any time subject to any state or federal laws.

2. There will be no reason given with this notice for the recommendation of non-renewal.

3. There will be no public disclosure by the administration of the College concerning the non-renewal of annual contracts, or by any employee of the College stating the reasons that any College employee was not tendered a new annual contract.

4. If the employee wishes to appeal the notice of non-renewal, the employee must, within ten (10) calendar days of notification, file a written request for a hearing with the supervising administrator or appropriate divisional Vice President. Within five (5) calendar days the Vice President shall set a date for the hearing and notify the employee and the immediate supervisor. The hearing shall be scheduled within ten (10) calendar days of the receipt of the request for a hearing. This hearing shall be informal with no verbatim record maintained, but reasons for the recommendations of non-renewal will be discussed. Within five (5) calendar days after the hearing the Vice President shall present a written recommendation on renewal or non-renewal of the employee’s annual contract to the President with a copy to the employee. No written reason will be given in this letter.

5. If the Vice President recommends non-renewal of the employee's annual contract, the employee may, within ten (10) calendar days of receipt of the Vice President's letter, request in writing a hearing before the President. Within five (5) calendar days of receipt of the employee's request the President shall set a date for the hearing and notify the employee concerned and other appropriate College administrators or officials. This hearing will be informal with no verbatim record maintained. Reasons for not recommending renewal of the employee's annual contract will be given orally. The President shall notify the employee within five (5) days of the conclusion of the hearing his/her recommendations on renewal or non-renewal of the employee's annual contract. This letter will be a non-elaborative statement of
recommendations. A copy of the letter to the employee shall be sent to the Chairman of the Board of Trustees if renewal of annual contract is not recommended.

6. If the President recommends non-renewal of the employee’s annual contract, or a termination pursuant to a reduction-in-force pursuant to Policy 3.13.1 Reduction in Force and Involuntary Leave (Furlough), the employee may, within ten (10) working days of receipt of the President’s letter, request in writing a hearing before the Board of Trustees. This request must be by letter to the Chairman of the Board of Trustees with a copy to the President. The notice must clearly state the employee’s reasons for the hearing and a plain statement of the facts. Hearings for a termination based on a reduction-in-force pursuant to Policy 3.13.1 Reduction in Force and Involuntary Leave (Furlough) shall only be granted if the employee is arguing that the termination is based on illegal discrimination or was arbitrary and capricious. The Chairman shall set a date for the hearing to be held within fifteen (15) working days of the receipt of the written request, and shall notify the concerned employee and the President of the hearing date. During the hearing the following rules will apply:

a. The hearing will be held before a committee of the Board of Trustees with a decision based on the majority vote of those present;

b. The employee shall have the right to counsel at his/her own expense, the right to present and cross-examine witnesses, the right to examine all documents and demonstrative evidence used against him/her and the right to a copy of the transcript of the proceedings. The name of the counsel and intent of appearance at the hearing must be included in the employee’s written letter of request for a hearing submitted to the Chairman of the Board of Trustees;

c. The President or a designee may participate in the hearing, present evidence, and cross examine witnesses; and

d. The Board of Trustees shall decide to accept the President's recommendation of non-renewal or shall offer reappointment to the employee. The Board shall transmit its decision in writing to the employee and the President within ten (10) calendar days after the hearing.

Revised March 2, 1998; June 3, 2015
3.3.4 Employee Exit During Contract Year

A. If an employee reaches retirement age during the contract year, the contract will remain in force through the expiration date, if the employee so desires.

B. If an employee wishes to resign or retire from the College, he/she should, no later than 30 days prior to the date of separation, give written notice of his/her intentions to the appropriate supervisor.

C. The appropriate supervisor shall provide the President, respective Vice President and the Director of Human Resources with a copy of the employee’s letter of resignation or retirement. The supervisor will notify the respective Vice President and the Director of Human Resources of the employee’s decision to resign or retire, if a formal letter or advanced notice was not provided.

D. The supervisor will notify the Director of Human Resources and the IT Director if there are security concerns. Immediately, upon receipt of notification, the Human Resources Director will alert campus security and the IT Department will remove access to Blue Ridge Community College Net Accounts.

E. The Director of Human Resources, or designee, will initiate the Employee Termination Process in SharePoint no later than twenty-four hours after notification from the supervisor of an employee’s intent to resign or retire.

F. In the case of a non-renewal, the employee is notified with a letter from the President via certified mail prior to the end of his/her contract (ref. Sec. 3.3.3 Non-Renewal of Annual Contracts for Full-time Employees). A copy of the non-renewal letter is to be provided to Human Resources which will prompt that department to initiate the Employee Termination Process in SharePoint.

G. In the case of a termination through a Reduction in Force (ref. Sec. 3.13.1 Reduction in Force and Involuntary Leave (Furlough)), the employee will be notified by the President, or designee prior to the date of separation and further advised to schedule an exit interview with the Director of Human Resources. A copy of the Reduction in Force notice is to be provided to Human Resources which will prompt that department to initiate the Employee Termination Process in SharePoint.

H. Once the Employee Termination Process in SharePoint commences, each of the departments involved are responsible for following the Process as outlined in the Employee Termination Flowchart and Checklist.

I. For internal control, the IT Department shall remove access to Blue Ridge Community College technology accounts within twenty-four hours of employee’s termination in accordance with procedures 8.1.2 Assigned User Accounts.
J. If the College determines that an employee requires access to resources after the departure date, a separate Technology Service Request specifying the access to be granted to the person must be submitted for approval by the President.

K. If an employee desires access to e-mail communication after their retirement date, the employee shall provide the College with his/her preferred personal e-mail address. IT staff will then populate the “Retirees” e-mail distribution list with the personal e-mail address.

L. The supervisor will be responsible for collecting any College property and returning it to the Business Office. The IT Department will be responsible for collecting all assigned and loaned IT equipment.

*Revised October 18, 2007; December 4, 2013*
3.4 Non-state or Non-locally Funded Positions

A. All persons employed by Blue Ridge Community College through the use of funds from other than state and local sources, or who are assigned to the College and paid through other sources, are temporary employees. These individuals are hired for a fixed term for a specific purpose, and nothing written in the contract or by oral agreement is to state or imply that the employment will be continued beyond the fixed term.

B. Persons employed with funds from sources other than state and local cannot carry over any vacation time earned beyond the term of the contract.

Approved August 24, 1992
3.4.1 Non-state or Non-locally Funded Positions

All persons employed by Blue Ridge Community College through the use of funds from other than state and local sources, or who are assigned to the College and paid through other sources are to be notified upon issuance of their employment agreement or contract that their employment is contingent upon funding being available through other sources. These individuals are hired for a stated period of time for a specific purpose, and nothing written in the contract or by oral agreement is to state or imply that the employment will be continued beyond that stated time.

Approved April 17, 1997
3.5 Nepotism

The President or a designee shall develop and implement procedures to ensure that no favoritism based on family relationships occurs in any employment practices.

Approved August 24, 1992
3.5.1 Nepotism

A. Present and prospective employees shall be evaluated on the basis of individual merit. The following restrictions are adopted to avoid the possibility of favoritism based on family relationships, for all employees of Blue Ridge Community College:

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

C. The term "closely related" is defined to mean mother, father, brother, sister, son, daughter, father-in-law, brother-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.

D. With respect to the concurrent service of closely related persons within the same academic division or other comparable institutional subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

Approved April 17, 1997
3.5.2 Interpersonal Relationships

A. Relationships between faculty and staff members and students and between those in a supervising capacity and other employees they advise, counsel, supervise, or evaluate, impose a special burden of responsibility and accountability. There are substantial risks in sexual or romantic relationships with students they teach or, in the case of those acting in a supervisory capacity, with employees they supervise or evaluate. For these stated reasons, no faculty member or employee acting in a supervisory capacity shall initiate, pursue, or be involved in an improper sexual or romantic relationship with any other employee or with a student who is advised, counseled, evaluated by, or supervised directly or indirectly or whose job performance is reviewed or evaluated by that person. Those found in violation of this policy may be subject to disciplinary action pursuant to the provisions in Section 3.10 Authority to Dismiss, Suspend, or Take Disciplinary Action, of this Manual.

B. Improper sexual or romantic relationships are defined as:

1. Any sexual or romantic relationship between a faculty member or employee who engages in advisory, counseling, instructional, or evaluative activities and any student who is enrolled in a course being taught by that person or whose academic work is being supervised or evaluated by that person;

2. Any sexual or romantic relationship between a supervising administrator and someone the supervising administrator advises, counsels, evaluates, or directly or indirectly supervises in any way; or

3. Any sexual or romantic relationship between any College employee and any student or employee who is less than 18 years of age.

C. Friendships or mentoring relationships are not affected by this policy, nor is it the intent of this policy that such non-romantic relationships be discouraged or limited in any way.

D. Any supervising administrator who receives an improper sexual or romantic relationship complaint, or who has knowledge of such a relationship, shall inform his/her immediate supervisor. The College will not tolerate any form of retaliation against any employee or student who has brought good faith concerns to the attention of the College.

Approved November 10, 2003
3.6 Working Hours

A. The President is authorized to establish a formal schedule of opening and closing for the College. The President is charged with designating the official working hours for all personnel according to their position assignments.

B. In the event of emergency closings and disruptive activities, the President is authorized to adjust hours and compensation for all personnel according to their position assignments.

Approved September 9, 1996
3.6.1 Working Hours

A. The standard workweek is 40 hours per week (2,080 hours per year).

B. The normal administrative operating hours of the College are 8:00 a.m. until 5:00 p.m., Monday through Thursday and 8:00 a.m. until 4:30 p.m. on Friday of each week except on holidays, periods of adverse weather, summer schedule, and other emergencies. Some services, classes, and activities may operate on weekends. The President may adjust the administrative operating hours as necessary. Any approved leave, i.e. Vacation Leave on a day(s) with adjusted administrative operating hours, will be charged to the employee based upon a standard eight hour work day (Fall and Spring semesters) or a ten hour work day (Summer Semester).

C. Non-instructional employees should follow the work hours described above. When the activities of a department require an alternative schedule to meet work needs, the department head may authorize an alternative schedule. Permanent changes in the work schedule must be approved by the president.

D. An hour for lunch will be taken daily. The lunch break should not be used to shorten the workday or be credited for overtime compensation unless expressly approved by the employee’s respective Vice President for a defined period.

E. For those employees who may be required to work during a weekend, for record keeping purposes, the official workweek begins Sunday at 12:00 midnight and ends the following Saturday at 11:59 p.m.

F. Full-time faculty are responsible for the assigned teaching hours, office hours, time for student advisement, professional development, program development, and committee work. Assigned teaching hours for a distance learning course require on-campus hours equivalent to the course hours in a traditional setting. These hours should be evenly distributed throughout the workweek. Any exceptions require the approval of the appropriate dean. Each semester before the end of the first week of classes, each faculty member must post his/her schedule on the College’s Web site and, if applicable, on the faculty member’s office door for the convenience of students and others.

G. Part-time instructors are responsible for the hours or fixed term for which they are contracted and assigned. Instructors being compensated on a per-hour basis who miss classes due to emergency closings of the College and do not make up actual time will have their compensation adjusted accordingly.

H. Full-time faculty members are expected to maintain a minimum of one (1) office hour per day. Any exceptions require the approval of the appropriate dean.

I. On designated faculty work days, full-time faculty members are required to be present on campus or at a job-related activity approved by the dean, and follow the administrative operating hours in effect for that day.

J. The College reserves the right to call upon its personnel to work beyond the normal hours in emergency, urgent, or special situations. Adjustments of working hours and compensation related to emergency closings and disruptive activities will be made as outlined in this Manual.

K. Each full-time faculty member is required to participate in the College’s general graduation exercises. All full-time and part-time non-instructional employees will assist with the College’s general and/or other graduation activities. Each College Vice President shall make
the graduation exercise assignments for their respective employees. In any of the aforementioned cases, an employee may only be excused from graduation activities with the approval of the President.

L. Curriculum faculty members are expected to make arrangements in advance with the Vice President for Instruction or respective dean for any foreseeable absence during their regular assigned instructional duties. Economic and Workforce Development/Continuing Education faculty members are expected to make similar arrangements with the Vice President for Economic and Workforce Development/Continuing Education or the appropriate dean or supervisor. In the event of an emergency, illness, or other unusual circumstances or any change in assigned working hours, all employees are to report the situation to their immediate supervisor as soon as possible.

Revised June 2, 2010; May 1, 2013; March 5, 2014; February 1, 2017
3.6.2 Compensatory and Overtime Hours

A. Overtime − When the compensatory time arrangement is not in the best interest of the College, overtime pay for work in excess of 40 hours per week may be authorized by the employee’s supervisor and approved by the appropriate Vice President. Only employees classified as grounds staff, maintenance staff, or custodial staff will be eligible for overtime pay. The College will pay for overtime worked at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in a work week (except as provided for below).

B. Exceptions to Computing Hours Worked − In some cases, an employee who works more than 40 hours in a work week may receive compensation for some or all of those additional hours at the straight time rate. This would occur when, during that same week, the employee had been away from the work station for any of the following reasons: time spent on vacation, sick leave, holidays, wellness activities, child involvement time, compensatory time, or any other types of approved leave (educational, civil, funeral, etc.). Only hours when the employee was present at the work station will be used to determine if and when the 40 hour threshold has been reached. Once it has, all other hours beyond 40 will be compensated at one and one-half times.

C. Time Sheets − Non-exempt employees must fill out monthly time sheets provided by the College that shall include all hours worked and all compensatory time taken. Forms must be completed and signed by the employee and his/her immediate supervisor, and turned in to the Office for Finance and Operations.

D. Exempt Employees − Employees who are exempt from the provisions of the FLSA (classified as executive, administrative, managerial, professional, etc.) are required to work the normal working hours routinely but may also be required to perform work over and above the standard 39 ½ work week when such duty is determined to be in the best interest of the College.

E. Compensatory Time − Non-instructional employees: Blue Ridge Community College adheres to the Fair Labor Standards Act (FLSA) guidelines. Employees classified as “non-exempt” (ref. Sec. 3.1.2 Employee Classifications) who are required by their supervisor to work beyond the normal work day, will earn compensatory time on a one-hour-for-one-hour basis (also referred to as “straight time”). Employees should make arrangements with their supervisor to take this time off within the pay period in which it is earned. When an employee is required to work hours in excess 40 hours in a work week, he/she will be granted compensatory time on a one and one-half time basis (except as provided for herein). Compensatory time cannot be carried over into a subsequent pay period beyond three pay periods.

F. Voluntary Advising Time − Curriculum Faculty:

1. The College is desirous of providing a period of continued student advising conducted by qualified faculty members working during the two weeks before Fall Semester student registration. To achieve this, the College makes available to curriculum faculty a voluntary non-cumulative compensatory time program which consists of two distinct parts – a faculty member’s desire to volunteer to work during this two-week advising period and the College’s granting compensatory days for such advising work.
2. Full-time faculty may sign-up for the program after April 1 and advising schedules should be finalized by the supervising Dean and Vice President for Instruction no later than June 1. Such schedules will be for the advising period in the following fiscal year. Sign-ups should include:

   a. The designated times that the faculty member proposes to work (days designated as “Faculty Annual Leave and Advising Days” on the Academic Calendar). Two options are provided: a faculty member may work either two half days (4 hours each) or one full day (8 hours) to qualify for a compensatory day,

   b. The projected day(s) that a faculty member will take off later in the fiscal year must be in whole day increments. The actual day(s) taken may be pre-designated or if unknown, scheduled during the year, but in either case, with the concurrence of the respective Dean.

   c. A plan to cover missed classes or other activities.

3. Approval of the days to be worked shall be based on the ability to match the College’s advising needs with requests. The Vice President for Instruction shall approve all applications by July 1. The Office for Instruction shall keep centralized records for the program. Days approved may not exceed five (5) days for twelve-month faculty and three (3) days for nine-month faculty. All approved days shall be included in an addendum to the faculty member’s contract. In lieu of leave days, nine-month faculty may receive compensation for the hours worked at the current college rate for adjuncts. Faculty choosing this option will receive a separate advising contract.

4. Compensatory days worked must be used (taken) within the same fiscal year and taken in no less than whole day (8-hour) increments. No more than two (2) such days may be taken in succession and days may only be taken during class days or work days and may not be taken on graduation days. If circumstances beyond the control of the faculty member preclude his/her use of an approved day, the College shall make other compensatory arrangements. In any case, if funds are available, the College may otherwise compensate the faculty member for such days.

Revised May 5, 2010; July 10, 2013
3.6.3 Holidays

A. Subject to the administrative needs for plant maintenance and general operation of the College, the following twelve (12) days shall be the approved holidays at Blue Ridge Community College:

1. New Year’s Day (January 1 or a Friday or Monday when the day occurs on a weekend)
2. Martin Luther King, Jr. Birthday (third Monday in January)
3. Easter Holiday (Good Friday)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4 or a Friday or Monday, when the day occurs on a weekend)
6. Labor Day (first Monday in September)
7. Veteran’s Day (November 11 or a Friday or Monday when the day occurs on a weekend)
8. Thanksgiving Day (two days - Thanksgiving Day and Friday following)
9. Christmas Holiday (three days - Christmas Eve, Christmas Day and the day following Christmas)

Revised January 24, 2007; January 13, 2014
3.7 Leave of Employment

The Board of Trustees shall adopt and implement policies for granting leave to Full time employees under certain conditions in accordance with the NC State Code. The Board delegates the adoption, amendment, and implementation of such policies and procedures to the President. Any employee leave benefit not contained in the above referenced statute must be approved by the Board of Trustees.

*Revised July 9, 2008*
3.7.1 Vacation Leave

A. Amount Earned by Staff:

Vacation leave is earned by all full-time staff members who have worked (or are on paid leave) for one-half or more of the regularly scheduled workdays in any month. The rate earned is based on the employee’s length of aggregate State service and the hours scheduled to work each week. Vacation leave for staff working 39.5 hours per week shall be computed at the following rates:

<table>
<thead>
<tr>
<th>Years of total state service</th>
<th>Hours granted each month</th>
<th>Hours granted each year</th>
<th>Days granted each year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>9 hrs. 20 mins.</td>
<td>112</td>
<td>14</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>11 hrs. 20 mins.</td>
<td>136</td>
<td>17</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>13 hrs. 20 mins.</td>
<td>160</td>
<td>20</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>15 hrs. 20 mins.</td>
<td>184</td>
<td>23</td>
</tr>
<tr>
<td>20 years or more</td>
<td>17 hrs. 20 mins.</td>
<td>208</td>
<td>26</td>
</tr>
</tbody>
</table>

Revised July 7, 2010; March 21, 2016, March 1, 2017
[This revision shall become effective July 1, 2016 and new accrual rates for those affected employees shall begin at that time].

Full-time staff will be granted one (1) “floating” leave day each academic year if the staff member participates in Saturday graduation. This day will be granted beginning July 1 following spring graduation, and will be applied during the College’s Staff Vacation Days in December of the following academic year. This “floating” day may be taken with the approval of the appropriate Vice President. The day must be taken as a complete day. The day does not accumulate, and it will not be paid out if it is not taken unless the staff member terminates within the applicable fiscal year.

B. Amount Earned by Curriculum Faculty:

Full-time curriculum faculty do not earn or accrue vacation leave. On the annual Academic Calendar, faculty are not required to work on designated “Faculty Leave Days.” Curriculum faculty members who have accumulated vacation leave earned prior to July 1, 1992, will receive a lump sum payment for this leave at the time of separation of employment. Payment shall not exceed a maximum of 240 hours. (See also Section 3.6.2 regarding Compensatory Time for curriculum faculty).

Full-time curriculum faculty will be granted two (2) “floating” leave days each academic year. These days must be taken in the year in which they are granted, beginning July 1 of each year and ending June 30 of the following year. These “floating” days may be taken with the approval of the appropriate dean and the Vice President for Instruction. The days must be taken as complete days. The days may only be taken during class days or work days and may not be taken on graduation days. The days do not accumulate, and they will not be paid out if they are not taken.

Full-time curriculum faculty will be granted one (1) “floating” leave day each academic year—and are required to participate in May Saturday graduation. This day will be granted beginning July 1 following spring graduation, and must be taken before June 30 of the following year. This “floating” day may be taken with the approval of the appropriate dean and the Vice President for Instruction. The day must be taken as a complete day and may
only be taken during class days or work days and may not be taken on graduation days. The day does not accumulate, and it will not be paid out if it is not taken.

Curriculum deans may be asked to work on designated “Faculty Leave Days” to assist with student advising and registration or other college activities. If this occurs, the deans will be granted leave on alternate days during the year, such that they receive the same number of days off as other faculty. Deans may also request flexibility in scheduling their days off. Records of alternate days off for deans will be maintained by the Office for Instruction.

C. Amount Earned by Non-curriculum Faculty:

Non-curriculum (Economic and Workforce Development/Continuing Education) Faculty earn vacation leave in the same manner as full-time non-instructional employees (see Section Amount Earned by Staff above); however, such leave may only be taken when that faculty member’s classes are not in session or when vacation leave is used for other approved circumstances provided for in this section.

D. Amount Earned by Part-time Employees:

A part-time employee, who is under an annual contract, shall earn vacation leave on a pro-rata basis if working one-half or more of the scheduled work days in a month. The leave shall be computed as a percentage of total amounts earned by a full-time employee.

E. Exceptions:

Employees who meet stated qualifications may receive additional days of vacation leave, otherwise termed “bonus leave,” as authorized by the State Legislature pursuant to the enactment of an appropriations act.

F. Maximum Accumulation: An employee may not accumulate more than 30 days of vacation leave, except pursuant to leave granted pursuant to section “E” above.

G. Aggregate Service: Vacation leave credit may be given to employees who have had previous service with other agencies of the State of North Carolina. Approval and amounts of such credit will be considered on a case-by-case basis by the President, consistent with the provisions of the State Personnel Act.

H. Advancement:

1. In cases of emergencies or extended illnesses, Blue Ridge Community College may advance vacation leave not to exceed the amount an employee can earn during the current fiscal year or the difference between the amount of accumulated leave carried forward and the maximum allowable. If more leave is taken than can be credited during the calendar year, the balance above the amount that can be advanced shall be deducted in the next paycheck.

2. New employees may be granted leave only as it is earned through the first six months' service. After six months, an employee may be advanced that amount of leave to be earned during the remainder of the fiscal year.

3. In those cases of a medical condition, an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave or sick leave account of another employee. For purposes of this policy, medical condition means medical condition of an employee or a family member of such employee that is likely to require an employee’s absence
from duty for a prolonged period of time and to result in a substantial loss of income to the employee due to limited leave in the employee's leave account. The intent of this policy is to allow one employee to assist another in case of a crisis involving a serious or prolonged medical condition. It is not the intent of this policy to apply to incidental, normal, short-term medical conditions. The use of vacation or sick leave on a shared basis must be approved by the President. An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program.

I. Scheduling Leave: If an employee has holiday compensatory time, overtime compensatory time, travel compensatory time, emergency closing compensatory time, it must be taken before vacation leave. Vacation leave may be used for the following:

1. Vacation
2. Periods of absence for personal reasons
3. Absences due to adverse weather conditions
4. Personal illness (in lieu of sick leave)
5. Illness in the immediate family
6. Time lost for late reporting (however, deductions should be made from the employee’s pay where excessive tardiness or absenteeism occurs)
7. Donations to a Blue Ridge Community College employee who is an approved voluntary shared leave recipient (See Section 3.7.10 Family Shared Leave)

J. Vacation leave shall be taken only when approved by the appropriate supervisor and Vice President. The College shall designate such time or times when vacation leave will least interfere with the efficient operation of the College, including days between academic terms.

K. Vacation leave may be taken in units of no less than one hour.

L. Unless designated as vacation leave or holidays, days between academic terms shall be treated as normal workdays.

M. Leave Charges: Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays, Sundays, and/or holidays are charged only if they are scheduled workdays.

N. Vacation Leave Transferable: If a Blue Ridge Community College employee is hired by another institution within the North Carolina Community College System, the employee may request that rather than be paid for unused vacation leave (as provided for in Sub-section Q[1] below), the employee’s unused vacation leave be “transferred” to the new employing institution as a credit. These same provisions would similarly apply in cases where an employee from another institution with unused vacation leave is hired by Blue Ridge Community College. In either such case, each institution must approve the request in writing and the President of Blue Ridge Community College shall ultimately approve the request for the College.

O. Vacation leave may be used in lieu of sick leave after all sick leave is exhausted.

P. Vacation Leave Converted Into Sick Leave: An employee who has earned in excess of 30 days (240 hours) of vacation leave on June 30, shall convert the excess vacation leave to sick leave. The amount of vacation leave to be converted into sick leave will be determined by the number of days in excess of 30 less the number of vacation days the employee took during the year.

Q. Separation and Payment of Vacation Leave:
1. Lump sum payment for vacation leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 30 days when he or she is separated from the College because of a resignation, dismissal, reduction in force, death, service retirement, or leave without pay for military purposes. If the last day of terminal leave falls on the last workday in that month, he or she shall be paid for the remaining non-work days in that month. Employees retiring on disability retirement may exhaust vacation leave rather than being paid in a lump sum. Employment will not be continuous if the employee has worked out of state service for twelve (12) consecutive months.

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

3. Payment for vacation leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of vacation leave and the amount of payment. A separate check must be issued for any travel due.

4. A Retirement deduction shall be made from all terminal leave (final) payments.

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

6. In the case of a deceased employee, payment for unpaid salary, accrued vacation leave, and prior travel must be made, upon establishment of a valid claim, to the deceased employee’s administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee’s residence. (Ref. NC G.S. 26-68).

Revised July 7, 2010; May 1, 2013; April 30, 2014; March 21, 2016; July 11, 2016; February 1, 2017
3.7.2 Sick Leave

A. Amount Earned:

1. A full-time employee who is working or on paid leave for one-half (1/2) or more of the regularly scheduled workdays in any month shall earn sick leave computed at the rate of 8 hours earned each month (96 hours earned each year).

2. The intent is to provide 12 days per year for full-time 12-month employees.

3. A full-time employee who works less than a 40-hour workweek shall earn sick leave on a prorated basis if he/she works one-half (1/2) or more of the scheduled work days in a month. The leave earned shall be computed as a percentage of total amount earned by an employee working a full workweek.

B. Accumulation: Sick leave is cumulative indefinitely. The amount of sick leave that may be accumulated is unlimited. However, only 12 days for each year will be credited for each year of service in the retirement system.

C. Advancement: Blue Ridge Community College may advance sick leave not to exceed the amount an employee can earn during the current fiscal year.

D. Verification of Sick Leave: Blue Ridge Community College may require a statement from a health care provider or other acceptable proof that the employee was unable to work to ensure that there will be no abuse of sick leave privileges.

E. Eligible Uses of Sick Leave: Where possible, Sick Leave must be requested in advance on forms provided by the College. Sick Leave may be granted for:

1. Illness or injury which prevents an employee from performing his/her usual duties.

2. Funeral Leave – (bereavement) A maximum of three days in case of death in the employee's immediate family. Leave exceeding this must be charged to vacation leave or leave without pay. Immediate family is defined as wife, husband, mother, father, brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandson, granddaughter, step-children, step-mother, and step-father.

3. Medical appointments.

4. Quarantine due to a contagious disease in the employee's immediate family.

5. The actual period of temporary disability connected with childbirth. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate may be required to verify the employee's period of temporary disability.

6. Sick leave may be granted for illness of a member of the employee's immediate family when the employee is needed to care for the ill family member. For purposes of the policy, members of the immediate family would be spouse, child, and parents of employee or employee's spouse, siblings, grandparents, grandchildren, and other legal dependents living in the employee's household.
7. Sick leave (up to 30 days) may be granted for the adoption of a child.

8. Sick leave may be granted for approved Family and Medical Leave (see Section 3.7.7 Family and Medical Leave).

F. Sick leave is non-transferable to any other type of leave except as described for funeral leave.

G. Leave Charges:

1. The minimum amount of sick leave that may be taken by staff is in increments of one hour. Faculty sick leave is reported as a portion of the work assignments missed for that day.

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

H. Transfer of leave:

1. Employees subject to the Personnel Act may transfer sick leave (or any portion thereof) from a State agency to a Public School, Community College or Technical College; and a Public School, Community College, or Technical College shall be credited with any sick leave which he/she had at the termination of employment with the Public School, Community College, or Technical College or State Agency provided that employment was continuous. Employment will be considered continuous if a Public School, Community College or Technical College employee accepts other employment with a State Agency, Public School, Community College or Technical College any time after the end of the academic year and before the beginning of the next academic year. Employment will not be continuous if out of State service for twelve (12) consecutive months.

2. Exception: Current College employees shall receive credit for unused sick leave that would have accumulated during the entire period of their employment in the institution or in the Community College System.

I. Separation:

1. Use of sick leave or payment thereof is not allowable in terminal leave payments when an employee separates from College service.

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

3. Sick leave shall be exhausted before going on leave without pay (leave of absence) because of extended illness. While an employee is exhausting sick leave, he/she earns all benefits for which he/she is entitled.

J. Reinstatement of Sick Leave:

1. Reduction in force: Employees separated because of a reduction in force shall be credited with accrued sick leave if reinstated within one year.
2. Authorized leave without pay: Employees granted leave without pay shall be credited with accrued sick leave if reinstated before the termination date of such leave.

3. If an employee is separated for other reasons and is reinstated within one year from the date of his/her last workday, the employing institution may consider reinstatement of sick leave credits accumulated at the time of separation.

K. Retirement Credit:

1. A maximum of 12 days of sick leave per service year shall be transferred to total service as provided under the North Carolina Teachers' and State Employees' Retirement System.

2. Accumulated sick leave under the College's current leave policy (may not be retroactive) approved by the Board of Trustees, and in effect June 30, 1976, shall also be transferred to total service as provided under the North Carolina Teachers' and State Employees' Retirement System.

3. Retroactive accumulated sick leave provided under this policy not covered by an existing leave policy as of June 30, 1976, may be used by employees of the College but cannot be used for transfer to total service at the time of retirement.

4. Annual leave may be converted into sick leave.

L. Blue Ridge Community College will assume the responsibility of maintaining annual records for sick leave earned and taken for each employee.

M. Blue Ridge Community College will retain sick leave records for all separated employees for a period of at least four years from the date of separation.

Revised September 9, 2009; November 2, 2011
3.7.3 Community Service Leave Purpose

In recognition of the community’s diverse needs for volunteers to support schools, communities, citizens, and nonprofit organizations, and recognizing the commitment of Blue Ridge Community College employees to engage in volunteer service, Community Service Leave may be granted to full-time employees.

1. Parents for involvement with their child in the schools (as defined below)
2. Any employee for volunteer activity in the schools (as defined below);
3. Any employee for volunteer activity in a not-for-profit Community Service Organization (as defined below); or
4. Any employee for volunteering in a State of North Carolina Public University, Community College System or State agency provided that the service is outside of the employee’s normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

A. Amount Earned:

1. With approval of the Vice President and the immediate supervisor, a full-time employee is eligible for 24 hours/year of Community Service Leave.
2. The twenty-four hours (24) of paid leave shall be credited to each employee on July 1 of each year. New employees shall be credited with leave immediately upon their employment, prorated at two hours per month for the remainder of the fiscal year, which ends June 30.

B. Approval:

1. Employees must receive approval in advance from their immediate supervisor and Vice President to use this leave. The supervisor may require that the leave be taken at a time other than the one requested, based on the needs of the College.
2. The College may require acceptable proof that leave taken is within the purpose of this policy.
3. Community Service Leave may be taken in units of no less than one hour.

C. Accumulation:

1. Leave not taken is forfeited; it shall not be carried into the next fiscal year.

D. Separation:

1. Employees shall not be paid for this leave upon separation.

E. Eligible Uses of Community Service Leave:

1. Community service, for this purpose, is defined as:
   a. meeting with a teacher or administrator concerning the employee’s child;
b. Attending any function sponsored by the school in which the employee’s child is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program;

c. performing school-approved volunteer service approved by a teacher, school administrator, or program administrator;

d. The ‘child involvement’ provision of the policy is limited to child day care, elementary school, middle school or high school involvement. A parent cannot, for example, use community service leave for on-site visits to colleges for the purpose of selecting a college, or to attend college orientations or assist with moving the child in and out of the on-campus housing, or for attendance at college graduations;

e. performing school-approved volunteer work for a local school approved by a teacher, school administrator, or program administrator;

f. performing a service for a community service organization; or

g. Performing volunteer work for a State agency that is approved by the agency head or his/her designee.

2. Community Service Organization is defined as a nonprofit, nonpartisan community organization which is designated as an IRS Code 501(c) (3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly.

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

4. Service may include working inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the work. Vacation leave shall be charged if the employee is receiving pay for the “inside” poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.

5. Partisan political activity during State time and the use of State equipment or supplies for any community service are not permitted. Special care must be taken to avoid any possible interpretation that the State is, in fact, permitting time off and in so doing supporting a political candidacy. Political activity must be in accordance with G.S. 126-13 of the State Personnel Act.

*Adopted September 12, 2011; Revised October 7, 2015*
A. Military Leave with pay may be granted to eligible employees who are members of the United States Armed Forces Reserves for up to 120 working hours during the federal fiscal year, prorated for full-time employees working less than a 40-hour workweek. Such leave allows attendance for regularly scheduled unit training assemblies (drills) or any type of active military duty except for extended active duty. This does not apply to duties resulting from disciplinary action or inactive duty training performed for the convenience of the member. Leave without pay shall be granted for periods of extended active duty, including voluntary enlistment and other entries into active military service or for attendance in service schools. Employees will be granted necessary time off for a required physical examination relating to membership in a reserve component without charge to leave.

B. There are several other instances when military leave without pay may be granted. Additional information regarding Military Leave is contained in the NC State Code.

C. The National Guard acts not only as a reserve of the US Armed Forces, but as the militia of the state. There are special pay and leave provisions that apply when the Governor authorizes the National Guard to participate in special activities or other State duties such as domestic disturbances, disasters or search and rescue missions, pursuant to G.S. 127.80.

D. Employees may also use vacation leave or military leave without pay. Such uses should be arranged with the employee’s supervisor.

Approved November 10, 2003
3.7.5 Civil Leave

A. Jury Duty: A full-time employee serving on a jury is entitled to leave with pay for the period of absence required. The employee is entitled to regular compensation plus fees received for jury duty.

B. Court Attendance:

1. When an employee attends court in connection with official duties, no leave is required. Fees received as a witness while serving in an official capacity shall be turned in to the College. When an employee is required to attend court in an official capacity on a day that he/she would normally be off, the time is to be considered as working time and included in the total hours worked per week.

2. When an employee is subpoenaed or directed by proper authority to appear as a witness, the employee shall be granted civil leave with pay. Any fees received shall be turned in to the College. The employee may use vacation leave rather than take civil leave with pay in which case the employee may retain any fees received.

Approved April 17, 1997
3.7.6 Leave without Pay

A. Leave without pay may be granted for illness, education purposes, or for any other reasons deemed justified by the President. Special provisions for leave without pay for military, family and medical, and workers’ compensation are covered in these respective policies in this Section of the Personnel Manual. Parental leave without pay for employees not eligible for FMLA leave is covered at the end of this policy.

1. **Covered Employees**: Full-time or part-time (half-time or more) permanent, probationary, trainee and time-limited employees are eligible for leave without pay. Temporary, intermittent, and part-time (less than half-time) are not eligible for leave without pay.

B. **Definitions** – the following are definitions of terms used in this policy:

<table>
<thead>
<tr>
<th><strong>Extended Leave Without Pay</strong></th>
<th>leave in excess of one-half the workdays and holidays in the month or in the pay period (whichever is applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Leave Without Pay</strong></td>
<td>leave for less than one-half the workdays and holidays in the month or in the pay period (whichever is applicable)</td>
</tr>
</tbody>
</table>

**Extended Leave Without Pay (Maximum Amount):**

Except for extended illness, extended leave without pay normally shall not exceed six months. The decision to grant leave without pay and the amount of time granted, except for leave required by the FMLA Policy, must be requested through the Division Vice President and must have approval by the President.

C. **Employee Responsibility**: The employee shall apply in writing to the Division Vice President for leave without pay, give written notice of intention to return to work at least thirty days prior to the end of the leave, and return to duty within or at the end of the time granted, or notify the College immediately when there is a decision not to return.

If the employee does not give notice of the intention to return, the College is not required to provide reinstatement but may do so if feasible. Failure to report at the expiration of a leave, unless an extension has been requested and approved, may be considered as a resignation.

D. **College Responsibility**: Factors to consider in determining whether to grant leave without pay and the amount of time to approve are: needs of the employee requesting leave, workload, need for filling employee’s job, chances of employee returning to duty, and the obligation of the College to reinstate the employee to a position of like status and pay.

It is the responsibility of the College to administer leave without pay in a manner that is equitable to all of its employees.
Leave without pay for extended illness may be:

<table>
<thead>
<tr>
<th>Granted for:</th>
<th>For a period</th>
<th>Sick Leave</th>
<th>Vacation / Bonus leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee illness (not covered by short-term disability or FMLA)</td>
<td>Up to one year. Any extension shall be managed/documented by the Human Resources Department</td>
<td>Shall be exhausted during the time that would cover the waiting period required by Disability Income Plan</td>
<td>May be exhausted or retained. (*See note below.)</td>
</tr>
</tbody>
</table>

E. Leave Without Pay:

<table>
<thead>
<tr>
<th>Disability Income Plan (Short-term disability)</th>
<th>Up to one year. Any extension must be approved by the Retirement System Medical Board.</th>
<th>Shall be exhausted during the waiting period. Additional sick leave may be exhausted or retained.</th>
<th>May be exhausted or retained.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family and Medical Leave</td>
<td>Up to twelve workweeks (See FMLA Policy).</td>
<td>Shall be exhausted for employee illness. See FMLA Policy for other options.</td>
<td>May be exhausted or retained.</td>
</tr>
<tr>
<td></td>
<td>* If leave does not qualify for FMLA, the College may also require that the employee use accumulated vacation/bonus leave before granting leave without pay.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advisory Note: Eligible employees who become temporarily or permanently disabled and are unable to perform their regular work duties may receive partial replacement income through the Disability Income Plan of North Carolina (DIPNC). The DIPNC is explained in a handbook, “Your Retirement Benefits,” published by the Department of State Treasurer, Retirement Systems Division. Exhaustion of sick, vacation/bonus leave during the short-term disability period is in lieu of short-term disability benefits that may otherwise be payable.

Procedure: The date separated shall be the last day of work or the last day leave is exhausted, whichever is later; however, in cases where no leave is available and the disability occurs after the last day of work and before the beginning of the next workday, the date separated shall be the date the disability occurs. This is necessary to assure that the employee is considered to be in service for the purposes of determining short-term disability benefits.

1. Exception: The employee may choose to apply the sick leave credits toward retirement if the employee would be eligible for service retirement within a five-year period.
Note: Under the laws governing the DIP, the long-term disability is not payable until the leave has been exhausted. The College is responsible for paying the employer’s share of medical benefits while leave is exhausted.

F. Special Provision for Long-Term Disability: If an employee is approved for long-term disability following the short-term disability, the employee must be separated from leave without pay. The employee shall be reinstated to the payroll for the purpose of exhausting any unused vacation/bonus and sick leave the employee had prior to going on leave without pay.

G. Leave Without Pay for:

1. Personal or Other Reasons − An employee must exhaust accumulated vacation/bonus leave for personal or other reasons if the leave period is 10 workdays or less. If the leave period is greater than 10 workdays, the employee may elect to exhaust all, part, or none of the vacation/bonus leave prior to going on leave without pay.

2. Exhausting Leave − While exhausting leave, the employee continues to accumulate leave, is eligible to take sick leave, is entitled to holidays, and is eligible for salary increases during that period.

3. Any accumulated unused vacation/bonus leave or sick leave shall be retained. Eligibility to accumulate leave ceases on the date leave without pay begins.

4. If leave without pay extends through June 30, any vacation leave accumulation above 240 hours shall be converted to sick leave. (Bonus leave does not convert to sick leave.)

H. Health Insurance − While on leave without pay the employee may continue coverage under the State’s health insurance program by paying the full premium cost (no contribution by the State).

I. Retirement Status − All accumulated retirement credits shall be retained. If the leave without pay is granted for purposes which will tend to make the person a more valuable employee, permission may be received from the Board of Trustees of the Teachers’ and State Employees’ Retirement System to make personal contributions to the retirement account during this period and receive service credit. The request must be made in advance by the agency head and the employing agency must agree to pay its share of the cost. The employee should contact the Retirement System for information regarding all specific requirements.

J. Reinstatement − Reinstatement to the same position or one of like seniority, status and pay must be made upon the employee’s return to work unless other arrangements are agreed to in writing.

K. Separation While on Leave without Pay − If the employee does not return to work following leave without pay, the employee shall be paid for any unused vacation/bonus leave at time of separation.

L. Filling a Position Vacant by Leave without Pay − If it is necessary to fill a position vacant by leave without pay, the position may be filled by a temporary or time-limited permanent appointment, whichever is appropriate.

M. Short Leave Without Pay:

1. Approved Absences − With approval of the Vice President and the appropriate notification to the Human Resources Department, an employee may be on leave without pay for less than
one-half the workdays and holidays in the month or pay period and continue to earn benefits. This accounts for time an employee is absent and has not accumulated or advanced leave credits. These short periods may be docked from the employee’s pay check by the Human Resources department by submitting a payroll change form.

2. **Unapproved Absences** – Employees who are absent without approved leave may be subject to disciplinary action.

N. Short leave without pay may be used to cover the status of an employee who has failed to come to work but has not requested and received approval to take sick or vacation/bonus leave. Agency management is responsible for determining whether leave without pay is appropriate or whether the time may be charged to the appropriate leave account.

O. **Special Provisions for Parental Leave** – Employees who are not eligible for leave under the FMLA Policy shall be granted leave during the period of the biological mother’s disability and may be granted additional leave for childbirth and adoptions.

*Revised September 9, 2009; July 7, 2016*
A. Purpose – The Family and Medical Leave Act of 1993 (FMLA) 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 gender 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 women and men.

1. Blue Ridge Community College’s Family Medical Leave (FMLA) Procedure provides eligible employees up to 12 weeks (or 26 weeks where specified) of leave for certain medical conditions, such as the birth of a child, or for other specified medical conditions incurred by designated family members or the employee herself/himself.

2. The 12 workweeks provided under FMLA leave may include a combination of sick leave, vacation leave, bonus leave, furlough leave, or leave without pay as described herein. Under certain conditions, short-term disability (Ref. Sec. 3.7.11 Disability Income Act) may be used during the 12-workweek FMLA term.

B. Definitions:

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

2. Child − a son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability who is:
   a. a biological child;
   b. an adopted child;
   c. a foster child – a child for whom the employee performs the duties of a parent as if it were the employee’s child;
   d. a step-child – a child of the employee’s spouse from a former marriage;
   e. a legal ward − a minor child placed by the court under the care of a guardian; or
   f. a child of an employee standing in loco parentis

3. Spouse − a husband or wife.

4. Serious Health Condition −
   a. 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;
   b. any period of incapacity requiring absence from work of more than three workdays that also involves continuing treatment by a health care provider; or
   c. 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 may be subject to family medical leave provisions, whether as paid or unpaid leave.

5. Workweek − the number of hours an employee is regularly scheduled to work each week.
6. Reduced Work Schedule – a work schedule involving fewer hours than an employee is regularly scheduled to work.

7. Intermittent Work Schedule – a work schedule in which an employee works on an irregular basis and is taking leave in separate blocks of time, rather than for one continuous period of time, usually to accommodate some form of regularly scheduled medical treatment.

8. 12-Month Period – a "rolling" 12-month period measured backward from the first date an employee uses any family and medical leave. Employees must be given 60 days notice of any change and must not lose any benefits because of a transition.

9. FMLA – Family Medical Leave Act also referred to as the “type” of leave described in this section.

10. Paid FMLA leave – FLMA leave where an employee uses accrued sick leave, vacation leave, bonus leave, or furlough leave to cover an absence and there is continued benefit coverage.

11. Unpaid FMLA leave – Leave without pay and without accrual of employer-provided benefits, excluding health insurance benefits.

C. Eligible Employees:

1. Full-time Employees – an employee who has been employed with State government 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:
   a) for the birth of a child and to care for the child after birth, provided the leave is taken within a 12-month period following birth;
   b) for the employee to care for a child placed with the employee for adoption, provided the leave is taken within a 12-month period following adoption;
   c) for the employee to care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition; or
   d) because the employee has a serious health condition that makes the employee unable to perform the essential functions of the employee's position.

Leave without pay beyond the 12-week period or for employees not covered under the Family and Medical Leave Act shall be administered under the Disability Income Plan (Sec. 3.7.11) or the Leave of Absence procedure (Sec. 3.7.6). Under the Leave of Absence procedure, the employee must pay for health and other benefits coverage. Employees should also refer to sections in this Manual regarding Vacation Leave (Sec. 3.7.1) Sick Leave (Sec. 3.7.2, and the Voluntary Shared Leave Policy (Sec. 3.7.10).

2. Part-time Employees – This policy does not cover part-time employees where the maximum length of appointment is one year; however, if, by exception, a part-time employee is extended beyond one year, the employee shall be covered if he/she had worked at least 1250 hours during the previous 12-month period. Any leave granted to a part-time employee shall be without pay. 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.

3. In cases where both spouses are employed by the College, where FMLA is sought for the birth and care of a newborn child, placement of a child for adoption, or to care for a parent
who has a serious health condition, the amount of FMLA leave that may be taken may not exceed a combined total of 12 weeks.

D. Leave Charges – It is the responsibility of the College to designate leave, as paid FMLA leave or unpaid 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. Pursuant to paragraph B-4 above, after three (3) days, the College may classify an employee who has a serious health condition as being on FMLA. The employee has the following options for charging leave:

1. Birth – For the birth of a child, the employee shall exhaust available sick leave and may choose to exhaust available vacation leave and may choose to exhaust available vacation leave, or any portion, or go on leave without pay; except that sick leave may be used only during the period of physical disability. This applies to both parents. Only vacation leave or leave without pay may be used before and after the period of disability unless the sick leave policy becomes appropriate for medical conditions affecting the child or mother. The use of sick leave by the father, parent, or child of the mother, who is giving birth, may not be granted for the purpose of caring for a child or its mother, before or after the period of physical disability.

2. 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. Sick leave, up to 30 day, may be used at the discretion of the College (refer to Sec. 3.7.2.E Eligible Uses of Sick Leave).

3. Illness of Child, Spouse, or Parent – For the illness of an employee's child, spouse, or parent, the employee shall exhaust available sick and may choose to exhaust vacation leave, or any portion, before going on leave without pay.

4. 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 is required to exhaust the balance of all available leave before beginning to draw short-term disability benefits.

E. Intermittent Leave or Reduced Work Schedule – In some cases intermittent leave or leave on a reduced work schedule is available where leave is taken in blocks of time or by reducing a normal weekly or daily work schedule. Such leave is available if medically necessary to care for a family member who has a serious health condition or because the employee has a serious health condition that makes the employee unable to work. Requests for intermittent leave will be considered on a case-by-case basis depending on the nature of the request and the College's operational needs. Pursuant to this policy, the employee may not take leave intermittently or on a reduced work schedule for childbirth and birth-related child care or for adoption.

F. Employee Responsibility – In cases of birth, adoption, or planned medical treatment, the employee shall give 30 days advance written notice to the College for leave requested under this policy. The employee must explain the reasons for the needed leave so as to allow the College to determine that the leave qualifies under the Act. Failure to give such notice with no reasonable excuse for the delay may result in the College denying the taking of the FMLA leave until at least 30 days after the date the employee provides notice. If the employee will not return to work after the period of leave, the College shall be notified in writing. Failure to report at the
expiration of the leave, unless an extension has been requested, may be considered as a resignation.

G. Military Family Leave:

1. Eligible employees are entitled to 12 weeks of unpaid leave because of any qualifying necessity (as defined by the US Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

2. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. Eligible employees are entitled to a combined total of 26 weeks of all types of FMLA leave.

3. For the military family with both husband and wife working for the College, the leave entitlement would be a combined total of 26 weeks in a 12-month period.

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

1. The date on which the serious health condition began.

2. The probable duration of the condition.

3. The appropriate medical facts regarding the condition.

4. A statement that the leave is needed to care for the child, spouse, or parent, and an estimate of the amount of time that is needed; or that the employee is unable to perform the functions of the position, whichever applies.

5. Where certification is necessary for intermittent leave for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment.

Where the College has reason to doubt the validity of the certification, the College may require the employee to get the opinion of a second doctor designated or approved by the College. Where the 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 jointly by the College and the employee. The third opinion is final and is binding on the College and the employee. The College may require that the employee get subsequent recertification on a reasonable basis. The second and third certification and recertifications must be at the College’s expense.

I. Employment and Benefits Protection:

1. 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 the College 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.

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

3. Health Plan Benefits − The College shall maintain coverage for the employee under its group health plan for the duration of FMLA 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 College must 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 preexisting conditions. The College may recover the premiums if the employee fails to return after the period of leave to 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.

J. Interference with Rights:

1. 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.

2. Protected Activity − It is unlawful to discharge or in any other manner discriminate against any employee because the employee does any of the following:

   a) Files any civil action, or institutes or causes to be instituted any civil proceeding under or related to this policy
   b) Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this policy
   c) Testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under this policy

K. Enforcement − A violation of or denial of leave requested pursuant to the Family and Medical Leave Act of 1993 is not a contested case and creates no right of grievance or appeal under the State Personnel Act. Violations can result in any of the following or a combination of any of the following and are enforced by the U.S. Secretary of Labor:

1. U.S. Department of Labor investigation;
2. Civil liability with the imposition of court cost and attorney's fees; or
3. Administrative action by the U. S. Department of Labor
L. Posting Requirement and Notice Provisions – Agencies are required to post and keep posted, in a conspicuous place, a notice explaining the FMLA provisions and providing information concerning the procedures for filing complaints of violations of the Act with the U.S. Department of Labor, Wage and Hour Division. Copies of the required notice may be obtained from local offices of the Wage and Hour Division. In addition, when an employee provides notice of the need for FMLA leave, the College 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.

Revised September 9, 2009
3.7.8 Reserved
3.7.9 Educational Leave

A. The Board of Trustees encourages College employees to further their education and training. The first priority of any employee, however, should be the welfare of the students to whom the College has a responsibility. All full-time employees are granted the right to apply for educational leave with pay in accordance with the provisions established in the NC State Code Section .0103 (as revised). The President or a designee is authorized to develop procedures and guidelines for applying these provisions.

B. The term "educational leave" as defined in these procedures refers to the release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned to the employee. It does not apply to off-duty time used for educational purposes.

C. Educational leave with pay as described herein is not necessarily a right of the employee or a fringe benefit but may be granted, when in the opinion of the Board of Trustees, the President, and the appropriate Vice President, such leave can be used to improve the employee's ability in the position currently held. The approval of all requests shall be subject to availability of funds and the securing of qualified personnel to cover the job of the individual on leave.

D. Blue Ridge Community College recognizes two types of educational leave with pay: extended educational leave, and temporary educational leave. Both shall be described in these procedures.

1. **Extended Educational Leave** – refers to the full-time release from duties of a full-time employee to participate in credit course work or another type of educational experience for a period not to exceed one semester per college year. The following are requirements:

   a) The employee is employed full-time on a 9, 10, 11, or 12 month basis;
   b) The employee is under contract to the institution for the next academic year following the most recent use of educational leave and expresses an intention to honor this contract;
   c) An employee who fails to honor the contract stipulated in (b) above shall be required to repay the amount expended for the educational leave in the most recent contract year. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro rata portion (e.g., if an employee works 4 months of a 12 month contract, a repaying of 66.7% of the educational leave would be required);
   d) Educational leave shall not exceed one semester per college year;
   e) Educational leave with pay is not granted any employee more often than once every fourth year;
   f) The extended educational leave experience shall be related to the employee's present position and duties. This requirement may be waived in special circumstances that may benefit the College;
   g) The employee must have the permission of his/her immediate supervisor, Vice President, the President, and the Board of Trustees in order to be granted extended educational leave;
   h) Initial requests for extended educational leave must be submitted in written form to the appropriate supervisor and Vice President at least one academic semester prior to the start of such leave. The request shall spell out approximate beginning and ending dates exclusive of travel or annual leave time and the degree pursuit associated with the leave request;
3.7.9 Educational Leave

i) The employee must provide transcripts reflecting satisfactory (C or better) performance in all registered courses each semester following the initial provision of leave;

j) Educational leave shall be taken only with advanced approval by the appropriate supervisor or Vice President. Attempts should be made to use educational leave when it will least interfere with the efficient operation of the College;

k) Educational leave may be taken in units of no less than one day; and

l) Any unused educational leave may be rescinded by the President and the Board of Trustees if the employee is found to have terminated pursuit of the degree specified in the initial request for educational leave or if the employee fails to meet the satisfactory performance guidelines specified in Subsection 1-i above.

2. Temporary Educational Leave – refers to the part-time release from duties of a fulltime employee to participate in credit course work or another type of educational experience for a period not to exceed one-half day per week. The following are requirements:

a) The employee is employed full-time on a 9, 10, 11, or 12 month basis;

b) The educational leave shall not exceed the equivalent of 1/2 day per week;

c) The temporary leave experience shall be related to the employee's present position and duties. This requirement may be waived in special circumstances that may benefit the College;

d) The employee must have the permission of his/her immediate supervisor, Vice President, and the President in order to be granted temporary educational leave;

e) Request for leave must be completed and submitted to the supervisor and Vice President as early as possible prior to the start of such leave. This will allow time to plan coverage of the job of the individual on leave or the rearrangement of scheduled work hours as necessary; and

f) These rules apply to both on-campus and off-campus educational leave experiences, including courses offered by Blue Ridge Community College.

Revised January 29, 2008
3.7.10 Voluntary Shared Leave

A. PURPOSE

The Voluntary Shared Leave Program ("Program") allows a College employee to voluntarily donate a portion of his/her leave to a fellow College employee who, due to that employee’s serious or prolonged medical condition or that employee’s immediate family member’s serious or prolonged medical condition, has exhausted all his/her bonus, annual, and sick leave and is being placed on leave-without-pay status.

Based on the rules as contained herein, College employees may participate in the Program by:

1. Donating annual, bonus or sick leave to an immediate family member in any State agency, public school or community;
2. Donating annual or bonus leave to a coworker’s immediate family member who is an employee in a State agency or public school provided the employee and coworker both work at the College; and/or
3. Donating annual, bonus or sick leave to a non-immediate family member employee at a North Carolina community college.

B. DEFINITIONS

1. Donor - the employee who donated leave.
2. College Employee - a permanent or probationary full-time or part-time employee that accrues sick and annual leave.
3. Immediate Family Member - a spouse, parent, child, brother, sister, grandparent or grandchild. The term also includes the step, half, foster and in-law relationship and dependent living in the employee’s household.
4. Recipient - the employee or the employee’s immediate family who receives leave.
5. Serious or Prolonged Medical Condition - a medical condition of an employee or his/her immediate family that will require his/her absence from duty for a period of at least twenty (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 serious or prolonged medical condition within the last twelve (12) months, the College may make an exception to the twenty (20) day period.

C. LEAVE REASONS

1. Qualifying Reasons

   To receive voluntary shared leave, a prospective recipient must have complied with existing leave rules and:
   a) Have a serious and prolonged medical condition (or a member of the employee’s immediate family has a medical condition that requires the employee’s absence for a prolonged period);
b) Apply for or be nominated to become a recipient;
c) Produce medical evidence to support the need for leave beyond the available accumulated leave; and
d) Be approved by the President to participate in the Program.

A College employee on maternity leave may be eligible to receive voluntary shared leave to cover the period of disability related to the pregnancy and/or birth as documented by a physician.

2. Non-Qualifying Reasons

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

An employee on workers’ compensation leave who is drawing temporary total disability compensation may be eligible to participate in the voluntary shared leave program. Use of donated leave under the workers' compensation program shall be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.

This Policy does not apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, but not all inclusive. Each case, however, must be examined and decided based on its conformity to this Policy’s intent and must be handled consistently and equitably. Voluntary shared leave cannot be used for parental care of a newborn child absent a documented prolonged health condition.

D. APPLICATION FOR LEAVE

A prospective recipient may apply or be nominated by a fellow employee to participate in the Program. The application may be in the form of a letter or statement to the President or to the Human Resources Department. The request must include a description of the medical condition, the estimated duration of the illness and, in most cases, a certification from a physician. After review of the current leave status and eligibility by the Director of Human Resources, the request will be presented to the President for approval.

E. LEAVE CONTRIBUTION AND DONATION

1. An employee may begin using voluntary shared leave after all available bonus, annual and sick leave has been exhausted. While using voluntary shared leave, employees continue to earn leave.
2. The amount of voluntary shared leave a recipient may receive is one thousand forty (1,040) hours per year (prorated for part-time employees), either continuously or, if for the same condition, on a recurring basis. However, the President may grant continuation, on a month-to-month basis, to a maximum of two thousand eighty (2,080) hours, if the President would have otherwise granted leave without pay.

3. A College employee donating sick leave to an immediate family member may donate up to one thousand forty (1,040) hours but may not reduce the donor’s sick leave account below forty (40) hours. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. The minimum amount of sick leave to be donated is four (4) hours.

4. A College employee may donate up to five (5) days of sick leave to a non-immediate family member employee of a North Carolina community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed twenty (20) days per year. Donated sick leave shall not be used for retirement purposes. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. The minimum amount of sick leave to be donated is four (4) hours.

5. The minimum amount of annual and/or bonus leave that may be donated per recipient is four (4) hours per year. The maximum amount of annual leave that may be donated:
   a) May not be more than the amount of the donor’s annual accrual rate; and
   b) May not reduce the donor’s annual leave balance below one-half of the yearly annual leave accrual rate.
   c) Bonus leave may be donated without regard to the above limitations on annual leave.

6. All leave donated shall be credited to the recipient’s sick leave account and is available for use on a current basis or may be retroactive for up to sixty (60) calendar days to substitute for advanced vacation or sick leave already granted to the recipient or to substitute for leave without pay. Donated leave shall be applied to advanced leave before applying it to leave without pay.

7. In order to donate voluntary shared leave, a donor must, at the time of donation:
   a) Be an active employee (not separated);
   b) Be in a position that earns leave; and
   c) Have sufficient leave balances.

F. UNUSED SHARED LEAVE

1. End of Medical Condition

   Any unused leave at the expiration of the medical condition, as determined by the President, shall be treated as follows:
   a) The recipient’s sick leave account balance shall not exceed a total of forty (40) hours (prorated for part-time employees).
b) Any additional unused donated leave shall be returned to donor(s) on a pro-rata basis and credited to the leave account from which it was donated.

2. Separation from Service

If a recipient separates from service due to resignation, death, or retirement, participation in the Program ends. Unused leave shall be returned to the donor(s) on a pro-rata basis and credited to the same account from which it was donated.

3. Transfer

If a recipient transfers to another North Carolina state agency, public education system or community college, unused voluntary shared leave shall be returned to the donor(s) and credited to the same account from which it was donated.

G. CONFIDENTIALITY

An employee’s medical information is confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family member) needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.

H. INTIMIDATION OR COERCION PROHIBITED

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

Revised March 17, 2008; October 7, 2015; July 7, 2016; October 21, 2016; February 1, 2017; May 9, 2017
3.7.11 Disability Income Plan

A. Eligible employees who become temporarily or permanently disabled and are unable to perform their regular work duties may receive partial replacement income through The Disability Income Plan of North Carolina. Employees covered by the Plan must be full-time employees working at least 30 hours per week for nine months of the year and participate as a member of the Teachers’ and State Employees’ Retirement System. There is a 60-day waiting period before benefits are paid by the Plan. During this period employees may use accumulated sick or vacation leave.

B. Short-Term Disability Benefits: Eligible employees may receive a monthly short-term benefit equal to: 50 percent of their monthly salary, plus 50 percent of their annual longevity monthly benefits during the short-term period not to exceed $3,000. This monthly benefit is reduced by any workers’ compensation benefit received. This short-term benefit is for up to one year. Short-term benefits may be extended for up to one additional year if the disability is temporary and is likely to end within that additional year.

C. Long-Term Disability Benefits: Long-term benefits may begin after short-term disability benefits end. In order to qualify for long-term disability benefits, an employee must have at least five years of membership service with the Retirement System during the 96 months preceding the conclusion of the short-term disability period. During the first three years of long-term disability, eligible employees may receive a monthly long-term benefit equal to: 65 percent of their monthly salary, plus 65 percent of their annual longevity. Monthly benefits during the long-term period cannot exceed $3,900. This amount is reduced by any workers’ compensation, federal Veterans Administration benefits, or benefits from any other federal agency or Social Security benefits received. After the first three-year period, long-term disability benefits will be reduced by an amount equal to the Social Security benefit the member would be entitled to receive from Social Security, even if not receiving the benefit. Long-term benefits are payable to eligible employees until they would have normally been eligible to receive an unreduced service retirement with the Teachers’ and State Employees’ Retirement System.

D. The Department of the State Treasurer, Retirement Systems Division, has published a handbook detailing the benefits available under the Plan. The book, "Your Retirement Benefits," is available from the Director of Human Resources or from the State Retirement Systems Division at (919) 733-4191.

Revised November 10, 2003
3.7.12 Report of Leave

A. Leave is reported on a monthly basis for all types of leave taken by employees. Leave is requested through an Application for Leave form.

B. The President will approve Application for leave for those employees who directly report to President. Vice Presidents or Associate Vice Presidents will approve Application for Leave for their respective employees.

Revised April 17, 1997
3.7.13 (Reserved)
3.7.14 State Health Plan Eligibility Guidelines

Consistent with the Patient Protection and Affordable Care Act and North Carolina law, Blue Ridge Community College offers health insurance coverage to all Eligible Employees. Eligibility for health insurance coverage and the applicable coverage plans are shown below.

**A. Health Insurance Eligibility:**

<table>
<thead>
<tr>
<th>Employment Classifications</th>
<th>Eligibility Trigger</th>
<th>State Health Plan Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Permanent Employee</td>
<td>Start date in employment category</td>
<td>Plans Offered: 70/30, Enhanced 80/20, Consumer Directed Health Plan Must Enroll: Within 30 days of start date and/or during annual enrollment</td>
</tr>
<tr>
<td>Part-Time Permanent Employee</td>
<td>Start date in employment category</td>
<td>Plans Offered: 70/30, Enhanced 80/20, Consumer Directed Health Plan Must Enroll: Within 30 days of start date and/or during annual enrollment Employee pays full cost of coverage</td>
</tr>
<tr>
<td>Full-Time Temporary Employee</td>
<td>Start date in employment category when employee is expected to be employed in this category more than three months</td>
<td>Plan Offered: High Deductible Plan (MedCost) Must Enroll: Within 30 days of start date and/or during annual enrollment</td>
</tr>
<tr>
<td>Part-Time Temporary Employee</td>
<td>When the employee has averaged at least 30 Service Hours per week or at least 130 Service Hours per month during the Initial/Standard measurement period, he/she will be offered health insurance at the beginning of the Stability Period, unless a bona fide position change results in the loss of eligibility.</td>
<td>Plan Offered: High Deductible Plan (MedCost) Must Enroll: Within 30 days of eligibility determination date (Stability Period start date)</td>
</tr>
<tr>
<td>Staffing Agency Worker</td>
<td>No coverage eligibility through state health plan (see definition section)</td>
<td></td>
</tr>
<tr>
<td>Independent Contractor</td>
<td>No coverage eligibility through state health plan</td>
<td></td>
</tr>
</tbody>
</table>
B. Definitions:

1. **Administrative Period** is the time after the Initial/Standard Measurement Period that takes to determine eligibility and enroll an Eligible Employee in the health plan.

2. **Eligible Employee** are employees who are entitled to an offer of insurance. In order to be an Eligible Employee, the employee must average at least 30 Service Hours per week (or 130 Service Hours per month) over the course of an Initial/Standard Measurement Period.

3. **Employment Classifications** are further defined in Procedure 3.1.2 – Employee Classifications.

4. **Independent Contractor** is an individual who is contracted to perform a service for the College for which there is no employer/employee relationship. The College has the right to control or direct only the result of the work and not what will be done and how it will be done. The earnings of a person who is working as an independent contractor are subject to Self-Employment Tax.

5. **Initial/Standard Measurement Period** is the period of time for which an employee’s Service Hours are recorded and measured to determine average Service Hours worked. An Initial/Standard Measurement Period must be at least 3 months but no more than 12 months from the date of hire or from the first of the month following the date of hire.

6. **Service Hours** are each hour in which an employee is credited for the performance of services and, if applicable, hours for which an employee is entitled to payment during which no duties are performed due to paid leave.

7. **Stability Period** is the time after the Administrative Period for which health benefits are provided to Eligible Employees.

8. **Staffing Agency Employee** is a worker assigned to work at the College through a staffing firm. The staffing agency is responsible for insurance responsibilities although the College needs to track the hours as with other employees.

C. Initial/Standard Measurement Period:

All Full-Time/Part-Time Permanent Employees and Full-Time Temporary Employees (who are expected to be employed in this capacity for greater than 3 months) shall be offered insurance within 30 days of their hiring and/or annual enrollment period. For Part-Time Temporary Employees (or certain Part-Time Permanent Employees whose hours may fluctuate above 30 hours per week), the College shall use the following Initial/Standard Measurement Periods to determine eligibility status:

1. The Initial Measurement Period for new employees is 6 months from the date of hire.

2. The Standard Measurement Period for existing, ongoing employees is 6 months.

An employee may not become eligible during an Initial Measurement Period or a Standard Measurement Period but may become eligible during a subsequent Standard Measurement Period.
D. **Administrative Period:**

The Administrative Period following the Initial/Standard Measurement Periods shall be 30 days.

E. **Stability Period:**

The Stability Period for Eligible Employees is 6 months. The Human Resources Department will contact Eligible Employees who meet the requirements for an offer of insurance.

Given the ongoing measurement periods, an employee may be eligible for an offer of insurance for one Stability Period but, given the number of Service Hours worked for subsequent measuring periods, may not be entitled for an offer of insurance for subsequent Stability Periods.

F. **Established Breaks in Service:**

Established breaks in service are not held against an employee when calculating Service Hours during the Measurement Period for the purpose of determining eligibility for health insurance.

1. The College is closed for a winter break between the fall and spring semesters. This is considered an established break in service.

2. The College does not operate a regular term for courses in the summer. For part-time faculty who do not have a course assignment during the summer term, this is considered an established break in service.

3. The College offers adult basic skills/continuing education (CE) courses year round; so, the winter break is the only established break in service for these part-time faculty.

G. **Non-Established Breaks in Service:**

1. Part-time faculty or staff may not have work assignments for a period of time that does not coincide with an established break in service. If this period is less than four weeks, this is not considered a break in service. There is no change in the Measurement or Stability Period.

2. Non-established breaks in service between 4 and 26 consecutive weeks:
   
   a. If a part-time employee has a non-established break in service between 4 and 26 consecutive weeks, and the non-established break does not exceed the length of pre-break employment, when a new assignment is awarded, the employee is considered an on-going employee. There is no change in the Measurement or Stability Period and the break period will not be factored in when Service Hours are calculated for purpose of eligibility requirements.

   b. If the non-established break in service is between 4 and 26 consecutive weeks and the non-established break in service exceeds the length of pre-break employment, the employee is treated as a new hire and the Measurement Period starts again.

3. If a non-established break in service for part-time faculty or staff continues for more than 26 consecutive weeks, the College will consider the employee separated from employment. Pay records will be used to determine the separation date. A new Measurement Period will begin for all hired or rehired employees following the return to work date.
H. **Multiple Employment within the College:**

Unless an exception is granted, part-time employees may only be employed by one department/division at a time. Prior approval from Human Resources must be received prior to any Service Hours worked. If approval is granted, the departments must work together in scheduling service hours to ensure that Service Hours credited are in accordance with Blue Ridge Community College policies and procedures.

I. **Employee Declination of Health Insurance Coverage:**

An Eligible Employee may choose to not accept coverage in a health insurance plan offered by the College. An offer of initial or continued employment shall not be contingent on an employee voluntarily agreeing to not accept coverage should the employee become eligible during the term of employment.

An employee declines coverage when he/she does not enroll within 30 days of eligibility or completes the declination section of the paper notification or the online enrollment page. Eligible Employees will be asked to sign an acknowledgement that they were offered participation in the health insurance plan and that not enrolling within 30 days of the eligibility date will be considered a declination of coverage.

Once an employee declines health insurance for the plan year, he/she cannot enroll again until the next annual enrollment period.

J. **Adjunct Faculty and Calculation Preparatory Service Hours:**

Adjunct members are compensated solely on the basis of the number of courses or credit hours taught. The College uses the following formulas for calculating preparatory Service Hours:

1. Lecture sessions – adjunct lecture faculty are responsible for preparation for lectures, grading papers and exams, and occasionally meeting with students outside of normal class hours. A reasonable estimation of time spent outside of the classroom is 1.25 hours outside of class for each lecture hour of class time.

2. Laboratory sessions – adjunct laboratory faculty are responsible for observation of students in the laboratory, but the laboratories themselves are generally prepared by full-time faculty. There is a limited amount of grading done outside the laboratory. A reasonable estimation of time spent outside the laboratory is 0.5 hours outside of the laboratory for each contact hour of lab time. As laboratory sections are taught in conjunction with lecture sections, no additional time is allotted for meeting with students outside of lab time.

3. Shop sessions – adjunct shop faculty are responsible for observation of students in the shop. There is very limited preparation or grading done outside the shop. A reasonable estimation of time spent outside the shop is 0.25 hours outside of the shop for each contact hour of shop time. As shop sections are taught in conjunction with lecture sections, no additional time is allotted for meeting with students outside of shop time.

4. Clinical sessions – adjunct clinical faculty are responsible for observation of students in the clinics. There is very limited preparation or grading done outside the clinic. A reasonable estimation of time spent outside the clinic is 0.25 hours outside of the clinic for each contact hour of clinic time. As clinical instructors are not expected to meet with students outside of clinical time, no additional time is allotted for meeting with students outside of clinical hours.
5. Studio sessions – adjunct studio faculty are responsible for observation of students in the studio. There is very limited preparation or grading done outside the studio. A reasonable estimation of time spent outside the studio is 0.25 hours outside of the studio for each contact hour of studio time. As studio instructors are not expected to meet with students outside of studio time, no additional time is allotted for meeting with students outside of studio hours.

6. Salon sessions – adjunct salon faculty serve largely as facilitators, and have no expectation of preparation, grading, or meeting with students outside the salon sessions. Therefore, no additional time is allotted for salon faculty outside the salon.

7. Basic Skills sessions – adjunct basic skills instructors serve largely as facilitators, and have no expectation of preparation, grading, or meeting with students outside their basic skills sessions. Therefore, no additional time is allotted for basic skills instructors outside their sessions.

8. Economic and Workforce Development/Continuing Education classes are generally short-term courses, and seldom extend to the full 16 weeks that curriculum classes do. Adjunct instructors have a very limited amount of preparation required, and have no other expectations outside the classroom. A reasonable estimation is 0.25 hours of preparation time for each hour of time in the classroom. In order to determine total hours during a semester, the total hours taught over the course of 16 weeks is multiplied by 1.25. In some cases if Economic and Workforce Development/Continuing Education Adjunct instructors work on a continuous basis and exceeds the total working hour threshold of 30 hours per week, it may classify the adjunct instructor being eligible for an offer of insurance.

*Adopted March 4, 2015*
3.8 Salary and Wage Plan

A. The President or a designee shall establish a College salary plan for all full-time salaried personnel with the exception of the President of the College. This salary plan will be compatible with the State statutes, rules and regulations and will be competitive with other institutional salary plans in the Community College System.

B. The salary plan will be used to determine an employee's starting salary or any salary changes caused by promotion, attainment of further education or degrees, assignment of special duties, merit pay, or presidential awards. Annual salaries will be determined by the availability of funds appropriated by the General Assembly, allocations by the Department of Community Colleges, and funds from federal or local sources.

C. All salaries determined by the salary plan shall be certified by the President.

D. Wages for part-time faculty and staff will be determined by the appropriate Vice President.

Approved January 13, 1997
3.8.1 Salary Plan

A. All full-time, salaried personnel of the College, with the exception of the President, are covered by a salary plan which is used to determine an employee’s starting salary or any salary changes caused by promotion, attainment of further education or degrees, assignment of special duties, merit pay, or Presidential awards.

B. Each employee is hired to fill a position in one of the following Blue Ridge Community College employee position categories defined as follows:

1. Executive Management – Vice Presidents and Associate Vice Presidents are employed to perform division-level executive and administrative duties, strategic management, and financial decision-making. They report directly to the President.

2. Professional – Administrative Deans and Directors are employed to perform department level professional administrative and managerial duties, supervisory functions, and have budgeting responsibility. They report directly to an Executive Management member.

3. Curriculum Faculty – This includes all professional teaching personnel and Instructional Deans in the Division of Instruction.

4. Non-curriculum Faculty – This includes all professional teaching personnel in the Economic and Workforce Development/Continuing Education Department.

5. Professional Support – Coordinators employed to perform exempt-level administrative and professional responsibilities. They may be assigned supervisory and budgetary duties. They may report to or work under the supervision of another Professional, or may report directly to an Executive Management member.

6. Technical/Paraprofessional – Technician or Specialists persons are employed to perform specialized tasks or duties which may affect several departmental areas. Technician and Specialist members may be assigned discretionary authority. They are supervised by an Executive Management or Professional-level member.

7. Administrative Assistant – Administrative or clerical members are employed to perform various clerical duties, responsibilities and support for a particular division or department. Clerical Assistants may also be assigned to the President or a particular Executive Management or Professional level member.

8. Service – Maintenance, Groundskeeper, and Plant Operations members are employed to perform specialized and general duties and responsibilities that include using specialized machinery, performing manual labor, preventative maintenance, cleaning and overseeing the campus facilities, buildings, and grounds.

C. Prior to any official salary computations, the employment record of an employee or an applicant must be verified by the Human Resources Department.

1. Annual salaries start on July 1. Changes in salary can occur during the fiscal year when an individual is promoted to a higher position. The President approves the salary plan annually.

2. The Staff Salary and Position Classification Plan is determined by the factors and criteria upon which each position is evaluated. It is more descriptive of the staff positions found in a
community college and provides a more valid analysis in determining the differences between positions in terms of their relative requirements. Each position is evaluated in terms of its minimum requirements to determine the degree of skill, effort, responsibility, and working conditions in relation to other positions within the college. The positions are evaluated without considering the qualifications of the incumbents or their rates of pay. Positions are also evaluated without regard to race, sex, age, national origin, veteran’s status, and physical or mental handicap.

a. Each position has been evaluated based on eleven separate requirement factors:
   - Training
     - Knowledge
     - Experience
   - Initiative
     - Complexity of duties
     - Supervision received
   - Responsibility
     - Impact of errors
     - Contact with other (internal and external)
     - Confidential data
   - Job Conditions
     - Mental attention/visual demands
     - Working conditions

b. Each factor has up to six degrees with a weighted point factor assigned to each degree. Points are accumulated for each position and the total number of points for each position determines the level to which the position is assigned.

c. There are a total of 20 position levels in the plan. Each position at the College is assigned to one of those levels.

3. Staff Salary Computation Worksheet – New Hire – is used to compute the annual salaries for newly employed staff or current part-time or temporary staff that transfer to a full-time position. Faculty members who transfer to a staff position will have their annual compensation determined by completion of the Salary Computation Worksheet – Faculty to Staff Transfers.

a. Demand Factor – In the event there is a shortage of qualified candidates available for the position or it is determined to be in the best interest of the College to employ an individual with a particular set of skills relevant to a position, a “Demand Factor” may be applied regardless of whether the salary computation is below or above mid-point. Any requests for a Demand Factor must be approved by the President of the College.

4. Determination of a New Position Level–The level of a new position will be determined using the same criteria for evaluation of all staff positions. The appropriate Vice President or Associate Vice President, after consultation with the Director of Human Resources, will make a recommendation to the College President who makes the final decision. The College may choose the use of an outside consultant to assist in this process and conduct all new position level reviews or assignments.

a. Significant Change in Duties – In the event that key job duties and responsibilities of an existing position are significantly changed, the appropriate Vice President or Associate Vice President, after consultation with the Director of Human Resources, will make a
recommendation to the President regarding whether or not it is a new position or an existing position that has had a significant change in duties. The President will make the final determination, and the position will be evaluated and leveled in accordance with the College approved process.

5. Reassignment to a Position in a Higher Level – When an employee is assigned to a position at a higher level than their current position, the employee will be eligible to receive an increase in pay to at least the minimum of the salary range of the new position level or an increase of 10% percent, whichever is greater. Any exception to this must be approved by the President of the College.

6. Salary Increases Within an Existing Level – An individual salary increase may be considered within an existing level. Generally, this is the result of an individual employee’s documented outstanding performance or the position being required to take on increased duties and responsibilities that are important, but do not warrant re-leveling the position. Any request for a salary increase within an existing level must be within budgetary restrictions and have the final approval of the college President.

7. Reassignment to a Position in a Lower Level – If the assignment is to a level lower than current level, the employee’s new rate of pay will be determined as follows:

   a. If the assignment to the lower level is required by the College, the employee will remain at his/her current rate of pay, not to exceed the maximum of the new level to which the employee is assigned unless otherwise approved by the President.

   b. If the assignment to the lower level is the result of a request from the employee, the new rate of pay will be at the same point within the new range as the employee’s previous rate of pay in the previous range, or the employee’s salary as computed on the staff salary computation worksheet, whichever is greater.

8. Temporary Assignment to a Position in a Higher Level of Pay – The employee will continue to receive his or her current rate of pay. However, if the assignment continues for more than 30 calendar days, the employee will be eligible for additional compensation at the rate of 5% of the employee’s current salary or the minimum of the grade of the temporary position, whichever is greater.

9. Salary of Faculty Who Transfer to a Staff Position – Faculty of Blue Ridge Community College who transfer to a “staff” position will have their beginning staff pay calculated as follows:

   a. Once the level of the position has been determined, the salary will be computed using the Salary Computation Worksheet – Faculty to Staff Transfers. For purposes of this computation, years of service at Blue Ridge Community College in a teaching position will be given an experience quotient of 100%. Faculty years of service at another community college will be given an experience quotient of 75%. All other experience will be determined in accordance with the Salary Computation Worksheet – Faculty to Staff Transfers.

   b. The maximum salary for which faculty will be eligible shall be the mid-point of the position level salary range to which they are being assigned. Any pay assignment greater than the mid-point must be approved by the President of the College.

10. Salaries of Staff Who Transfer to Faculty Positions – Staff of Blue Ridge Community College who transfer to a “faculty” position will have their beginning faculty rate of pay calculated in
accordance with the Teaching Faculty Salary Computation Worksheet found in the Faculty Salary Plan.

11. Determination of Existing Position Request for Re-leveling – If a position incurs significant change in duties/responsibilities, a Request for Position Re-leveling must be completed and submitted to the appropriate Vice President. The Vice President will either approve or disapprove the request. If approved, the request will be forwarded to the Director of Human Resources who will review the request and make a recommendation to the President who will make the final decision. Requests for re-leveling will normally be considered once each year and must be submitted to the Director of Human Resources during the annual budget process. Exceptions must be approved by the College President.

a. The College may approve the use of an outside consultant to conduct all existing position requests for re-leveling. Requests for re-leveling need not always result in an assignment to a new pay level.

b. If the re-evaluation results in the position being placed in a lower level, the employee’s pay will not be reduced but will remain at the same rate as before the re-leveling. If the re-evaluation results in the position being placed in a higher level than previously assigned, an increase will be considered subject to availability of funds. Any increase awarded will be at least at the minimum of the new level.

12. Conversion of Salary to Hourly Rate of Pay – A “salary” that is expressed in terms of an annual salary may be converted to an hourly rate of pay by taking the annual salary and dividing that amount by 2080 hours.

13. Recognition of Advanced Degrees – The College encourages its employees to advance their education by pursuing and achieving advance degrees. Full-time staff employees in regularly allotted positions who earn an academic degree higher than the one held at the time of employment, or an additional degree, shall receive an increase in compensation according to the following conditions: The employee must receive approval in writing from the appropriate Vice President before the coursework begins, which indicates that additional compensation will be forthcoming subsequent to the degree being awarded.

a. The employee must provide evidence of coursework completion and the degree awarded.

b. The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee’s work at the College. The employee is eligible for one level for each degree.

c. Degrees acceptable for the increase are: Bachelors, Master’s and Doctorate.

d. No increase shall be given for the attainment of the next higher degree to employees hired with the written understanding that completion of such a degree is a condition for continued employment.

e. During periods of limited budget availability, the Administration may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such cases, no retroactive
increase will be provided to compensate for the moratorium period.

f. Upon attaining an additional or higher degree, the salary increase will be implemented at the beginning of the next fiscal year contract period. Employees who are candidates to receive an advanced degree must notify the Director of Human Resources by June 30 to be eligible to receive the salary increase at the next effective date.

g. The amount of the annual pay increase shall be set in accordance with the following table:

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Associates</th>
<th>Bachelors</th>
<th>Masters</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Degree</td>
<td>$1,200</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Associate</td>
<td>$1,500</td>
<td>-----</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>Bachelors</td>
<td></td>
<td>$1,800</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
<td>$2,400</td>
<td></td>
</tr>
</tbody>
</table>

h. The increase will be paid on a monthly basis. A full time employee who works less than 12 months will have the increase prorated for each full month of service. All advanced degree salary increases are subject to the approval of the College President.

14. Periodic Review of Pay Levels – In an effort to maintain the integrity of the Blue Ridge Community College Staff Pay Plan and to ensure that the pay ranges in each level remain competitive with the "market", the College will periodically undertake a review of its pay levels. As a general rule, this review will take place at least every three to five years. The College reserves the right to utilize an independent consultant to conduct the review.

15. Future Compensation and Compensation Beyond a Pay Level Maximum – It is understood that, under certain circumstances, an employee's salary may be more than the maximum of the range for that level. For future salary increases, employees whose pay is in excess of the level maximum may not be eligible for future increases except those mandated by the North Carolina General Assembly. It should be noted that any increase in salary will only apply to those staff members who are in good standing at the time of the adjustment.

16. The Teaching Faculty Salary Plan is described as follows:

a. Each year, after the State has determined the amount of any State funded increases and assuming no state restrictions and/or budget limitations, the College will review teaching faculty salaries to determine if any faculty member is below their appropriate level on the scale. The appropriate level on the scale is defined as one position higher than the employee’s position on the scale in the previous year. If so, and subject to the availability of funds, an adjustment will be made in the respective faculty member’s salary to bring them up to the appropriate point on the scale. An adjustment could be necessary if the State raised the minimum salary more than the general salary increase.

17. The Teaching Faculty Salary Computation Worksheet is used to compute the annual salaries of new faculty members or current staff members that are transferring to faculty. The explanations below will assist in the completion of the form. Note: Only one category will be allowed for each qualifying year of experience or portion of a year of experience.

a. Years of full-time teaching experience at the College.
b. Years of full-time non-teaching experience at the College.

c. Post-secondary experience is considered to be full-time experience at an accredited institution of higher learning.

d. Secondary experience is full-time experience at the high school level or lower.

e. Years of full time documented non-teaching experience in specific field of instruction – This is experience directly related to the teaching position. An example would be someone who has been driving a tractor trailer being hired to teach in the truck driving training program.

f. Years of adjunct or part-time experience relative to the College’s assignment – This is experience that will assist in the performance of the faculty position.

g. Monthly Added Compensation for Additional Duties – This would include any compensation that is added to the calculated salary to cover additional responsibilities above those of instructor.

h. Market Demand – If it is deemed necessary, a recommendation can be made to the President, with proper justification, for additional salary over and above that calculated. Care should be taken to maintain equity among current employees. Only the President can approve a market demand adjustment.

i. Length of Contract – This line includes the number of months in the primary contract plus the number of months in any supplemental contracts.

j. Total Annual Salary – This amount is the result of multiplying the total monthly salary by the total number of months in all contracts.

This form should be prepared by the Human Resources department, signed by the Director of Human Resources and approved by the Vice President of Instruction and the President. The form should be kept in the employee’s personnel file.

18. Entry-level Salaries for New Employees – The initial salary for Faculty members hired from outside the College is calculated on the Teaching Faculty Salary Computation Worksheet.

   a. Placement of Staff Employees Selected for a Faculty Position – Staff of the College who transfers to a “faculty” position will have their beginning faculty rate of pay calculated in accordance with the first two criteria on the Teaching Faculty Salary Computation Worksheet.

19. Placement of Faculty Employees Selected to a Staff Position – Faculty of the College who transfer to a “staff” position will have their beginning staff pay determined as follows:

   a. Once the level of the position has been determined, the salary will be computed using the Salary Computation Worksheet – Faculty to Staff Transfers.
3.8.1 Salary Plan

b. The maximum salary for which the faculty member will be eligible shall be the mid-point of the position level salary range to which they are being assigned. Any pay assignment greater than the mid-point must be approved by the President of the College.

20. Faculty Contracts – The College has determined that the contracts for all full time teaching faculty will be nine months. Consequently, supplemental contracts of one, two or three month duration will be written if additional workload demands it. The level of compensation for these supplemental contracts will be the same as the base contract.

a. Deans – Deans carry additional responsibilities above those of department chairs, faculty coordinator, and faculty. In recognition of those additional responsibilities, they will be paid additional compensation of 10% of their current annual salary including local supplement. This position is generally a twelve month position. Therefore, a nine-month contract plus a three-month supplemental contract will be written. The additional compensation will apply for all months. In addition, the Dean will teach a minimum of six hours and a maximum of nine hours during each of the fall and/or spring semesters.

b. Department Chairs (Faculty Director) – Department Chairs carry additional responsibilities above those of faculty. In recognition of those additional responsibilities, they will be paid additional compensation of 8% of their current annual salary including local supplement. This position is generally a twelve month position. Therefore, a nine-month contract plus a three-month supplemental contract will be written. The additional compensation will apply for all months. In addition, the Department chair will teach an appropriate number of hours based on their assigned duties and responsibilities during each of the fall and/or spring semesters.

c. Faculty Coordinator – Faculty Coordinators carry additional responsibilities above those of faculty. In recognition of those additional responsibilities, they will be paid additional compensation of 5% of their current annual salary including local supplement. This position may be a nine or twelve month position. If the position requirements exceed nine-months, a supplemental contract will be written. The additional compensation will apply for all months. In addition, the faculty coordinator will teach an appropriate number of hours based on their assigned duties and responsibilities during each of the fall and/or spring semesters.

d. When the College relieves a faculty member of Dean, Department Chair, or Faculty Coordinator responsibilities, the faculty member will forfeit the related additional compensation and release time, and will revert back to a nine month contract and will be required to teach the normal full time faculty load. However, there will be no loss of years of service or any other benefits available to faculty.

e. Faculty Overload Pay Policy – Reference is made to section 6.2.1 (Faculty Work Load) of the College Policies and Procedures Manual. If, per those policies, a faculty member is in an overload situation, he/she is to be paid for the overload incurred or given reduced responsibilities. If the faculty member is to be paid, he/she will be compensated for the overload hours at the adjunct faculty rate. This compensation should be included in their normal pay check.

21. Summer Employment for Faculty – Summer employment for nine month faculty is not guaranteed. Provided that adequate enrollment exists, full time faculty will be given the opportunity to teach summer courses. If adequate full time nine month faculty is not available to meet the summer demand, adjunct faculty will be used to meet the summer need. In all cases, the rate of pay for summer employment of faculty will be based on the adjunct faculty rate.
22. Recognition of Advanced Degrees – The College encourages its employees to improve their education by pursuing and achieving advanced degrees. Full-time faculty members who earn a higher academic degree shall receive a monthly salary increase equal to the chart shown below, or the amount necessary to bring the faculty member up to the minimum of the new degree level, whichever is greater, as long as the following conditions are met:

   a. The employee must provide evidence of the coursework completion and the degree awarded.

   b. The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee’s field of instruction at the College.

   c. The employee must have, in advance, the approval of the Vice-President for Instruction and the President of the College.

   d. During periods of limited budget availability or North Carolina General Assembly restrictions, the College may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such cases, no retroactive increase will be provided to compensate for the moratorium period.

   e. Upon attaining an additional or higher degree, the salary increase will be implemented at the beginning of the next fiscal year contract period.

   f. Employees who are candidates to receive an advanced degree must notify the Director of Human Resources by June 30 to be eligible to receive the salary increase at the next effective date.

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Associate</th>
<th>Bachelors</th>
<th>Masters</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Degree</td>
<td>$100</td>
<td>$125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate</td>
<td></td>
<td>$125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelors</td>
<td></td>
<td></td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
</tbody>
</table>

23. Tuition Reimbursement – If a faculty member is required to obtain a certification or higher degree because of the requirements of a College program, the tuition expense may be reimbursed by the College. Upon completion of the certification or degree, the faculty member will be required to remain employed at the College for a period of three years unless mutually agreed otherwise. If the employee leaves before the end of that period he/she will be obligated to reimburse the
3.8.1 Salary Plan

College on a pro-rata basis. For example, if the employee leaves the College after one year, two-thirds of the tuition costs will have to be reimbursed.

24. Plan Implementation – For purposes of implementation of this plan and for establishing minimum equitable pay for all current teaching faculty, only years of service at the College will be considered when calculating the minimum salary using the Faculty Salary Scale.

25. Exceptions – Exceptions to any policies or procedures contained in this Teaching Faculty Salary Plan can occur only upon the discretion of and approval by the President of the College. Such exceptions will occur when the President deems it in the best interests of the College to do so and will be documented appropriately for future reference.

26. Presidential Awards may be awarded to full-time employees who have made a significant contribution to the College during the past twelve months. Examples of such include but are not limited to: performing a leadership role in a College activity or program, developing a plan that results in significant cost savings, fulfilling additional duties at the College, exhibiting exemplary performance, or obtaining a significant educational credential not covered by other procedures. Presidential Award nominations must be submitted in writing to the President from the appropriate Vice President, Associate Vice President, Dean, or Director. Nominations must be submitted no later than May 31 of each year. The total number of Presidential Awards given will be based on the number of nominations received and the amount of funds available. Presidential Awards are given for one year and are not recurring. The President will make the final decision concerning Presidential Awards.

27. Merit Pay may be awarded annually based upon availability of funds. Continuation beyond the specified time or year in which awarded is not implied. Merit pay will be awarded annually to fulltime employees with one or more years of experience. Recipients will be chosen through the annual evaluation process.

28. Longevity Pay will be awarded to all full-time employees assigned to positions which qualify for such pay pursuant to the NC State Code. Qualifications for such pay will be determined following the guidelines set out in SBCCC 2D.0109 (See also Sec. 3.8.3 Longevity Pay Plan).

29. Local Supplement – By local provision, full-time faculty members and direct reports to the College President (excluding the Executive Assistant and Director of the Educational Foundation) are eligible for a 5% county supplement, contingent on availability of local funds. To be eligible for the county supplement, at least 50% of the faculty member’s job responsibilities must be directly involved in the delivery of instruction.

3.8.2 Part-time Wage Plan

A. Hiring of Temporary Employees – Individuals hired for temporary assignments may not be hired at a greater rate than the minimum for the position level without approval of the appropriate Vice President.

B. Adjunct Faculty – Compensation will be based on the state mandated minimums. It is also understood that adjunct faculty do not receive any benefits available to full-time faculty such as medical coverage or retirement unless required by law.

C. All wages for part-time faculty and staff members are assigned and approved by the appropriate Dean, Director, Associate Vice President, or Vice President. (Please refer to the following related procedures 3.6.1 Working Hours, for operating hours and work week, 3.1.2 Employee Classifications for maximum number of part-time hours allowed, 6.2.1 Faculty Work Load for part-time faculty maximum work load).

D. Part-time faculty and staff members are paid a competitive wage, based upon market demand, qualifications of candidates, and job responsibilities. A wage plan showing wage rates and salary ranges by category will be made available upon request to the director of Human Resources.

E. The appropriate Vice President or Associate Vice President must approve and justify all wage exceptions to the part-time wage plan.

F. The President will review part-time wages on an annual basis.

Revised November 10, 2003; March 4, 2015
3.8.3 Longevity Pay Plan

A. Employees of the college assigned to full-time or certain part-time positions shall receive longevity pay if the employee meets the requirements of total qualifying service set forth in NC State Code (as amended). Total service for longevity pay is based on a month-for-month computation of full-time and part-time (20 hours or more, but less than full-time) employment with an institution of the community college system, school administrative unit, agencies of the State of North Carolina and certain other employers as described in the NC State Code.

B. Annual longevity pay amounts are based on the length of total service to community colleges, agencies, school administrative units and other eligible employers and a percentage of the employee's annual rate of pay on the date of eligibility.

C. Annual longevity pay amounts are based on the length of total State service and a percentage of the employee’s annual rate of base pay on the date of eligibility. Longevity pay amounts are computed by multiplying the employee’s base pay rate by the appropriate percentage from the following table: (Note: Salary increases effective on the longevity eligibility date shall be incorporated in the base pay before computing longevity.)

<table>
<thead>
<tr>
<th>Years of Total State Service</th>
<th>Longevity Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.5 percent</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25 percent</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25 percent</td>
</tr>
<tr>
<td>25 or more years</td>
<td>4.5 percent</td>
</tr>
</tbody>
</table>

D. Total State Service Defined – Total State service is the time of full-time or part-time (20 hours or more) employment of employees with a permanent, trainee, probationary or time-limited appointment, whether subject to or exempt from the Human Resources Act. If an employee so appointed is in pay status or is on authorized military leave or workers’ compensation 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.

E. If an employee's work schedule is less than 12 months and the employee works all the months scheduled (e.g., a school year), the agency shall credit time for the full year; however, if the employee works less than the scheduled time, the agency shall credit time on a month for month basis for the actual months worked.
F. Credit shall also be given for:

   a. Employment with other governmental units which are now State agencies (Examples: county highway maintenance forces, War Manpower Commission, Judicial System).
   
   b. 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.
   
   c. Authorized worker's compensation leave from any of the governmental units for which service credit is granted;
   
   d. Employment with the county Agricultural Extension Service; Community College System and the public school system of North Carolina, with the provision that a school year is equivalent to one full year (credit for a partial year is given on a month-for-month basis for the actual months worked).
   
   e. Employment with a local Mental Health, Public Health, Social Services or Emergency Management agency in North Carolina if such employment is subject to the Human Resources Act.
   
   f. Employment with the General Assembly (except for participants in the Legislative Intern Program and pages). All of the time, both permanent and temporary, of the employees shall be counted; and the full legislative terms of the members.

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

F. The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

G. Eligible employees on worker's compensation leave shall receive longevity payment in the same manner as if they were working. If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a pro rata payment in the event of separation from the institution or change in employment status to a position not covered in this policy.

H. Longevity pay shall be made from the same source of funds and in the same pro rata amounts from which the employee’s regular annual salary is paid (i.e. state, federal, local funds).

I. The President shall determine the quantity of qualifying service and the longevity anniversary date for each eligible employee.

J. Separation – Prorated Longevity Payment:

   a. A prorated longevity payment shall be made to an eligible employee who retires, resigns or is otherwise separated before the date of annual eligibility.
   
   b. When an employee dies, payment shall be made to the estate.
   
   c. The longevity pay amount shall be computed on the salary as of the last day worked; then it is prorated by an amount equal to the proportion of the year worked toward the annual eligibility date.
   
   d. The payment should be made to the nearest cent rather than the nearest dollar.
e. The only exception is if an employee has a fraction of a year toward the next higher percentage rate, the payment would be based on the higher rate. For example, if an employee has 19 years and 3 months service, the payment would be 3.25% rather than 2.25%.
f. If the employee is reinstated, the balance of the longevity payment shall be made upon completion of additional service totaling 12 months since the last full longevity payment.
g. The balance due is computed on the annual salary being paid at the completion of the 12 months.

K. Transfer between State Agencies:

a. If an employee transfers between State agencies, the receiving agency shall pay the longevity payment based on the salary in effect on the eligibility date.

L. Reemployment from Another System:

a. If an employee comes to work in a position that is subject to the Personnel Act from a system (such as judicial, county, public schools, etc.) that has a longevity policy which allows partial payments, the receiving State agency shall verify that such payment was or was not made. Then, the State agency shall pay the remainder of the payment when the employee becomes eligible.

M. LWOP (except Military Leave, Short-Term Disability, and WC Leave):

a. If an eligible employee goes on leave without pay, longevity shall not be paid until the employee returns and completes the full year. If, however, the employee should resign while on leave without pay, the prorated amount for which the employee is eligible is paid.

Approved February 4, 2008; July 7, 2016
3.9 Financial Affairs Affecting College Employees

The President of Blue Ridge Community College or a designee shall establish procedures that are in compliance with state laws and regulations concerning fiscal affairs affecting individual employees, including:

A. Pay Periods (3.9.1)
B. Retirement (3.9.2)
C. Social Security (3.9.3)
D. Income Tax (3.9.4)
E. Health Insurance (3.9.5)
F. Workers’ Compensation (3.9.6)
G. State Employees Association (3.9.7)
H. State Employees’ Credit Union (3.9.8)
I. Dental Insurance (3.9.9)
J. Supplemental Benefits Plan (3.9.10)
K. Pre-paid Legal Services (3.9.11)
L. Supplemental Retirement Savings Plan (3.9.12)

Approved March 10, 1997
3.9.1 Pay Periods

A. As a condition of employment, all employees paid by Blue Ridge Community College are required to use direct deposit to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, the employee may select the financial institution(s) of his/her choice to accommodate the receipt of direct deposit payments. If an employee is unable to secure an account at an eligible financial institution or he/she believes that enrollment in direct deposit will result in an extreme hardship, the employee may request exemption using the exempt request form. All employees will be provided with an electronic payroll advice. All employees are responsible for reviewing their payroll advice on a monthly basis.

B. Full-time employees will receive monthly direct deposits on the last day of each month. When the last day falls on a holiday or weekend, every effort will be made to release checks on the last preceding working day.

C. Part-time employees and adjunct faculty will receive their monthly direct deposit of payroll on the same schedule as full-time employees.

D. Part-time instructors in the Extension, Literacy, Human Resources Development, and Vocational Education and Workforce Investment Act programs will be paid on the last working day of the month in which their class ends. In some instances, it may be desirable to pay these instructors monthly. In such cases, advance arrangements are to be made with the respective dean.

1. In order for part-time instructors to be paid on the last working day, contracts and withholding forms should be in the HR/Payroll Department by the fifteenth of the month.

2. Changes in requests must be made by the fifteenth of the month in which payment is expected. If changes are received after this date, they will be processed in the following month's payroll.

E. College work-study participants will be paid via direct deposit on the last working day of each month for work completed through the fifteenth of that month or through an earlier date designated by the Division of Finance and Operations.

F. Employees are required to complete all records and return all College-owned property before leaving the employment of the College. In the event that the employee does not fully comply with this requirement and restitution has not been made, the College may use any and all legal means to recover the cost of such items.

G. No money shall be withheld from a final payment to a separated employee except as allowed by federal and state law. An employee shall be notified in advance in writing of any deductions to be made from the final payment of salary pursuant to this procedure. This notice shall specify what amounts are being deducted and the reason(s) for the deductions.

For employees who are non-exempt under the Fair Labor Standards Act, withholdings may be made to:

1. recover the cost of College property, equipment, uniforms, tools or other items owned by the College and not returned; and

2. for overdrawn vacation or sick leave or other financial obligation to the College arising out of the employment relationship outstanding at the time of the employee’s separation.

Withholding from the final paycheck may not reduce the pay for that pay period to a rate that is below the minimum wage.
For employees who are exempt under the Fair Labor Standards Act, withholdings may only be made as permitted pursuant to the U.S. Department of Labor regulations (see 29 C.F.R. 541.602). Withholding may not be made for lost or damaged College property or equipment.

H. Upon official given notice of separation of full-time employment from the College, direct deposit will be canceled immediately and the final pay check will be issued as a “live” payroll check.

Revised September 7, 2011; December 4, 2013
3.9.2 Retirement

A. Full-time employees are automatically members of the Teachers’ and State Employees Retirement System. The System provides benefits for employees and their families in case of disability, retirement or death after completion of certain eligibility requirements.

B. Six percent of the salary of eligible employees is automatically deducted from the employee’s paycheck before taxes. The System adds an additional amount based on the calculations of an actuary.

C. An employee can retire with unreduced monthly benefits at age 65 with five years of membership service in the Retirement System; with 30 years of creditable service in the system regardless of age, and at age 60 with at least 25 years of creditable service.

D. After 5 years of service, an employee becomes “vested” in the System. If one leaves the system before retiring, contributions may be left in the system and the employee may draw a retirement income beginning at age 60.

E. An employee may withdraw all savings in the System if one leaves employment before retiring. If vested, an employee will receive interest on the contributions. If an employee chooses to withdraw the money, it will take at least 60 days after the last day of work before refunds can be received. If one later returns to service for at least 5 years, time towards retirement may be purchased.

F. Retirement intentions should be communicated to one’s immediate supervisor and the Director for Finance 30 days prior to the intended separation date.

G. The System provides for a death benefit. If an employee dies while in active service or within 180 days of one’s last paid day, after one year as a contributing member their beneficiary will receive a single lump sum payment. The payment equals the highest 12 months’ salary in a row during the 24 months before death. This amount is at least $25,000 but no more than $50,000. This death benefit is not transferred if one leaves employment.

H. The Department of the State Treasurer, Retirement Systems Division, has published a handbook detailing retirement benefits. The book Your Retirement Benefits is available through the Blue Ridge Community College Business Office. Additional information and forms regarding retirement may be obtained online through the North Carolina Department of State Treasurer.

Revised November 10, 2003
3.9.3 Social Security

All wages received by employees of the College are subject to provisions of the Social Security Act. Employees contribute a set amount each month to the Social Security System. This amount is matched by the College. Deductions will be made at the current liability rate in effect up to the current maximum liability per year. For more information, contact the local Social Security Office. For more information, contact the local Social Security Office.

Revised November 10, 2003
3.9.4 Income Tax

A. All wages received by employees of this College are subject to applicable federal and state income tax.

B. Each employee is required to complete both the Form W-4 (Federal) and Form NC-4 (State) withholding exemption certificates for income tax purposes. In the absence of these withholding forms, income tax deductions will be made on the minimum deductions. It is essential that the following information be supplied on these withholding forms:
   1. Name exactly as it appears on Social Security card
   2. Correct Social Security number
   3. Complete mailing address including zip code
   4. Marital status-married or single-on Form W-4 only
   5. Number of exemptions or amount of deductions claimed
   6. Date employee completes form
   7. Signature of employee

C. In some instances, standard withholding rates will not be sufficient to cover the employee's tax liability. This is particularly true of part-time employees whose work at the College constitutes a supplement to full-time employment and to those full-time curriculum instructors who are paid on an hourly basis for additional instruction in the extension program. If an employee anticipates this occurrence, arrangements can be made to file new withholding exemption certificates for additional deductions with the Division of Finance and Operations at any time. A new withholding exemption certificate must be filed within 10 days if the number of exemptions previously claimed decreases or when required by law.

D. Form W-4E (Federal) and Form NC-4A (State) may be filed if the employee anticipates no tax liability for the tax year. These forms are required to be filed annually. It is essential that the following information be supplied on these forms:
   1. Name exactly as it appears on Social Security card
   2. Correct Social Security number
   3. On Form NC-4A, applicable tax year
   4. Signature of employee
   5. Date employee completes form

E. Form W-2, indicating wages earned and taxes deducted per calendar year will be mailed to each employee. Form W-2 cannot be furnished after the end of each calendar year.

Approved October 1, 2002
3.9.5 Health Insurance

A. The State of North Carolina will provide a health insurance plan for full-time employees of the College. This plan is subject to change each year, but current information of the plan in effect will be available from the Director of Human Resources.

B. Hospitalization coverage for a full-time employee is fully funded. If an employee wishes dependent coverage, the employee will have to pay the prescribed amount.

C. Premiums for employee contributions are paid monthly by authorized payroll deduction. Premium deductions for each month will be deducted one month in advance.

D. Coverage effective date is determined by the date of hire. Usually, it is on the first of the month following date of entry on the payroll. If a new hire becomes employed after the middle of the month (typically the fifteenth the effective date of coverage will be the first of the next following month.

E. It will be the responsibility of the employee to notify the Director of Human Resources of any changes in coverage to be made such as dependent child coverage beyond age 26 or discharge from military service, separation from marriage, divorce, split-family contract, leave of absence, separation from service of the state, etc.

F. Further information concerning enrollment, benefits, cost, filing claims, etc., may be obtained from the Director of Human Resources.

Approved October 1, 2002; March 7, 2012
3.9.6 Use of Leave Due to Workers' Compensation Injury

When an employee suffers an accidental injury or contracts an occupational disease within the meaning of the North Carolina Workers' Compensation Act, the employee is entitled to benefits provided by the Act. The employee is entitled to medical benefits and compensation for time lost from work due to the injury. The Act does not entitle an employee to job protection due to a workers' compensation injury.

If an employee is not able to work because of the accident, the Act requires a seven (7) day waiting period before the employee is eligible for weekly benefits.

After the seven (7) day waiting period has expired, if an employee is not able to work because of the accident, an employee qualifies for compensation under the Act at the rate of sixty-six and two-thirds percent (66 2/3%) of an employee's average weekly wage, but no more than the amount established by the Act.

If the injury results in disability of more twenty one (21) calendar days from the date of disability, the Act provides that compensation shall be allowed for the seven (7) day waiting period.

At any time during the period of disability, an employee may use accrued leave in order to make up the difference between the compensation provided under the Act and their average weekly wage.

Responsibility of Employer and Employee

A. In accordance with G.S. 97-22, the employee or his/her representative must provide notice of an accidental injury or contraction of an occupational disease to the Human Resource Department within twenty-four (24) hours. If the injury sustained is life threatening or treatment cannot be delayed, call 9-1-1. For all other job related injuries or illnesses, the employee should be treated at one of the following treatment facilities: Henderson County – Pardee Urgent Care (Four Seasons Business and Industry Services), or Transylvania County - Transylvania Community Hospital. Except in the case of a life-threatening injury or illness, the employee must carry a form from the Human Resource Department to the approved treatment center informing the medical staff that the treatment falls under a Workers' Compensation Claim.

No compensation shall be payable unless such written notice is given within thirty (30) days after occurrence of the accident or death, unless reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby.

B. The College is required by law to report the injury to the North Carolina Industrial Commission using I.C. Form No. 19.

C. Responsibility for claiming compensation is on the injured employee. A claim must be filed by the employee through the College with the North Carolina Industrial Commission within two (2) years from the date of injury. Otherwise, the claim is barred by law.

Continuation of Benefits

A. Performance Increase - upon reinstatement, an employee’s salary will be computed based on the last salary plus any legislative increase to which entitled.

B. Vacation and Sick Leave - While on workers’ compensation leave, the employee will continue to accumulate vacation and sick leave to be credited to his/her account for use upon return. Accumulation of vacation leave may in some cases exceed two hundred forty (240) hours and shall be handled as follows:
1. The two hundred forty (240) hour maximum to be carried forward to the next calendar year may be exceeded by the amount of vacation accumulated while the employee is out of work due to their workers’ compensation injury. The excess may be used after returning to work or be added to the employee’s remaining balance of leave carried until the end of the calendar year following a full year after the employee’s return to work.

2. If the employee separates during the period, that excess vacation is allowed, the excess leave to be paid in a lump sum may not exceed the amount accumulated during the first twelve (12) months of when the employee is out of work and receiving workers’ compensation benefit.

Hospitalization Insurance - while an employee is out of work and receiving compensation under the Workers’ Compensation Act, an employee is in a pay status and will continue coverage under the state’s health insurance program. Monthly premiums for the individual will be paid by the state.

Legal Citation: North Carolina General Statutes, Chapter 27- Workers’ Compensation Act

Revised November 10, 2003
3.9.7 State Employees Association

A. All full-time employees are eligible to join the State Employees Association of North Carolina (SEANC) a nonprofit, voluntary organization of State employees. Membership dues entitle the employee to an accidental death policy at no extra charge. As a member of SEANC, the employee is eligible to apply for a variety of benefits, including a term life insurance plan at group rates. SEANC also offers an accidental death benefit.

B. The College may offer payroll deductions for such insurance programs as well as SEANC dues.

Approved November 10, 2003
3.9.8 State Employees’ Credit Union

A. Full time employees are eligible for voluntary membership in the State Employees’ Credit Union.

B. The State Employees Credit Union will be responsible for employee enrollment. Blue Ridge Community College will be responsible for remittance of monthly payroll deductions.

C. All business transactions are made directly with the Credit Union and are strictly the employee’s private responsibility.

Approved October 1, 2002
3.9.9 Dental Insurance

A. All full-time employees have thirty days after employment to elect to participate in the Dental Plan.

B. If employees enroll at a later date during an open enrollment period, there will be a waiting period on all services, except diagnostic and preventive services according to the provider.

Approved January 14, 2002
3.9.10 Supplemental Benefits Plan

A. The supplemental benefits plan, sometimes referred to as the “cafeteria plan,” permits qualified participants to elect to receive coverage for themselves and their eligible dependents under various component plans, which provide dental, accident, and health benefits.

B. This plan qualifies as a cafeteria plan under the guidelines of Section 125 of the Internal Revenue Service Code.

C. Newly hired full-time employees will be asked to review information about the cafeteria plan and will be required before the end of their first pay period to accept or decline the plan.

D. Benefits must be chosen and entered before the new hire’s first pay-cycle.

Approved October 1, 2002
3.9.11 Pre-paid Legal Services Program

A. Full-time employees are eligible to join the Pre-paid Legal Services Program. The program, which is operated by a private company, offers a number of services such as access to credit reports, preparation of wills, assistance in traffic citations, and consultation on non-college related legal matters. Some of these services are at no cost to program participants and other services are discounted.

B. The Pre-paid Legal Services Program is voluntary and the College offers payroll deductions for the employee. Employees may enter or leave the program at any time. The Human Resources Director coordinates the Pre-paid Legal Services Program.

Approved February 27, 2006
3.9.12 Supplemental Retirement Savings Plan

A. The State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal Revenue Code § 401(k), 403(b), and 457(b) for public employees of North Carolina.

B. Blue Ridge Community College has adopted the North Carolina Public Employee Deferred Compensation Plan also known as “NC Deferred Comp” under the terms of the Plan Document and the Third-Party-Administrator Agreement.

C. Only full-time employees are eligible to defer compensation into the 401(k) plan.

D. All employees are eligible to defer compensation in the 403(b) and/or 457(b) plan.

Approved March 12, 2012
3.10 Employee Evaluations

A. The President or a designee shall establish procedures for evaluating each College employee on an annual basis. Evaluation shall allow input from both students and instructors.

B. The President may authorize other administrators or supervisors to implement this policy and the procedures for conducting evaluations.

Approved August 24, 1992
3.10.1 Employee Evaluations

A. All full-time employees shall be evaluated on their performance by their supervisors on an annual basis, no later than May 31 of each year.

B. Part-time temporary employees shall be evaluated informally or as necessary. Newly hired employees who have worked less than 90 days may also receive informal evaluations.

C. Evaluations shall include a discussion of the employee’s progress or lack of progress meeting stated goals and the employee’s performance in regard to job duties and responsibilities. Employees shall complete forms stating professional development activities, job accomplishments, work related activities and technical competencies that have been achieved during the past year or that are desired or required for the employee to perform the stated job duties.

D. In conducting such employee evaluations, each supervisor should use a standard College evaluation form, which employees shall complete and sign. The reviewing supervisor may add or attach written comments to the form which shall be signed by both the employee and the supervisor and a copy submitted to the respective Vice President, then signed and forwarded to the Human Resources Director for inclusion in the employee’s personal file.

E. All full-time and part-time (adjunct) curriculum faculty, in addition to the evaluation procedure above for full-time faculty, shall be evaluated by their students on standard forms or via an online evaluation instrument provided and administered by the Vice President for Instruction. Currently, all courses are evaluated by students through an online system. Student names or e-mail addresses shall be omitted from the evaluation instruments to maintain confidentiality.

F. In addition to the evaluation methods stated above, Division Deans or the Vice President for Instruction shall make at least one announced or unannounced in-class or online observation of each full-time curriculum faculty member at least once per year. Experienced faculty members appointed by Department Deans or the Vice President for Instruction shall make at least one announced or unannounced in-class observation of each part-time faculty member during the part-time faculty member’s first semester, and at least once a year thereafter.

Experienced faculty or administrative staff members appointed by the Vice President for Instruction, Division Deans, or the Vice President for Instruction will make observations of all online classes taught by either full-time or part-time faculty members during the first semester an instructor teaches a new online class and at least once per year thereafter to ensure adherence to all applicable Blue Ridge Community College distance learning policies and procedures.

G. Economic and Workforce Development/Continuing Education instructors are evaluated by their students through the use of standard survey instrument. Such surveys are administered by the Division of Economic and Workforce Development/Continuing Education for each class taught. Results of the evaluations shall be shared with the instructor.

Revised August 4, 2008; Revised November 2, 2011
3.11 Authority to Dismiss, Suspend, or Take Disciplinary Action

Blue Ridge Community College has rules for the orderly conduct of its employees. They are designed to protect all employees, as well as the College, against irresponsible conduct. All employees are expected to perform their work in a careful and efficient manner and to be courteous and respectful to all colleagues, students and visitors. Continued employment is dependent upon the employee’s attitude and behavior, as well as the employee’s ability to perform his or her job, and to comply with established policies, procedures, practices and rules.

A. The President shall establish procedures for taking disciplinary action, suspending, and recommending the dismissal of employees. The rules and procedures for due process shall be contained in Procedure 3.10.1 Disciplinary Action, Suspension, or Dismissal and shall be made available to all College employees on the College’s Web site.

B. The authority to dismiss an employee shall be limited to the President with the President notifying the employee.

C. The authority to suspend an employee, with or without pay, shall be limited to the President or, in the case that the President is not immediately available and an employee’s continued presence on campus is not in the College’s best interest or is a health/safety issue, the President’s designee.

Revised January 14, 2002; November 11, 2013; July 14, 2014
3.11.1 Disciplinary Action, Suspension, or Dismissal

Causes of Disciplinary Action

Employees who fail to maintain proper standards of conduct or who violate any of the College’s policies, procedures or rules are subject to disciplinary action up to and including dismissal. The causes for disciplinary action, suspension, or dismissal fall into two (2) representative but not all inclusive categories:

A. Performance of Duties:
   1. A demonstrated pattern of inefficiency, incompetence or carelessness in the performance of duties.
   3. Careless, negligent or improper use of College property or equipment.
   4. Failure to maintain satisfactory and harmonious working relationships with the public and other employees.
   5. Failure to comply with the College’s attendance and leave policies (including, but not limited to: improper use of sick leave and habitual pattern of failing to report for duty at the assigned time and place).
   6. Failure to obtain or maintain current licenses or certificates required by law as a condition for performing the job.
   7. Failure to use prescribed safety equipment or follow safety policies and rules.
   8. Failure to comply with tobacco free requirements.
   9. Unauthorized destruction, removal or improper use of College property.
   10. Falsifying or supplying misleading information when applying for employment or at any time during employment.
   11. Failure to immediately report any work-related accident to the appropriate supervisor.
   12. Unauthorized review, disclosure or discussion of confidential information including personnel records, student records, strategic initiatives, security issues or budget information.
   13. Violation of the College’s policies and procedures.

B. Personal Conduct:
   1. Arrest, charge, indictment, or conviction that: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.
      a) Employees shall notify their immediate supervisor if they are arrested, charged, indicted or convicted (including citations) for any offense other than a minor traffic offense (e.g., parking, speeding). Notice must be in writing and provide all relevant facts regarding the
arrest, conviction, indictment or charge. Notice must be provided within one (1) business day of the conviction, arrest, indictment or charge. Employees shall also inform their supervisor of the disposition of any arrest, indictment or citation.

b) For purposes of these Procedures, a "conviction" means the entry in a court of law or military tribunal of: (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

c) Employees may be disciplined, up to and including termination, if the conviction, arrest, indictment or charge: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.

2. Misuse of College and/or Blue Ridge Community College Educational Foundation funds or assets.

3. Participation in any action that would in any way seriously disrupt or disturb the College’s normal operations.

4. Willful damage or destruction of property.

5. Workplace violence, which includes, but is not limited to: intimidation, harassment, bullying, threats, physical attack, property damage, or conduct which interferes with an employee’s or student’s safety in the workplace or in the College learning environment.

6. Threatening or willful acts that are disruptive to the College environment or demonstrate dangerous or unsafe conditions to people or property.

7. Possession of unauthorized firearms or lethal weapons on the job or on College property in violation of any state and federal law.

8. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination) and disrespectful conduct or failing to give the appropriate level of respect to a supervisor, student, employee or visitor.

9. Using or being under the influence of alcohol or drugs (including unauthorized prescription drugs) while on the job.

10. Violations of conflicts of interest by accepting gifts in exchange for favors or influence and engaging in incompatible employment or serving a conflicting interest.

11. Falsification of official records or expense claims.

12. Harassing (sexual or otherwise), discriminating or bullying an employee or student.

13. Violation of College policies and/or procedures.

The following procedural steps for reprimanding or disciplining an employee are intended to be progressive in nature. However, the type of disciplinary action is entirely based on the factual situation as well as the nature, severity and type of offense. The College has the right to discipline and dismiss an employee for cause. The level of discipline imposed shall be within the sole discretion of the President or designee and will be based on the severity or frequency of the offense.
If warranted by the facts and situation, even for first time offenses, administrators may recommend dismissal.

A Performance Improvement Plan may be required as an action item. A Performance Improvement Plan shall be in writing and will outline specific steps, objectives and/or goals to be accomplished for improving problems or behaviors within a given amount of time, usually 30 to 90 days. A Performance Improvement Plan will be written by the employee being disciplined and the final copy will be agreed upon and signed with the employee’s responsible supervisor. A copy of the Performance Improvement Plan will be included with the copies of any forms and documentation submitted and placed in his/her personnel file.

In conjunction with Policy 3.10 Authority to Dismiss, Suspend, or Take Disciplinary Action, College supervisors and administrators shall follow the steps outlined below:

**Step 1 – Oral Warning:** The responsible supervisor shall meet with the employee: (a) to review expected job performance or conduct; (b) to explain specifically how the employee has not met College or supervisor's expectations; (c) to provide an opportunity for the employee to explain his/her actions; and, together, (d) to agree, if possible, on a course of action and time that will correct the job performance or conduct under question. The supervisor will record the date and notes of this meeting. A copy of this documentation shall be kept on file in the employee’s personnel file in the Human Resources Department.

**Step 2 – Official Written Warning/Reprimand:** After giving an oral warning and allowing for a reasonable period of time to correct the problem(s) and/or behavior(s) as outlined in the oral warning, the appropriate Dean, Director, Vice President or responsible supervisor shall meet with the employee for the purpose of delivering a written warning - the Employee Conference Form ("Form"). The Form shall further state the policies or procedures that have been violated. A written summary is required and shall include specific days, dates and times occurring, continued problem(s) and/or behavior(s) and shall document that if the employee does not correct the problem(s) or behavior(s) in a specified time period, the employee may be subject to additional disciplinary action which could include dismissal. The Form shall be signed by the supervisor and the employee. In the event that the employee refuses to sign the Form, the Human Resources Director shall note that the form was reviewed with the employee and the employee, however, refused to sign the Form as required. The absence of the employee’s signature does not prevent the Disciplinary Process from moving forward to the next step. The Human Resources Director will also attend the meeting and sign the Form as a witness to the official written warning/reprimand. A copy of the Form, and all subsequent letters, including notes from Step 1 above, shall also be provided to the employee and included in the employee’s personnel file indefinitely. The employee may write a rebuttal and have it placed in his/her personnel file.

**Step 3 – Suspension:** Suspensions may be used in two ways: an independent discipline action or in conjunction with an investigation and dismissal proceedings.

A. **Independent Discipline Action:**

1. If a supervisor determines that an employee’s actions warrant suspension, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President. The Vice President shall review the report and provide his/her written recommendation to the President.
2. The President shall determine whether or not to suspend an employee with or without pay; however, an employee may not be suspended without pay for more than ten (10) business days. The President may make such determination without a recommendation from a supervisor and/or Vice President.

3. The President shall meet with the employee and give the employee an opportunity to be heard. After hearing from the employee, the President shall make a determination regarding the suspension, whether it shall be paid or unpaid and the length of the suspension. The President or the employee's supervisor shall inform the employee of the President's determination. The President shall prepare a follow-up written statement providing the circumstances and facts which led the decision to suspend the employee. A copy of the letter shall be included in the employee's personnel file.

4. In cases where the employee's continued presence on campus is not in the College's best interest or is a health/safety issue, the President shall immediately suspend the employee with pay. Prior to changing any paid suspension to unpaid suspension, the President shall meet with the employee and provide the employee with an opportunity to be heard.

5. An employee may appeal his/her suspension to the Board; however, an appeal will not stop the immediate implementation of the disciplinary action.

6. When an employee is suspended, he/she shall leave the College property at once and shall not return until the end of the suspension unless authorized by the President.

7. Failure of the employee to report back to work when requested, or at the suspension expiration date, will be considered a voluntary resignation of his/her employment and any subsequent reinstatement or re-employment shall be on the basis of new employment.

B. Investigation for Possible Dismissal:

The President may suspend an employee, with pay, for up to ninety (90) days while conducting his/her investigation as to whether or not the employee should be dismissed. At the end of the suspension period, the President shall dismiss the employee, reinstate the employee or implement another disciplinary action.

Step 4 – Dismissal: If a supervisor determines that an employee's actions warrant dismissal, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President who shall, after meeting and consulting with the supervisor, provide the written report to the President. If necessary, the President shall suspend the employee with pay pursuant to Step 3(B). The President or designee shall conduct an investigation into the supervisor's allegations. At the conclusion of the investigation, the President shall either decide to dismiss the matter or meet with the employee and present the employee with a Written Notice of Charges and provide the employee with an opportunity to respond. If, after the Written Notice of Charges meeting, the President decides to dismiss the employee, the President shall provide the employee with written notice that the employee be dismissed, and the reasons for the dismissal. The notice shall be included in the employee's personnel file and a copy shall be sent to the Board chair.
Appeal

A. Right to Appeal:

1. In case of a disciplinary suspension or for dismissal, an employee has a right to appeal the President's decision or and must do so within ten (10) business days of the action taken. Appeals must be submitted in writing to the President who shall forward the appeal to the Board chair. The employee must articulate the grounds for the appeal in the notice. Further, the employee shall state in the notice whether or not the employee has or is seeking legal counsel for the appeal.

2. No later than ten (10) business days from the President's receipt of the employee's written appeal, unless mutually agreed by the parties, a committee of the Board ("Committee") shall conduct a hearing pursuant to Section II below. The employee's failure to inform the President that he/she has retained legal counsel for the appeal at least three (3) business days prior to the hearing shall be automatic grounds for a continuance of the hearing if so desired by the College.

3. No later than ten (10) business days from the hearing, the Committee shall provide the employee with its written determination to uphold, reject or modify the President's decision. The determination shall be included in the employee's personnel file. If the employee is reinstated, he/she shall receive all lost wages from the date of the suspension without pay unless otherwise decided by the Committee.

4. The Committee’s decision is final. At the next regularly scheduled Board meeting, the Committee shall report its determination to the full Board.

B. Hearing Procedure:

1. The hearing shall be conducted in closed session with only the members of the Committee, the employee, the President and other appropriate College administrators and relevant witnesses. Witnesses may be excluded when they are not providing testimony. The employee, the Committee, and the President may also be represented by legal counsel. If an employee chooses to have counsel present, the employee is responsible for retaining and paying for those services. The Board’s legal counsel shall act as a procedural officer during the hearing and give advice to the Committee regarding necessary rulings and matters of due process. A Committee member who has a significant conflict of interest or bias should disqualify himself/herself or be excused by the Committee’s adoption of a motion to disqualify him/her. For purposes of the appeal, a simple majority of the Committee members must be present. A recording of the hearing shall be made and provided to the employee at no cost, upon request. If the employee asks for a written transcript of the proceeding, the transcript shall be made and given to the employee with a bill for the cost of preparing it.

2. Strict rules of evidence or procedure do not apply to appeal hearings before the Committee. The Committee may consider any and all evidence that it determines to be fair and reliable. All witnesses may be questioned and cross-examined by the Committee members, the employee and the President. The Committee will be the sole judge of the weight given to specific evidence and the credibility of all witnesses. The conduct of the hearing shall be under the control of the Committee’s chair.
3. The hearing shall begin with the employee's presentation of contentions, limited to those grounds specified in the request for the appeal and supported by such proof the employee desires to offer. The employee has the right to present evidence and examine witnesses, and the President and/or designee may cross-examine any witnesses. At the conclusion of the employee's presentation, the President and/or designee will present testimony which may or may not be his/her own, documentary evidence, and/or witnesses in general support of the decision. The employee may cross-examine any witnesses.

4. The burden is on the employee to demonstrate that he/she did not violate College policies, procedures and/or rules.

5. After the President completes his/her presentation, the Committee shall decide whether the President's decision is supported by the evidence.

Revised May 6, 2009; December 4, 2013; July 14, 2014; July 7, 2016; July 6, 2017
3.12 Employee Grievance and Due Process

A. The President shall establish a procedure to facilitate the successful resolution on an employee’s grievance.

B. This grievance procedure shall be published and made available to all College employees.

Revised August 24, 1992
3.12.1 Employee Due Process

A. The following procedure is provided to ensure that employees are afforded due process procedures for grievances arising from employment at the College.

B. Any employee of Blue Ridge Community College who has a complaint relating to a matter of major importance is authorized to use this process.

C. The College's grievance process is primarily established for disputes that may arise from an employee's allegation of a violation, inequitable application, or misinterpretation of a specific college rule, regulation, policy, procedure or contract. It is not designed to permit a grievance that relates to dismissal, layoff, non-renewal, or other matters of employment status unless there is a contention that any such action was in violation of written College policies, procedures, or regulations.

D. The grievance should be initiated within 30 days from the time the alleged incident or action occurred.

E. The employee may accept the decision reached at any level of the following procedure or the employee may appeal to the next stage of a possible four-step undertaking.

F. **Step One: Informal Discussion:**
   The employee should attempt to resolve the matter of concern informally. This informal method entails meeting with one's immediate supervisor and any Dean or Vice President in the direct line of supervision to the President.

G. **Step Two: President's Written Decision:**
   Having exhausted the informal procedures without gaining satisfaction, a formal appeal may begin by the employee notifying the President of the complaint. This shall be with a written statement that sets forth the grievance, efforts made to remedy the grievance, the remedial action being sought, and any information available in support of the request. The President is to notify the employee of his or her decision in writing within ten (10) working days, stating the reasons for the conclusion. In lieu of rendering a decision, the President may elect to proceed directly to Step Three of the process, beginning with Sec. 8, below (Hearing Committee). Within seven (7) working days from such notice, the employee may then elect to withdraw the grievance or proceed to Step Three.

H. **Step Three: Hearing Committee:**
   The next step in the appeal process is before a Hearing Committee consisting of three (3) members, those being: one person selected by the current Faculty Senate Chairperson, one staff member chosen by the President, and a third employee jointly agreed upon by the other two members. The third member shall chair the hearing. No Hearing Committee member shall be directly involved in the complaint or fall within the appellant’s chain of supervision.
I. The hearing will have the following procedural safeguards for the employee and the College:

1. The opportunity to confront and cross-examine witnesses.
2. The opportunity to present arguments and evidence orally, as well as in writing.
3. The right to retain an attorney. In such cases, each party shall be informed of the other party’s intent.
4. The maintenance of a complete record of the hearing. Tape recordings may not be used without the consent of all parties.
5. A recommendation resting solely on the legal rules and evidence advanced at the hearing.

A majority of the Hearing Committee will present a written recommendation to the President who, within fifteen (15) working days of the hearing's conclusion, will act upon this recommendation.

J. Step Four: Review by Board of Trustees:
The employee has the right to appeal any ruling by the President to the College Board of Trustees. Such appeal must be submitted in writing to the President within ten (10) working days of the employee’s receipt of notification of the President's decision. The Board of Trustees will review the record of the hearing and notify the employee of the Board’s final determination within fifteen (15) working days after receipt of the appeal notice, stating the reasons for its decision.

Revised January 24, 2005
3.13 Reduction in Force and Involuntary Leave (Furlough)

A. The President shall establish procedures describing the termination of an employee's contract due to a reduction in force.

B. The College may reassign employees or terminate an employee's contract based on program review and financial exigency.

C. The President, with the approval of the Board of Trustees, may require an employee or class of employees to take involuntary leave without pay based on financial exigency. The President shall establish procedures describing involuntary leave without pay.

D. As used herein, "financial exigency" means any decrease in the College's financial resources that are brought about by decrease in enrollment, decrease in funding from any source (federal, state, local, institutional, etc.) or by other action or events requiring the immediate expenditure or diversion of College resources that prevent or inhibit the College's ability to continue the employment or level of the employee’s compensation or a class of employees and cause a need for reduction in force and/or involuntary leave without pay.

Revised May 11, 2009; July 13, 2015
3.13.1 Reduction in Force and Involuntary Leave (Furlough)

A. Definitions

1. Employee means full-time and part-time employees who are not considered "at will."

2. Financial Exigency means any decrease in the College's financial resources that are brought about by decrease in enrollment, decrease in funding from any source (federal, state, local, institutional, etc.) or by other action or events requiring the immediate expenditure or diversion of College resources that prevent or inhibit the College's ability to continue the employment or level of the employee's compensation or a class of employees and cause a need for reduction in force and/or involuntary leave without pay.

3. Involuntary Leave without Pay means a period of mandatory separation from work during which an employee may not take or use any form of paid leave. All state-mandated benefits shall continue to accrue during any period of leave without pay.

4. Program Change means any elimination, curtailment or reorganization of an educational offering or support department which may or may not be related to a financial exigency.

5. Reduction in Force means the termination of employment during a contract period as a result of financial exigency or program change. A non-renewal is not considered a reduction in force under this policy; see procedure 3.3.3 (Non-Renewal of Annual Contracts for Full-time Employees).

6. Termination means the cessation of employment during the employment contract period due to a reduction in force. The College does not issue continuing contracts; therefore, the non-reappointment of an employee on a specified term appointment (i.e., annual, semester, etc.) is not a termination and no objection to the non-reappointment may be filed under this Policy. A non-renewal is not considered a termination under this policy; see procedure 3.3.3 (Non-Renewal of Annual Contracts for Full-time Employees).

B. Process

1. Any employee may be terminated from employment because of:
   a. Curtailment or elimination of an instructional program or of a student, business, or community service program;
   b. The College's financial inability to continue in existence the position for which the employee was hired; and/or
   c. Other financial exigency which is defined as a significant decline in the financial resources of the College that occurs because of a decline in student enrollment or by other action or events that compel a reduction in the College's current operations budget. There then may be a need for termination or reduction of College programs with a subsequent release or reassignment of employees. This action is called Financial Exigency Reduction in Force.

2. The President shall provide written notice to an employee whose contract is being terminated for the reasons stated herein. The notice shall include written specification of the reasons for the termination of the contract. The failure of the College to provide notice within this timeframe does not entitle the employee to a new contract. The employee will be considered “laid off” and may thereafter be eligible for unemployment benefits.
3. Due process for an employee whose contract is terminated is the same as that described in Procedure 3.3.3 (F.) (Non-Renewal of Annual Contracts).

4. All decisions made under this Policy will take into consideration the needs of the population being served with respect to the College’s mission and goals while attempting to minimize the level of impact and quality of services provided. Responsibility will rest with the President working collaboratively with senior level administrators to determine the employee(s) affected by involuntary leave without pay or reduction in force based on recommendations from vice presidents, department heads and/or other management personnel associated with the departments where proposed actions will be implemented.

Further, the President will consider relevant factors when considering a reduction in force or, if applicable, involuntary leave without pay, which may include, but are not limited to:

a. Written recommendations regarding staffing needs from supervisors;

b. Specific and overall program enrollment history and needs;

c. Source of available funds and applicable restrictions;

d. Other beneficial service by an employee to the College;

e. Length of service in the North Carolina Community College System with a higher priority being given to the length of service for the College; and

f. Employee performance evaluations.

These factors are not listed in any particular order or rank.

5. Leave Without Pay (Furlough):

a. Involuntary Leave Without Pay – During times of financial exigency, the President may require some or all employees to take leave without pay, also called a furlough. An employee may not take or use any form of paid leave during involuntary leave without pay under this policy. All state-mandated benefits shall continue to accrue during any period of leave without pay.

b. Voluntary Leave Without Pay – During times of financial exigency, the President may implement a voluntary leave without pay/furlough program. In the event that a voluntary leave without pay/furlough program is authorized, the President shall develop and publish program guidelines that will ensure the efficient operation of the College and the fair treatment of employees.

Revised May 11, 2009; July 13, 2015
3.14 Drug-Free Workplace

Blue Ridge Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the College's workplace or while on official College business. Any employee violating this policy will be subject to disciplinary action up to and including dismissal.

*Revised August 24, 1992*
3.14.1 Drug-free Workplace

A. Definitions

1. *Alcohol* means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.

2. *Controlled Substance* means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug which has a high potential for abuse and include, but are not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.

3. *Substance* means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

4. *Conviction* means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

5. *Reasonable Suspicion* is the legal standard required before the College can require an employee to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug or alcohol use or possession; b) direct observation of the physical symptoms of being under the influence of drugs or alcohol; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

B. Process

1. Blue Ridge Community College does not differentiate between drug users and drug pushers or sellers. Any employee, who possesses, uses, gives, in any way transfers to another person, sells or manufactures a controlled substance while on the job, on College premises, or on official College business, will be subject to disciplinary action, up to and including dismissal.
2. Each employee is required by law to inform the College within five days after he or she is convicted for violation of any federal or state criminal drug statute where such violations occurred on the College's premises.

3. The President of the College must notify the federal government agencies granting funds to the College within ten days after receiving actual notice of such a conviction.

4. If an employee is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to disciplinary action, up to and including termination. Alternatively, the College may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.

5. As a condition of further employment, the law and the College requires all employees to abide by Board of Trustees Policy 3.14 titled "Drug-free Workplace."

6. Employees may be required to be tested for substances, including controlled substances, or alcohol based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by a supervisor or other trained official. This section does not apply to law enforcement officers serving the College through the local sheriff’s department. Law enforcement officers must adhere to their normal standards when conducting a search.

   a. All substances, including controlled substances, and alcohol testing shall be administered by a non-College, third party laboratory chosen by the President. The testing shall be performed at the laboratory. A representative from Human Resources and the employee's immediate supervisor will accompany the employee to the testing site utilizing a College vehicle (if available). The chosen laboratory shall use standard testing protocols that will maintain the confidentiality of the employee. All tests shall be reviewed by a medical review officer not affiliated with the College. Employees will have the opportunity to provide any information to the medical center which the employee considers relevant to the test, including identification of currently or recently used prescription or non-prescription drugs. The College shall pay for the initial test. If the employee wishes to dispute the results with a subsequent re-test, the employee shall be responsible for the cost of the re-test.

   b. Pending the results of the testing, (if not instant), the President can suspend the employee on leave with pay. The College must give the employee written notice of positive results and notice of the right to a re-test (at the employee's expense) pursuant to G.S. 95-232(f). If the results are positive, the supervisor may recommend disciplinary action.

Revised November 10, 2003; June 3, 2015
3.15 Workplace Harassment

A. Blue Ridge Community College does not presume to exercise moral judgment concerning the behavior of its students or staff; however, it recognizes as a matter of policy an obligation to maintain a climate of learning and working which is free of workplace harassment.

B. All members of the College community are expected and instructed to conduct themselves so as to contribute to an atmosphere free of workplace harassment. Harassment of any student or employee by any other student or employee is a violation of the policy of this College and will not be tolerated. Any such person violating this policy will be disciplined in accordance with Section 3.10.1 Disciplinary Action, Suspension, or Dismissal.

C. The President shall develop procedures that define workplace harassment and provide for disciplinary actions.

Revised January 12, 2004
3.15.1 Workplace Harassment

A. All employees are guaranteed the right to work in an environment free from unlawful workplace harassment and retaliation. No employee may engage in conduct that falls under the definition of unlawful workplace harassment indicated below.

1. *Workplace harassment* is defined as unwelcomed or unsolicited speech or conduct based upon race, color, religion, gender, national origin, age, disability or sexual orientation that creates a hostile work environment or circumstances involving quid pro quo.

2. *Hostile work environment* is defined as one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee’s work performance.

3. *Quid pro quo harassment* consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

4. *Retaliation* is adverse treatment which occurs because of opposition to unlawful workplace harassment.

5. *Workplace harassment* does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by employees or prospective employees, nor does it exclude claims where the grievant and the alleged harasser are of the same sex.

B. An employee who believes he or she has been subjected to workplace harassment should promptly report the circumstances to his supervisor, or when the supervisor is the alleged harasser, to the employee’s Vice President or the President. The employee should otherwise follow the procedures for employee grievances listed in Section 3.12.1 (Employee Due Process) of this Manual.

C. Any such person violating this policy will be disciplined in accordance with Section 3.10.1 Disciplinary Action, Suspension, or Dismissal.

*Revised January 9, 2008*
3.15.2 Reporting Improper Activities

A. College employees shall be encouraged to report verbally or in writing to their supervisor, department head, Vice President, or the President, evidence of activity constituting of: a violation of federal or state law, rule, or regulation; fraud; misappropriation of College or State resources; substantial and specific danger to the public health and safety; or gross mismanagement, a gross waste of monies, or gross abuse of authority.

B. Subsequent to receiving such a report, the College, through its supervisory employees, shall not retaliate against the employee who reports in any manner including but not limited to discharge, intimidation, discrimination, or harassment.

Adopted June 2, 2010
3.16 Employee Tuition Exemption

The President or a designee shall develop and implement procedures to provide for full-time employees to enroll in College courses with no charge if space is available.

Revised November 10, 2003
3.16.1 Employee Tuition Exemption

Pursuant to Section 8.12. (b) of S.L. 2011-145, community colleges may not waive tuition and registration fees for community college faculty or staff.

Revised January 24, 2005; September 7, 2011
3.17 Wellness Activities

A. Blue Ridge Community College is committed to providing a healthy work place for its employees. Goals for this approach include less lost work time due to illness, higher performance levels for employees, and less possibility of injury on the job.

B. The President shall establish procedures governing the wellness activities of employees.

Approved January 12, 1998
3.17.1 Wellness Activities

A. To promote healthier lifestyles, improve physical health, increase productivity, and sustain high morale, employees of the College are eligible to participate in designated activities. The following provisions shall apply:

1. Wellness activities are defined as activities that promote physical health including cardiovascular, strength, or flexibility training.

2. Employees may participate in College-sponsored wellness activities offered both during and after normal work hours. Such activities include both physical and non-physical activities that are sponsored by the Blue Ridge Community College Wellness Committee or are offered by the College and approved by the President.

3. Participation in wellness activities is encouraged by the College but participation in those offered during an employee’s work schedule must be approved in advance by the employee’s supervisor. Work priority responsibilities shall supersede all wellness activities.

4. Participation in wellness activities is voluntary on the part of the employee. Participation in a wellness activity is not in the course of employment with Blue Ridge Community College. Blue Ridge Community College is not liable for any injuries incurred by an employee due to that employee’s participation in the wellness activity. Any employee participating in a wellness activity must complete and sign the Employee Assumption of Risk, Release and Indemnification Agreement.

B. Blue Ridge Community College recognizes the YMCA as a partner agency in its wellness program. The Hendersonville YMCA presently offers the use of its facilities and participation in many of its activities to any Blue Ridge Community College employee under a special program. Employees who elect to participate must apply through the Recruiting and Student Activities Department of Student Services. Employees must pay the current Blue Ridge Community College student activity fee plus a nominal activation fee to the YMCA. The program requires renewal at the beginning of the Fall and Spring Semesters.
C. The Employee Assistance Program (EAP) has been established as a confidential, non-intervention counseling service to provide program information in relation to family or personal problem assessment, short-term counseling, and resource referral at no cost to any full-time employee. Those employees and eligible dependents may access EAP services for addressing a variety of private problems and concerns affecting their wellbeing or job performance. EAP services include, but are not limited to: counseling in the areas of work; marital and family matters; stress; alcohol and drug dependency; sleep difficulties; and depression. Information regarding the program may be obtained from Human Resources or by calling the Employee Assistance Network.

Revised April 8, 2009; September 5, 2012
3.18 Secondary Employment

A. The employment responsibilities to the College are primary for any full-time employee; any other employment is secondary. Because secondary employment of an employee of the College frequently creates conflicts of interest or other serious detriment to the institution, the President or his/her designee is authorized to approve any and all instances of secondary employment being practiced.

B. In cases where the President may wish to engage in a form of secondary employment, prior approval must be given by the Board of Trustees.

C. The President may design administrative forms that serve to document the existing or proposed secondary employment of an employee.

Approved July 13, 2005
3.18.1 Secondary Employment

A. Secondary employment is broadly defined to be any type of employment, other than an employee’s primary employment with Blue Ridge Community College, for which the employee receives remuneration. It includes, but is not limited to: self-employment; working as a consultant; selling goods or services; teaching at another institution; and working for any other private or public entity.

B. The President, or his designee, must approve any and all instances of secondary employment being practiced by any full-time employee of the College on an annual basis, as part of the employee’s evaluation. Secondary employment shall not be permitted when it would:

1. Create a conflict of interest with the primary employment.

2. Impair in any way the employee’s ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee’s position.

C. Approval of secondary employment may be withdrawn at any time if it is determined that such secondary employment has an adverse impact on primary employment with the College. In such cases, the employee shall be asked to modify the terms of the secondary employment or to terminate such employment. Refusal of the employee to do so within a reasonable and stated period of time shall be deemed sufficient cause for dismissal.

D. It is the responsibility of the employee to complete a Secondary Employment Form for all employment outside the College, and to update the form as changes may occur.

Approved July 18, 2005
3.19 Workplace Violence

A. Pursuant to the Federal Occupational Safety and Health Act of 1970 and the Crime Awareness and Campus Security Act of 1990, it is the policy of Blue Ridge Community College to promote a working and learning environment that is safe for all employees, students, and visitors.

B. The Board of Trustees authorizes the President to establish procedures that address possible workplace violence, including the development and implementation of a campus emergency response plan. Such a plan may contain information regarding the potential for violence in the workplace, how one may recognize early warning signs of a potentially violent person or situation, and how to record incidents indicative of potential problems.

Approved January 12, 2004; February 6, 2013; March 4, 2015
3.19.1 Workplace Violence

A. Workplace violence includes, but is not limited to: intimidation; bullying; threats; physical attack; property damage; or conduct which interferes with an employee's or student's safety in the workplace or in the College learning environment, either in person, in writing, by telephone or electronic format. Intimidation includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress or fear. Bullying is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. There is typically an element of vindictiveness and the behavior is calculated to undermine, patronize, humiliate, intimidate or demean the recipient. Threat is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future. Physical Attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects. Property Damage is intentional damage to property owned by the State, College, employees, students, visitors, or vendors.

B. Acts of violence, as defined herein, may be grounds for disciplinary actions, up to and including dismissal.

C. Incidents of workplace violence should be reported immediately to an employee’s supervisor, a Vice President, the Human Resources Director, or to a Campus Law Enforcement/Resource Officer, depending on the severity of the incident. Incidents involving students should be reported to the student’s instructor and to the Vice President for Student Services.

D. Any report of workplace violence is to be handled in a confidential manner, with information released only on a need-to-know basis. Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment.

E. It is intended that all useful tools such as mediation, Employee Assistance Program, and use of the disciplinary action, suspension, or dismissal policy to correct behavior be employed to secure the workplace from violence and reasonably protect employees from its effects.

F. Employees and students will be provided with information and training regarding the potential for violence in the workplace. The purpose of such training is to increase the ability to recognize early warning signs of a potentially violent person or situation and to provide information on how to record incidents indicative of potential problems.

Approved January 12, 2004; Revised June 5, 2013; March 4, 2015
3.20 Political Activities of Employees

A. Any employee who is eligible and decides to run for political office must certify to the President that he/she will not campaign during duty hours or involve the College in any way.

B. Any employee who is elected to a part-time political office must certify to the President that this office will not in any way interfere with his/her carrying out the duties of his/her position with the College, or will request personal leave to do so.

C. Any employee elected or appointed to a full-time public office will be required to take a leave of absence, referred to in Section 3.7.6 (Leave of Absence), upon assuming that office.

D. Employees are prohibited from soliciting support for any political candidate during regular work hours or on College property.

Approved August 24, 1992; March 12, 2012
3.21 Professional Development

The President shall establish an ongoing program of professional development for employees of the College.

Approved August 24, 1992
3.21.1 Professional Development

A. All full-time Blue Ridge Community College employees shall be responsible for participating in professional development activities. Adjunct faculty are also encouraged to participate. Planning, scheduling and evaluating professional development activities for the College will be the responsibility of the Professional Development Committee (refer to Section 2.22.1 Standing Committees) with input from vice presidents and deans. Competency evaluations will be used to gauge the effectiveness of activities.

B. Full-time employees are encouraged to participate in a minimum of 15 hours of such professional development activities annually. Part-time employees are encouraged to participate in a minimum of 10 hours.

C. Enrollment in a curriculum or continuing education course approved by an employee’s supervisor or an approved off-campus professional development course or workshop may be considered as a professional development activity.

D. Professional development activities will be reported during an employee’s annual employee evaluation process.

Revised November 10, 2003
3.22 Employee Awards and Recognitions

A. Employee Service Recognition: Full-time employees are recognized for their tenure at Blue Ridge Community College. Service awards are usually given annually in December of each year for those employees achieving tenure of the following increments: 5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years. It is not necessary that tenure be continuous.

Additionally, recognition awards are given to full-time employees who retire with at least five years of service at Blue Ridge Community College

The College, through funds from the Blue Ridge Community College Educational Foundation, provides the following annual awards for faculty and staff:

B. Dr. David W. Sink, Jr., Community Service Award: This award may be given annually in recognition of a Blue Ridge Community College employee (full-time or part-time) who meets the criterion of exceptional service to the community unrelated to their College responsibilities. Nominations are reviewed by a selection committee in conjunction with the Blue Ridge Community College Educational Foundation. A cash award is given to the recipient.

C. Dr. Eliza B. Graue Extra Mile Award: One Blue Ridge Community College instructional employee may be recognized annually for making a special effort to help his/her students achieve their goals. The Award is given to a full-time or part-time faculty member (curriculum or continuing education) who has demonstrated outstanding service to students. Nominations are reviewed by a selection committee in conjunction with the Blue Ridge Community College Educational Foundation. A cash award is given to the recipient.

D. Dr. and Mrs. William D. Killian Outstanding Teacher Award: Each year, one full-time Blue Ridge Community College faculty member may be recognized for excellence in teaching. This award was established and endowed by former Blue Ridge Community College President Killian and his wife Helen, through Blue Ridge Community College Educational Foundation. Some of the selection criteria include: the ability to lead and motivate students; the ability to understand, relate to, listen to and interact with students; displaying evidence of support for the community college educational mission; displaying innovation in teaching; and showing leadership in instruction among colleagues and peer recognition of excellence in teaching. Nominations must be submitted by College faculty and are reviewed by a committee selected by the Faculty Senate. Selection is by ballot. A cash award is given to the recipient. The recipient will represent the College in the statewide competition.

E. Dr. Molly A. Parkhill Staff Person of the Year Award: One Blue Ridge Community College full-time non-instructional employee may be recognized annually for individual achievement and exceptional contributions to the College. Criteria for the award shall parallel that of the NCCCS Staff Person of the Year Award including personal and professional development, service to the College, leadership, initiative, and exceptional performance. The recipient shall be selected by a committee appointed by the College president and will represent the College in the statewide competition. A cash award is given to the recipient.

F. Wellness Employee of the Year Award: The College Wellness Committee will select one faculty or staff member for this award who has received the most wellness points throughout the previous calendar year. Wellness points are awarded to employees through participation in
college and/or community wellness activities/events and use of college weight room. All wellness activities/events must be approved by the Wellness Committee. A cash award may accompany the Wellness Award.

Revised July 7, 2010; December 4, 2015
Chapter 4 – Student Services

4.1 Admissions

A. The Board of Trustees authorizes the President or a designee to develop a set of guidelines and procedures for admission of curriculum students to Blue Ridge Community College. These guidelines and procedures are to be consistent with the stated "open door" admissions policy and other rules and regulations set up by state or federal statutes.

B. Nothing in the guidelines or procedures will prevent the College from refusing admittance to students the College has reason to believe may disrupt the educational process of the school.

C. The College reserves the right to refuse admission to any applicant during any period of time that a student is suspended or expelled from another college or educational entity due to non-academic disciplinary reasons.

D. The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals.

E. These admission requirements will be displayed in the College Catalog.

Revised August 24, 1992; March 12, 2012; September 12, 2016
4.1.1 Admissions

A. In keeping with the North Carolina Community College System’s Open Door policy, Blue Ridge Community College enrolls students who are 18 years or older or are high school graduates or equivalent. For admission into all degree, diploma, and certificate programs, high school graduation or equivalent is required. Applicants who have not graduated from high school or otherwise fulfilled this requirement may do so by successfully completing the High School Equivalency Diploma Tests. Applicants without a high school diploma or a High School Equivalency Diploma may enroll in specific individual classes as a special credit student.

B. All applicants for admission to degree, diploma, and certificate programs are responsible for the following:

1. Completing an application for admission and file with the Registrar’s Office.

2. Having official copies of high school transcript and/or High School Equivalency Diploma scores sent to the Registrar’s Office. Official transcripts are those with the school seal and Registrar’s signature and must arrive unopened from the issuing school or agency. Students whose required transcripts have not been received will be admitted on a provisional basis for one semester. Applicants to all health sciences programs who have a High School Equivalency Diploma or Adult High School diploma must also submit an official high school transcript if they completed ninth grade or higher. If transcripts cannot be obtained due to extenuating circumstances (loss by fire, school no longer exists, etc.), documentation of all efforts made by the student and a letter of explanation regarding the circumstances must be submitted to the Vice President for Student Services. Students under the age of 18 who are high school graduates or the equivalent must provide official transcripts prior to enrolling.

3. Completing a set of pre-enrollment placement tests. The College uses the College Board’s North Carolina Diagnostic and Placement Test (NC-DAP) for placement testing. These tests examine the individual’s levels of ability in reading, math, and English so that the student can be placed in appropriate developmental level courses if necessary. These tests are not admissions tests. Placement testing may be waived under conditions outlined in the College’s Placement Testing Waiver Policy. Detailed information on Blue Ridge Community College’s placement testing is available on the College web site. Students who place into Blue Ridge Community College College and Career Readiness (CCR) level reading will be allowed to enroll in curriculum courses for credit only after they have received appropriate remediation through the CCR (Basic Skills) program. Students who test into CCR English and mathematics must also receive appropriate remediation prior to enrolling in curriculum courses for credit. Students who place into CCR level math only or CCR English only will be allowed to take CCR directed studies and/or curriculum classes with approval of their academic advisor.

4. Meeting with assigned faculty advisor.

C. A student is officially accepted to the College when all requirements are met and the student receives notification from the Vice President for Student Services. Acceptance to the College does not necessarily imply admission to a specific curriculum since certain programs, such as those in the health sciences area, may have additional entrance requirements.

D. Application materials should be submitted to:
E. Admission of Transfer Students: Students transferring to Blue Ridge Community College from other institutions follow procedures as outlined in Section B. Applicants who want credit evaluated for transfer are responsible for submitting an official transcript from each institution to Blue Ridge Community College’s Registrar’s Office. Transcripts submitted will be evaluated for transfer credit no later than the end of the first semester of enrollment. Efforts will be made to evaluate transcripts prior to registration when possible with early submission (see Sec. 4.3.1 Acceptance of Transfer Students).

F. Admission of Out-of-State Students: Applicants classified as Out-of-State for North Carolina tuition purposes are admitted under the same regulations as North Carolina residents. However, out-of-state tuition must be paid until North Carolina residency requirements are satisfied. To qualify for in-state tuition, North Carolina law (N.C.G.S. 116-143.1 as amended) requires that the student must have maintained their domicile in North Carolina for at least 12 months immediately prior to classification as a resident for tuition purposes. Individuals must establish that their presence in the state during the designated 12-month period was for the purpose of maintaining a bona-fide domicile and not to simply establish a temporary residence. The student must document residiary acts normally completed by one who intends to reside in a state permanently. A student cannot qualify for in-state tuition if he or she is claimed as a dependent by a parent or guardian who is not a NC resident. Guidelines regulating residency classification for tuition purposes are set forth in “A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.” A copy of the manual is available for review in the Division of Student Services. Students classified as out-of-state seeking in-state status must submit The North Carolina State Residency and Tuition Status Application and supporting documentation prior to registration. If the application is received after the registration day and payment of fees, the application will be reviewed for residency status for the next semester. A new Residency Determination Service (RDS) is scheduled to go live September 2016. RDS will shift residency decisions from campus-based to a centralized process through the on-line college application through College Foundation of North Carolina (CFNC) to enhance the consistency and accuracy of residency determination. The College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in a distance education course if that applicant resides in a state where the College is not authorized to provide distance education.

G. Admission of High School Students: High school students may be admitted according to guidelines set forth in the State Board of Community Colleges Code and the Manual on Cooperative Programs in North Carolina High Schools and Community Colleges (see Sec. 4.2.1 Enrollment of High School Students in Curriculum Classes).

H. Admission of International Students: The College is authorized under federal law to enroll non-immigrant alien students. An immigrant is subject to the same considerations as a citizen. Non-immigrant International students who wish to attend Blue Ridge must have a valid student visa (F-1 visa). Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States. The Test of English as a Foreign Language (TOEFL) with
a score between 22-30 on Reading, between 22-30 on Listening, between 26-30 on Speaking, and between 24-30 on Writing is required for all international applicants except those from countries where English is the native language or those applicants with college-level English transfer credit from an accredited United States institution. Additionally, the college pre-enrollment placement test and documentation of financial support for one year’s tuition and living expenses are required of all international applicants seeking a completed I-20 Form for student visa status. International applicants should contact Student Services at Blue Ridge Community College for additional information. Alien Registration Card holders are admitted under the same guidelines used for U.S. citizens.

I. Admission of Undocumented Individuals: The College admits undocumented individuals pursuant to the State Board of Community Colleges Code 1D SBCCC 400.2 and guidelines from the North Carolina Community College System as follows:

1. An undocumented immigrant with a diploma from a United States public high school, private high school, home school, or Adult High School that operates in compliance with State or local law is eligible to be admitted to Blue Ridge Community College. Undocumented individuals with a High School Equivalency Diploma do not meet this criteria and are ineligible for admission.

2. Undocumented students are required to pay the out-of-state tuition rate.

3. A student who is lawfully present in the United States will always have priority for a space or program of study over a student who is an undocumented student. Undocumented students cannot enroll into a class or program of study for which there are waiting lists and must wait until the conclusion of the last published (i.e. late) registration period to register for classes.

4. Undocumented individuals may not be admitted into courses of study where licensure is required for employment.

5. Undocumented individuals who are high school students (public, private, or home school) in North Carolina who meet the eligibility criteria may enroll in college level courses consistent with the Career and College Promise program, which includes the Henderson County Early College High School.

6. Undocumented students may enroll in non-college level courses or programs including High School Equivalency Diploma preparation courses, Adult Basic Education, Adult High School, English as a Second Language, and other Non-curriculum courses less than college level.

7. Undocumented or battered illegal aliens who have been determined to meet one of the qualifying conditions set forth in Federal Law, 8 USC Section 1641 are eligible for college level courses. It is the applicant’s responsibility to produce sufficient documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.

J. Readmission: Students with credit from Blue Ridge Community College who withdraw for any reason before completing the requirements for a degree, diploma, or certificate may be readmitted by submitting a College application if the student is returning after an absence of two or more semesters, excluding summer term. A conference with a counselor will be required for students returning after academic probation or suspension. Programs of study are under continuous review and course requirements are subject to change as students return after an absence of two or more semesters, excluding summer term. The current academic catalog determines program requirements.
K. The College reserves the right to refuse admission to any applicant during any period of time that a student is suspended or expelled from another college or educational entity due to non-academic disciplinary reasons.

When a student self-reports on the College application (or it otherwise comes to the College’s attention) that he/she is currently expelled or suspended from another college or university, the following actions will be taken:

1. The student must complete and sign a “Statement of Confidential Information Form” and submit to each college or university formerly attended. The student’s signed release on this form permits the college to inform Blue Ridge Community College of the term and circumstances of the student’s non-academic disciplinary suspension or expulsion, if any.

2. After Blue Ridge Community College receives the completed Statement of Confidential Information Form from all previously attended colleges, the Vice President for Student Services will review the information regarding any active suspension or expulsion and make the determination if the student should be provisionally admitted or denied admission.

3. The decision of the Vice President for Student Services is final.

L. The College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seek enrollment in any distance education course only if that applicant resides in a state where the college is not authorized to provide distance education in that state.

M. The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. Refusing admission on the basis of a safety threat shall be documented by the following:

1. Detailed facts supporting the rationale for denying admission;

2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and

3. The conditions upon which the applicant that is refused would be eligible to be admitted.

The word “articulable” requires that a community college official be able to provide specification about what leads the official to conclude that an applicant poses a safety threat. The College should be able to document specific words or specific actions that create a safety threat. Statements or actions by an applicant that pose a threat that is likely to occur at any moment would constitute an “imminent” threat.

A “significant” threat would be one where an applicant could cause substantial bodily injury to any person.

In the case the applicant chooses to file a grievance with the College for denying admission, the applicant will be referred to the Student Grievance and Due Process policy, section 4.16, of the College’s Policies and Procedures Manual.
4.1.2 Credit by Examination

A. Students who can document their proficiencies in a subject area may request credit by examination in order to accelerate their studies. Examples of documentation include: transcript(s) of similar college-level courses, record of military study, certification or license, written statements from employers regarding training, or directly related work experience.

B. The test may be taken only once and a student who has previously registered and withdrawn from or failed the course is not eligible. The testing instructor's decision will be final.

C. The following procedure should be used by the student who requests credit by examination:

1. The student must be currently enrolled at Blue Ridge Community College.

2. The student must enroll in the course and attend class prior to requesting credit by examination.

3. The student must confer with his/her advisor and/or instructor regarding the procedure and documentation requirements.

4. The student must present proper documentation before permission is granted.

5. The student must complete the Application for Credit by Examination with his/her advisor and be tested within the first 15 school days of the semester.

6. The student who successfully completes credit by examination will have a grade of “CR” posted to their academic record.

D. Tuition charges paid for credit by examination are non-refundable and cannot be carried forward. Federal and/or State financial aid cannot be used to pay for credit by examination courses.

Revised March 2, 1998; Revised June 16, 2015
4.1.3 College Level Examination Program

A. The College Level Examination Program (CLEP) is a program designed to award college level credit for non-institutional experience. While Blue Ridge Community College is not at this time a CLEP testing center, the college recognizes credit earned by passing a full range of CLEP tests as listed below. A listing of area CLEP exam centers open to students from other institutions may be found at the CLEP Web site.

B. Credit is awarded based on earning a minimum score of 50. A student may earn a maximum of 75 percent of the applicable degree/diploma/certificate requirements through CLEP. CLEP exams may be taken at any time during enrollment, but credit cannot be gained for academic courses duplicating those already completed for credit at Blue Ridge Community College.

C. Any variance in the granting of credit from that listed below will be at the recommendation of the appropriate Dean, with the approval of the Vice President for Instruction.

D. Students are cautioned that CLEP acceptance policies vary from institution to institution. Credit awarded by an institution to which a student transfers may differ from that granted by Blue Ridge Community College.

E. A list of course equivalents for Blue Ridge Community College and assigned credits in semester hours (SH) is available through the Office of Instruction and the Division of Student Services of Blue Ridge Community College.

Revised February 4, 2008
4.2 Enrollment of High School Students

Eligible high school students may enroll at Blue Ridge Community College as part of the state-wide Career and College Promise Program (CCP).

Approved March 10, 1997
4.2.1 Enrollment of High School Students in Curriculum Classes

High school students who are North Carolina residents and enrolled in public, private or home schools may enroll at Blue Ridge Community College provided the student is progressing toward high school graduation and meets the qualifications for CCP.

A. Admission for high school students enrolling in CCP require that the student submit a CCP Admission Application, parent permission form, and a high school transcript. High school test scores and/or a recommendation may also be required depending on the selected pathway(s).

High school students must be enrolled in a CCP Pathway: either College Transfer Pathways or Career Technical Education Pathways. Students may not enroll in any course that is not approved for CCP. Students may enroll in one College Transfer Pathway and one Career Technical Education Pathway or no more than two Career and Technical Education Pathways with prior approval from the College and the High School Principal/designee.

B. High school students applying to College Transfer Pathways, either the Associate in Arts or the Associate in Science, must have at least a 3.0 weighted GPA and be College Ready in English, reading, and math. College readiness is determined by high school PSAT, SAT, PLAN, ACT or the College’s placement test scores. A student who is not College Ready may also qualify to take English or mathematics provided the student meets all Provisional Enrollment guidelines as outlines in the Career and College Promise Operating Manual.

High school students applying to Career and College Promise Career and Technical Education Pathways must have at least a 3.0 weighted GPA or a recommendation from the High School Principal/designee. Students must also meet course prerequisites for the career pathway.

C. Tuition for high school students enrolled in CCP is waived. Students are responsible for fees, supplies, and textbooks. During the summer term, high school students will share equally in the cost of tuition for self-supporting classes.

D. High school students enrolled in Blue Ridge Community College courses taught on the high school campus are exempt from fees and are ineligible for benefits financed by fees.

E. High school students are responsible for their own transportation to and from the Blue Ridge Community College Henderson County Campus and Transylvania County Campus.

F. All other applicable College regulations apply to high school students upon their admission to Blue Ridge Community College.

G. All other provisions of the NC State Code and the Manual on Work-based Learning Programs in North Carolina High Schools and Community Colleges apply to high school students.

H. Students earning a grade of “C” or “P” or higher may repeat a course only once unless approval is given by the appropriate dean. Some programs, such as Associate Degree Nursing and Emergency Medical Science, have specific course repeat requirements which are found in the Blue Ridge Community College Student Catalog.

Revised March 10, 2010
4.3 Acceptance of Transfer Students

The President or a designee shall establish procedures which govern the acceptance of transfer students.

Approved August 24, 1992
4.3.1 Acceptance of Transfer Students

A. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the BRCC undergraduate degree program.

B. Any such earned credit must meet the minimum BRCC academic standards of a grade of "C" or better, and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is 75% of the BRCC curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course, per state board code, except as specified in section C below. For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

1. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.

2. Equivalency of course descriptions and outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student’s responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.

3. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

4. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student’s responsibility to provide any additional documentation requested.

5. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process.

Once a course is approved for transfer from a particular school, the course will be entered on a master list maintained by Student Services. Courses will be re-evaluated at least once every two years. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and dean, in consultation with the Vice President for Instruction.

C. The responsibility for determining transfer credit from other colleges and universities rests with the Registrar and counseling staff. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and Dean, whose decision will be final. In such cases, the Dean will note the decision in the student's academic file. Time limits may be imposed in certain situations, such as for health sciences program courses. Student Services and the appropriate dean will maintain a list of courses that have time limits for transfer.
D. When a student transfers from an institution of higher education to Blue Ridge Community College, the following steps will be implemented:

1. The student fills out an application for admission and is responsible for providing an official high school transcript and an official transcript from any other postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.

2. The counseling staff evaluates the transcript and credit is accepted in accordance with Blue Ridge Community College's program offerings and the procedure stated above. No credit for a course with a grade lower than a "C" may be transferred. The transcript evaluation is conducted in cooperation with the appropriate faculty member(s) and Dean, as applicable.

3. The student is given placement test(s), if applicable.

4. The student continues with registration procedure.

Blue Ridge Community College recognizes the following additional opportunities for awarding transfer credits:

1. College Board Advanced Placement Program (AP): College course credit will be granted to students who participate in the AP and pass the Advanced Placement examinations with a score of three, four, or five. Students must submit a College Action Report to the student services office for consideration of granting college credit.

2. College-Level Examination Program (CLEP): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education (ACE). Students must submit a CLEP transcript to the student services office for consideration of granting college credit.

3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, contact the service school(s) and ask them what regional accrediting agency they belong to. Contact Student Services for more information.

4. Professional Certification: Blue Ridge Community College currently recognizes 1) the Automotive Service Excellence certification (A.S.E.) and awards credit in the Automotive Technology curriculum program; 2) Basic Law Enforcement Training certification and awards credit in the Criminal Justice Technology curriculum program; 3) Emergency Medical Technology certification and awards credit in the Emergency Medical Science curriculum program; and 4) Fire Fighter certification and awards credit for the Fire Protection Technology curriculum program. A handout outlining specific course credit for certification levels is available in Student Services.

5. Non-curriculum (CE) to Curriculum (CU) Transfer Credit: Non-curriculum course work from Blue Ridge Community College only and related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a "C", passed the final assessment with a proficiency of 70% or better or successfully passed the applicable credentialing exam. The appropriate Dean for each division will approve Non-curriculum course material prior to official granting of curriculum credit and the “Non-curriculum to Curriculum Articulation Form” will be completed based on approval from
the Dean that all appropriate learning outcomes have been met. Faculty teaching courses for which CE to CU credit may be awarded must meet all SACSCOC credential requirements. The maximum credit that will be allowed for non-curriculum to curriculum transfer is 50% of a certificate or 25% of a diploma or degree. Students are not allowed to receive CU credit for a CE course taken while currently enrolled in or after they have received credit for a CU course in the same certificate, diploma, or degree.

Revised February 20, 2008; May 1, 2013; July 6, 2016, March 1, 2017
4.3.2 Reverse Transfer

In accordance with UNC General Administration and North Carolina Community College System policies, reverse transfer of credit for students who transfer before completing a credential at the community college will be supported. Students will be able to “transfer back” credits completed at the university that fulfill the AA/AS requirements, so that Blue Ridge Community College may award an associate’s degree. The Registrar’s Office follows NCCCS Policies and Procedures entitled “Credit When It's Due/Reverse Transfer Process” in implementing this procedure.

Revised July 6, 2016
4.4 Placement Testing

The President or a designee shall establish guidelines and procedures for placement testing of entering degree and diploma students. In keeping with the College's "open door" policy, these tests are not to be used as a bar to enrollment but as a measure of academic preparation in order to ensure proper course placement and to assist with academic and career counseling.

Approved August 24, 1992
4.4.1 Placement Testing

A. Students entering a diploma or degree program take placement tests to indicate which level of reading, math, and English is appropriate. Testing is not used for admissions purposes except in the Associate Degree Nursing program and the Surgical Technology program. All students applying for those programs must take the tests and complete any developmental work prior to admission with the exception of students already holding bachelor degrees. Test scores should be used to direct students into courses which will correct deficiencies in the three areas tested. Test scores may be used as indicators of students' abilities, but tests are not used as the sole indicator of whether or not a particular student is capable of being successful in a curriculum.

B. Retesting: A student wishing to retake any part of the NC-DAP placement test for any reason is allowed one retest attempt in each developmental module area per semester. Students requesting a retest in a particular module will be charged a fee for each module in which a retest is desired. Fees are set annually by the College Board of Trustees. Once the student has paid for the retest, he or she may receive a retest during a regularly scheduled NC-DAP test session. Students will be placed in a course according to the better of the two test scores. Students are not allowed to retest to attempt to place out of a developmental class in which they are currently enrolled after the add/drop period has ended.

C. If the question arises during the registration period and time for retesting is not available before registration closes, the student should register for the class indicated by the test scores and make immediate arrangements for retesting so that the class may be changed if necessary.

D. Random retesting should be avoided. A student on the borderline should not be encouraged to take higher-level classes unless there are extenuating circumstances. Cut-offs are placed low and the student who places within 10 percentile points may be deficient. This student should be forewarned that extra effort might be required to do well in that class.

E. Advising and Counseling: During the advising or counseling process, some time should be devoted to the effect of developmental course work on the student's program. One or two courses can usually be worked in without lengthening the program unduly, but additional courses indicate deficiencies in basic skills that will require time to correct.

F. Students are either exempted from or placed into developmental courses based on cut-off scores determined by the North Carolina Community Colleges Developmental English/Reading and Math Redesign committees and approved by the North Carolina Community College Board of Trustees. Cut-off scores are evaluated on an annual basis.

G. Test scores are considered valid for a period of five years. When more than five years passes between the time of placement testing and enrollment in applicable course, the student should retest.
Students may waive the placement testing requirements under the following conditions:

1. Documentation of acceptable SAT or ACT scores. To be enrolled directly into first level curriculum English or math course, students would need to have a score of 500 on the applicable (Writing or Critical Reading, and/or Math) portion of the SAT, or a minimum of 18 on ACT English or 22 on ACT Reading, or a minimum of 22 on ACT Mathematics. SAT and ACT examinations must have been taken within the last three years.

2. Results of NC-DAP placement tests taken at another North Carolina Community College System institution, which have been taken within the preceding five years and meet Blue Ridge Community College scores, or equivalent, will also waive placement testing.

3. Transfer credit (grade “C” or better) received from a regionally accredited institution for college-transferrable reading, math, and English courses will be accepted in lieu of placement testing. Development level courses may be considered for transfer credit if taken at a North Carolina Community College within the last three years. The student must submit an official transcript to receive transfer credit and to officially waive the need for placement testing. A maximum of 75% of the total semester credit hours in any program will be accepted in transfer.

4. Effective fall semester 2016, students who have graduated from a North Carolina high school within the past five years, and who have an unweighted HS GPA of 2.6 or higher, and who have completed four high school math courses as outlined in Eligible 4th High School Math Courses for Multiple Measures, will be waived from placement testing. Students who use this method to waive developmental prerequisites for ENG 111 or any curriculum level math course and who subsequently receive a grade other than A, B, or C, will be allowed to take the placement exam for the appropriate subject, and based on the results of the placement exam, will be allowed to add appropriate developmental coursework to their program of study for financial aid purposes. Regardless of meeting the above requirements, a student may opt to be placed using NC-DAP. A student may speak with an appropriate advisor, and if the advisor and student agrees, the student will be allowed to take the appropriate placement exam, the results of which will be used to determine which developmental courses a student may take as part of their program for financial aid purposes. All other financial aid policies, including those related to academic progress, continue to apply.

5. For certificate programs without developmental prerequisites, testing will be waived. For certificate programs that have developmental prerequisites and/or courses with developmental prerequisites, NC-DAP placement testing is required.

Revised February 3, 2010; February 6, 2013; April 2, 2014
4.5 Third Party Recipients

A. As a part of their normal training, some students are engaged in activities where the health and well-being of persons outside the school are involved. Examples of such activities include nursing or cosmetology students who encounter third party recipients (private citizens) in their training. Under these conditions, the institution incurs a moral and legal obligation concerning the student and the recipient of his/her services. To insure the safety of the third party recipients, the institution may suspend, expel, or refuse to enroll any such student who:

1. Presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time; or

2. Demonstrates behavior which conflicts with safety essential to third party recipients.

B. Procedures and safeguards described in the College’s Student Grievance and Due Process policy and accompanying procedures will apply.

Approved March 10, 1997
4.6 Student Fees and Tuition

A. The President or a designee shall develop guidelines and procedures for the charging and payment of fees and tuition by students in accordance with the North Carolina Community College System regulations and state statutes.

B. The President or a designee shall establish guidelines and procedures for the waiver of tuition and fees in accordance with the State Board of Community College guidelines and regulations and state statutes.

C. The President or a designee shall establish procedures for the refund of student tuition and fees in accordance with the guidelines and regulations provided by the State Board of Community Colleges and state statutes.

D. The Board of Trustees may set specific fees in accordance with state prescribed guidelines. Such specific fees may be adjusted during the college year by the President to reflect changes in the cost of operations.

E. The President or a designee shall establish guidelines and procedures for deferred payment of tuition and fees in accordance with the State Board of Community College guidelines and state statutes.

Revised November 15, 2007
4.6.1 Student Fees and Tuition

A. System-wide Fees: In compliance with the NC State Code 23, 2D.0201(as amended), all tuition and registration fees are set by the North Carolina Board of Community Colleges. These fees apply to both Curriculum and Non-curriculum (non-curriculum) courses which are supported by state funds. North Carolina residents who meet certain statutory criteria may be exempt from paying tuition and fees.

B. Specific Fees: The Board of Trustees may set specific fees in accordance with state prescribed guidelines. Such specific fees may be adjusted during the college year by the President to reflect changes in the cost of operations. These fees are as follows: student activity fees, computer use and technology fees, parking fees, verification of student identity fees, and live project and patron fees.

C. High School Student Fees: From the list of specific fees in Paragraph “B” above, the following fees shall not be charged to high school students who are enrolled in Blue Ridge Community College courses when such courses are held on high school campuses: student activity fees, computer use and technology fees, and parking fees.

D. Community Service Fees: The Board of Trustees sets registration and tuition fees for community service fee-supported courses.

E. Self-supporting Class Fees: The Vice President for Economic and Workforce Development/Continuing Education sets fees for self-supporting classes (see Policy 5.13 Self-supporting Course Selections). Self-supporting classes require each student to pay a pro rata share of the cost. Since the pro rata share assumed is not considered a registration fee, no individual or group is exempt.

F. The list of tuition charges and optional fees is published in each new edition of the College Catalog. If curriculum area fees are changed prior to the publishing of a new Catalog, this information is placed on a fee change sheet and is distributed to all students. Notice of fee and tuition changes is also published in each semester's announcement of the College schedule of classes.

G. Procedures for granting tuition and fee refunds are as follows:

1. Curriculum Classes: In compliance with State Board of Community Colleges Code, a student who officially withdraws from a curriculum class will be eligible for a 100% tuition refund if such withdrawal is made on or before the “last day to add a class” date which is published in the Academic Calendar prior to the beginning of each semester. The student must drop the courses through WebAdvisor prior to the beginning of the semester. Students enrolled in a course that is cancelled by the college will be eligible for a 100% tuition and fee refund. A 75% refund of the tuition may be made if the student officially withdraws from a class after the “last day to add a class” date (defined above) but prior to or on the official 10% point of the semester. Students must contact their instructor or the appropriate Dean or remove the course through WebAdvisor to officially withdraw from a class after the semester begins. Refunds for official withdrawals from classes beginning later in the semester (e.g., telecourses) than the scheduled date in the semester, are as follows: 100% if officially withdrawn prior to the first class meeting, 75% if withdrawn prior to or on the 10% point of class
2. Non-curriculum Classes: A student who officially withdraws from a non-curriculum class before the first day of class will be eligible for a 100% tuition refund. The student must submit in writing to the Economic and Workforce Development/Continuing Education Division their intent to withdraw. A student is eligible for a 100% refund if the class “fails to make” because of insufficient enrollment. A 75% refund of the tuition may be made if the student officially withdraws from a class after it begins but prior to or on the official 10% point of the class.

3. Refunds will be processed using Higher One and will be made at the earliest date following the 10% point of the semester, as determined by the Division of Finance. Student fees are non-refundable after the 100% refund period.

4. If a student, having paid the required tuition for semester, dies during the semester (prior to or on the last day of examinations of the College), all tuition for that semester may be refunded by mail to the estate of the deceased.

5. No tuition refund will be made to a student who withdraws without official authorization or who is dismissed for cause. The Division of Student Services or the Non-curriculum Department, as applicable, makes decisions on tuition refunds.

6. In cases where a student is a confirmed “No Show” in one or all of their classes, BRCC will adjust off the balance of tuition and fees for those particular classes. Refunds will not be issued for “No Shows”

H. Students may use an online deferred payment plan for the purpose of deferring payment of curriculum tuition and required service fees. Guidelines are as follows:

1. Students may not have any outstanding indebtedness with the College.

2. Students are responsible for accessing the deferred payment agent online and entering the correct information regarding student information, charges for tuition and fees, method of payment, and proper account numbers.

3. Students must have valid financial account information and funds for correct payment or payment plan agreements may be terminated.

4. Students must enter into a payment plan agreement during the stated times for registration.

5. Students are responsible for informing the Blue Ridge Community College Cashier’s Office of any changes in classes whether adding or dropping courses.

6. Students are responsible for all payments. The tuition for classes officially dropped on the first day of the semester up until the 10% point of that semester is refunded at 75%, and the remaining 25% will be the responsibility of the student. The tuition for classes officially dropped after the 10% point of the semester is not refundable and is the responsibility of the student. Service fees are not refundable.

7. Information regarding the deferred payment program is available on the Blue Ridge Community College Website.
I. Collection Policy: Students are responsible for any and all amounts due on their account. Non-curriculum students must pay all required course fees or provide an authorization letter for sponsor payment at the time of registration for the course. Curriculum students must pay all tuition and fees in full, officially enroll in the Deferred Payment Plan (Fall and Spring semesters only), have pending financial aid showing on their account, or provide an authorization letter for sponsor payment by the payment deadlines published for each semester. Curriculum students are considered to have a past due balance if a balance is still due on their account after the published payment deadline or on the last day of academic semester for which the charges are incurred. This balance could have resulted from failure to adhere to the conditions of the Deferred Payment Plan, financial aid was reduced or revoked, or a sponsor declined payment for any reason. A student's failure to pay an outstanding balance due to the College may impact the student's ability to register for future classes, receive final grades and/or receive an official transcript. Outstanding accounts also may be turned over to the North Carolina Department of Revenue, North Carolina Attorney General's Office for collection, and/or a collection agency where credit could be adversely affected.

Attempts are made during the semester for collection through billing statements that are to be mailed for all outstanding accounts. Past due accounts will have a second notice mailed at the end of the semester. If no collection is made within 30 days of the second notice, a third and final personal letter will be sent. The letter will detail the date, purpose and amount of the debt as well as advise the student of the State policy regarding grades, transcripts and registration for future classes. If the above procedure fails within 30 days the following collection options are available to the College based on the amount past due:

- Any account over sixty (60) days past due may be turned over to the NC Department of Revenue, Set-Off Debt Unit, to collect from your NC State Tax Refund until your account is paid in full. This is in accordance with G.S. Chapter 105A of the North Carolina General Statutes, Set-Off Debt Collection Act.

- Any account over sixty (60) days past due may be turned over to the NC Attorney General's Office, Collection Section where legal action may be taken to collect the outstanding debt.

- Any account over sixty (60) days past due may be turned over to a collection agency where credit may be adversely affected. Once the account has been submitted to a collection agency, payment must be remitted to them directly.

Payment plans and/or other payment arrangements are not available to past due accounts.

Revised March 10, 2010; June 1, 2011; March 5, 2014; August 31, 2015; September 7, 2016; February 1, 2017
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4.8 (Reserved)
4.9 Registration

The President or his/her designee will establish rules and procedures for registration, and shall set tuition fees, lab fees and establish refund procedures for College courses and programs.

Approved August 24, 1992
4.9.1 Registration

A. Procedures for registration of Curriculum students are as follows:

1. Procedures for registration will be provided by the Registrar prior to the beginning of each semester. Dates of registration are listed in the Catalog, and in other official college publications and on the College’s Web site. Students are expected to register on the day or days specified for each semester. Special registrations may be held at the discretion of the Registrar and the Vice President for Student Services.

2. Changes in schedules are made by the student using WebAdvisor or with the faculty advisor.

3. The College reserves the right to cancel any curriculum or course for reasons of insufficient enrollment or lack of funds.

4. Upon completion of registration, final enrollment statistics are provided to the proper College personnel.

B. Procedures for the registration of Non-curriculum students are as follows:

1. The Vice President for Economic and Workforce Development/Continuing Education is responsible for conducting and supervising registration activities at the Henderson County Campus and at the Transylvania County Campus and at other locations as may be required. The Vice President may authorize instructors to assist the registration activities during the first class session.

2. Pre-registration for classes can be made electronically, in person or by mail with enrollment available on a first-come, first-served basis. If a class fills with pre-registrants, a waiting list will be maintained for the current semester only. Late registration is held at the first class meeting. All students must complete a Student Registration Form.

3. All students registering in advance of the beginning of class will be given copy of their receipt, which allows the student to enter class. Class rosters of pre-registered students will be furnished to instructors for the first class session. In order to comply with the College’s Internal Audit Plan, instructors will witness the student’s signature on this roster and return it to the appropriate Dean or coordinator. Students who register in class will also complete a Student Registration Form and sign the roster.

4. Pursuant to State Board of Community Colleges Code, the College shall refund registration fees under the following circumstances:

   a) A student officially withdrawing from the class prior to the first class session will receive a 100% refund. Official withdrawal requires written notification received by the Non-curriculum Department prior to the first class session. Written notification can be submitted electronically, by mail, or in person.
b) If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.

c) After a class begins and a student officially withdraws prior to or on the 10% point of the scheduled class hours, the student will receive a 75% refund. For most classes, the 10% point is the first class session. The Non-curriculum office must receive written notification on the 10% date or first class session.

d) Insurance fees are non-refundable.

C. Student Identification Cards

1. All curriculum students (full-time or part-time) enrolled at Blue Ridge Community College and taking classes on campus are required to obtain a student identification card (ID card) at the time of registration for classes. Students in specific non-curriculum programs are also required to obtain a student ID card.

2. ID cards will have a photograph of the student and will contain embedded data. The card may be used at the College Library, in Blue Ridge Community College computer labs, or for admission to College activities or events. Students enrolled in certain classes such as “clinical” or work-based learning classes must display their Blue Ridge Community College identification.

3. ID cards will be issued at the College Bookstore. To obtain an ID card, students must have a current semester schedule and one other means of identification. Students will be charged a nominal fee for the ID card and replacements. All ID cards will remain valid for one year.

4. The President, a College Vice President or Associate Vice President, and Blue Ridge Community College Campus Law Enforcement have the authority to retrieve a student ID card in the event of a disciplinary action by the college, such as suspension or dismissal, or in the event of misuse of the card, such as using the card for false identification.

Revised July 23, 2007
4.10 Grading System

A. The President or a designee shall establish rules regarding grading and attendance and procedures for its implementation.

B. To qualify certain programs for Non-curriculum Units (CEU) credit, student achievement must be evaluated. Each instructor has the responsibility of evaluating student achievement and progress, including attendance, and for recording student grades at the end of each course.

Revised January 14, 2002
4.10.1 Grading System

A. The unit of credit at Blue Ridge Community College is the semester hour. The school year consists of a 16 week fall semester, a 16 week spring semester, and a 10 week summer semester.

Summer semester class hours are multiplied by 1.6 in order to equal fall and spring semester class hours.

Classes offered in shorter formats (4 week, 8 week, etc.) receive the appropriate proportional credit.

B. For full semester (16 week) fall and spring semester classes, credit hours may be computed by the following formula:

1 classroom hour per week = 1 semester credit hour
2 laboratory hours per week = 1 semester credit hour
3 manipulative laboratory hours per week = 1 semester credit hour
10 work experience (Work-based Learning) hours per week = 1 semester credit hour

The credit value of each curriculum course is found in the College Catalog.

C. Grades issued by the College are based upon quality of achievement of the objectives of the course being taken. The following system of letter grades will be used for recording student achievement.

A Represents work of definitely superior quality and is reserved for the few outstanding students. It is distinctly the honor mark.
B Represents work of excellent quality and is recorded for those who do work which is clearly above average
C Represents work of average quality and is recorded for those students who do average work
D Represents work which is below the average but above failure
F Represents work that is not of an acceptable quality
P Passing*
R Repeat*
I Represents incomplete. An incomplete grade must be removed before the end of the succeeding term or the incomplete automatically becomes a grade of F
W Represents withdrawal from a course. This grade will be assigned to all students who withdraw themselves or are withdrawn from a course by the 76% point of the semester. This grade will also be assigned to all students who are dropped from a course by an instructor after the 75% point of the semester because of extenuating circumstances. Course instructors need to have the appropriate Dean’s approval for a W after the 75% point of the semester.
NS Represents never attending a class for which a student registered
Y Represents audit
TR Transfer Credit
CR Credit by Examination
AP Advanced Placement or R.A.C.E.
(*) Represents repeated courses; GPA refigured
(.) Represents course not included in GPA of current program of study
S Passing – student accomplished class objectives from “standard of progress” (for Non-curriculum course work only)
U Failing – student failed to meet course requirements and/or attend 80% of the course contact hours to be eligible for a passing grade (for Non-curriculum course work only)
*These grades are assigned only for DMA and DRE prefix developmental courses.

D. All grades are recorded on a student's official transcript and graduation readiness summary at the completion of each semester. The student will be furnished with a report of grades earned. Once grades have been awarded, they may be changed only with the written authorization of the instructor and the approval of the Vice President for Instruction. Instructor records of grades are maintained by the Vice President for Instruction for three (3) years and then destroyed. Thereafter, the only official record of grades is the student's permanent transcript.

The College has the right to set academic standards which students must meet. A student is entitled to an explanation from his or her instructor(s) for the basis of his/her grade to ensure that the grade has not been assigned in an arbitrary and capricious manner. For purposes of these Procedures, a course grade is deemed to have been assigned in an arbitrary and capricious manner if:

1. The course grade was based upon the student’s race, color, religion, national origin, age, sex, disability, sexual orientation or for some other arbitrary or personal reason unrelated to the instructor’s exercise of his or her professional academic judgment in the evaluation of the academic performance of the student;

2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other written or oral communications directed to the class as a whole; or

3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades.

A course grade assigned consistent with these Procedures can only be changed by the instructor; however, the instructor may be forced to change the grade if it is determined that the grade was assigned in an arbitrary and capricious manner. For purposes of these Procedures, a course grade is deemed to have been assigned in an arbitrary and capricious manner if:

1. The course grade was based upon the student’s race, color, religion, national origin, sex, disability, sexual orientation, or for some other arbitrary or personal reason unrelated to the instructor’s exercise of his or her professional academic judgment in the evaluation of the academic performance of the student;

2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other written or oral communications directed to the class as a whole; or

3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades.
If a student is dissatisfied with his or her grade, the student must first meet with the instructor who assigned the grade within ten (10) business days after official receipt of that grade. If the student is still dissatisfied with his or her grade, within ten (10) business days after the meeting with the instructor, the student may file a grievance pursuant to Procedure 4.10.6 Grade Appeal.

E. The grade point is used to evaluate the student's scholarship record. Grade points are allocated to credit hours earned as follows:

- A 4 grade points for each credit hour
- B 3 grade points for each credit hour
- C 2 grade points for each credit hour
- D 1 grade point for each credit hour
- F 0 grade points for each credit hour
- P not calculated in grade points
- R not calculated in grade points
- W not calculated in grade points
- I not calculated in grade points
- NS not calculated in grade points
- Y not calculated in grade points
- CR not calculated in grade points

F. In the case of a drop, the student will receive a grade of W which will not influence the grade point average, but which will appear on the student's official transcript.

G. A qualitative index of the student's scholarship, or grade point average is obtained by dividing the total number of grade points earned by the total number of credit hours attempted in which a grade of A, B, C, D, or F is received. For example, if a student has earned 136 grade points on 48 hours attempted, the grade point average is 136 divided by 48 or 2.833. Grade point averages, however, are rounded to the nearest hundredth of a point.

The qualitative index of the student's scholarship in the program of study, the major grade point average, is obtained by dividing the number of grade points earned in the program of study by the total number of semester hours attempted in the program of study in which a grade of A, B, C, D, or F is received. Grade points and hours attempted for courses not in the program of study are not included in the calculation of the major grade point average.

H. In order to improve the ratio, a student may elect to repeat courses in which the grade assigned has been D or F. When a course is repeated for credit, hours earned the last time the course is taken will be used in computing the grade point average. The previous grades cannot be removed from a student's record, and the records will show all grades for all courses taken.

I. Non-curriculum operates programs that are governed by rules from various governing bodies; therefore, the attendance policy for these classes will adhere to these rules and students will be informed of these rules at the first class meeting. Non-curriculum students are expected to attend 80% of the scheduled class hours.

Revised February 20, 2008; April 6, 2011; December 7, 2011; February 6, 2013; May 1, 2013
4.10.2 Auditing Courses

A. A student who audits a course pays the normal tuition and fees.

B. Auditing students do not take tests or examinations, nor do they receive grades, credit or financial aid, and they cannot later change the "audit" to credit.

C. Students auditing a course must meet the same course prerequisite and attendance standards as other students. Auditing a course will not meet the prerequisite of any sequential or higher-level course.

D. Students who audit a course and withdraw or are dropped from the course will be issued a grade of "W."

E. Students who desire to audit must inform their instructor at the first class session, complete a "Request for Audit" form, and return it to the Registrar’s Office within 15 class days. Audits appear on the grade report as “Y.”

Revised November 10, 2003; October 3, 2012
4.10.3 Final Examinations

Final examinations are normally scheduled during the last three days of fall and spring semester and the last day of the summer semester.

Revised September 17, 2007
4.10.4 Withdrawals from Courses

A. Voluntary withdrawals from curriculum courses

1. A student may only drop a class for a partial refund on or before the official 10% date of the semester. After the schedule adjustment period (first three class days of the semester), students who drop one or more of their courses on or before the official 10% date of the term must log into WebAdvisor to drop the course(s). In the case of drops prior to the official 10% date of the semester, the course(s) will not be included on the transcript.

2. Students officially withdrawing from a course after the official 10% date of the semester must see the instructor of the course or the appropriate Dean.

3. All official withdrawals must be submitted to the Registrar during the first 75% of the term. Students may not voluntarily withdraw from a class during the final 25% of the term. Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an F in the course. For semester classes the 75% point occurs at the end of the 12th week. For summer semester it occurs in the middle of the seventh week. Deadline dates will be published in the Student Calendar.

4. In the case of a withdrawal, the student will receive a grade of W which will not influence the grade point average, but which will appear on the student’s official transcript.

5. Students receiving financial aid should notify the Financial Aid Office if they withdraw from a course or withdraw from the College.

B. Involuntary withdrawals from curriculum courses

1. Students who register for a course and do not attend classes prior to 10% of the contact hours of the course will be dropped by the instructor.

2. Any student who accumulates absences in excess of 10% of the course contact hours may be withdrawn from the class. If the student is withdrawn from a class during the final 25% of the term for excessive absences, the student will receive a grade of F.

3. The instructor may make exceptions to this policy in cases of extenuating circumstances such as serious illness or job transfer and award a grade of W during the final 25% of the term. These exceptions must be approved by the appropriate Dean and the Vice President for Instruction.

Revised December 3, 2007; March 7, 2012
4.10.5 Academic Forgiveness

A. A student who has not been enrolled in curriculum courses at Blue Ridge Community College for 48 consecutive months may request in writing to the Director of Enrollment Management, a request for academic forgiveness during the subsequent semester after 12 semester hours have been completed. Under this policy, the student may request that his or her previous grade(s) of D or F not be used in calculating the cumulative grade point average (GPA).

B. Prior to the reevaluation, the student must be readmitted to the College, register for courses, and complete at least 12 credit hours of coursework with a minimum grade point average of 2.0.

C. Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment. The Director of Enrollment Management evaluates the request for meeting forgiveness procedure guidelines and makes a recommendation to the Vice President for Student Services who is responsible for final approval.

D. If the request is approved, all grades of D and F within the requested review period will be forgiven and will not be used for GPA computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree, or diploma must be retaken. All grades will remain on the student’s transcript.

E. Academic forgiveness may only be granted once to a student. Once academic forgiveness has been granted the student will receive a letter and updated transcript from the Director of Enrollment Management. If denied, the student will be notified by letter, and there is no appeals process for a denied request. All reviews are final and irrevocable. Grades that are included in academic forgiveness are not exempt from academic progress relating to State and/or Federal Financial Aid and VA educational benefits. Courses approved for academic forgiveness do not count in degree completion and may not be recognized as “forgiven” by any other college and/or university.

Adopted March 7, 2012
4.10.6 Grade Appeal

The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. For sequential classes that have a clinical component, the student will be allowed to take the academic coursework, but will not be allowed to participate in the clinical component of the class until the appeal is over. If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

1. If a student is dissatisfied with his or her grade, the student must first meet with the instructor who assigned the grade within ten (10) business days after official receipt of that grade. The instructor will make a written determination and provide it to the student. In cases where the student is unable to meet in person with the instructor, the student may contact the instructor by letter or email. If the instructor is no longer employed at Blue Ridge Community College, the student may proceed to step two.

2. If the student is still dissatisfied with the instructor’s determination, within ten (10) business days thereafter, the student may meet with the Department Dean. The student must present the instructor’s written determination. In cases where the student is unable to meet in person with the Department Dean, the student may contact the Dean by letter or email. The Department Dean will make a written determination and provide it to the student.

3. If the student is dissatisfied with the Department Dean’s determination, within ten (10) business days thereafter, the student may meet with the Vice President for Instruction. The student must present the Department Dean’s written determination. In cases where the student is unable to meet in person with the Vice President for Instruction, the student may contact the Vice President by letter or email. The Vice President for Instruction shall make a written determination and provide it to the student.

4. This step is considered to be the formal grade appeal. If the student is dissatisfied with the Vice President’s determination, within ten (10) business days thereafter, the student may file a written appeal with all documentary evidence to the President. The Vice President for Instruction shall also file a written response, attaching the instructor and Department Dean’s prior written decisions, to the President. The President shall perform an “on the record review” and will make a determination within thirty (30) business days after receipt of the student’s appeal. If needed for clarification, the President may meet with the student or ask the student or Vice President to submit additional information. The President’s decision is final.

Revised September 3, 2015
4.11 Academic Probation

The President or a designee shall establish rules and procedures for students to be warned of their lack of academic progress and rules and procedures for academic probation.

Approved August 24, 1992
4.11.1 Academic Probation

A. A student is considered to be making unsatisfactory academic progress, and will be placed on academic probation, when his/her cumulative grade point average falls below 2.0.

B. A student on academic probation for one semester will be required to consult with a counselor before registering for another semester.

C. During this conference the counselor and student will determine that one of the following actions is required:
   1. Continue with normal academic load next semester;
   2. Reduce academic load next semester;
   3. Either 1 or 2 above, and participate in academic assistance in the form of tutoring, counseling sessions, learning lab, or other appropriate resources;
   4. Enroll in preparatory courses of study; or
   5. Transfer to another program of study.

D. Students who fail to maintain satisfactory academic progress two successive semesters will be required to consult with a counselor. As a result of this conference, the counselor, in conjunction with the academic advisor, may require the student to take one of the actions described in item C-3 above.

E. In certain circumstances the counselor, in conjunction with the academic advisor, may institute one semester of academic suspension when it appears to be in the best interest of the student. This option will be exercised only after two consecutive semesters of academic probation and when it is clear that other assistance for the student is not appropriate.

Revised November 10, 2003
4.12 Student Class Attendance

The President or a designee shall establish rules regarding student class attendance.

Approved August 24, 1992
4.12.1 Student Class Attendance

A. Regularity of class attendance is necessary in order to receive maximum benefits from the program offered and for maintenance of a satisfactory academic record. Whenever students' attendance or punctuality endangers their own success or that of other students, they may be dropped from the course. Two tardies may constitute one contact hour absence. Students will normally be dropped after they have accumulated a combination of excused or unexcused absences exceeding ten (10) percent of the scheduled class contact hours for the semester. The instructor may make exception in case of extenuating circumstances.

B. A student is expected to confer with each instructor before anticipated or after unavoidable absences. The responsibility for making up class work rests entirely with the student.

C. When a student is to be dropped from a course for excessive absences, the instructor drops the student from course enrollment using Datatel. The instructor will provide a grade, reason for drop, and a last date of attendance. No refund of tuition is authorized for students dropped for excessive absences by instructors.

D. In accordance with State Board of Community Colleges Code, a student may be extended up to two (2) excused absences during each academic year for religious observances required by that student's faith. In each case, the student must provide written notice of the request for such an excused absence to his/her instructor(s). For all regularly scheduled observances, such request must be made to each affected instructor within the first week of each class on a form provided by the College. Otherwise, the request must be submitted at least two weeks prior to the requested absence on the form provided. If the day(s) of observance falls on the first day of class, such request shall be made to the Vice President for Instruction and immediately thereafter to the instructor. Where multiple classes may be missed, the student shall provide notification to each affected instructor. Instructors shall provide a record of excused absences using this provision to the Office for Instruction within a time frame deemed reasonable by the instructor. Excused absences for religious observation shall be recorded as a student absence toward the ten percent maximum as provided for in “Subsection A” above. For the purposes herein, a day of religious observation means an observance that is part of a sincerely-held religious belief that the student would otherwise be able to attend but for having to attend class.

E. A student’s absence while participating in a College-sponsored or approved activity (excluding the SGA picnics) will be considered an excused absence for participating students. Such excused absences will not be considered in the students’ class attendance for drop purposes, nor will excused absences be included in the determination of a grade for “participation” of which class attendance is a part. The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, class time and final exams to be missed due to College-sponsored or approved activity will be rescheduled prior to the excused absences or otherwise rescheduled at the discretion of the instructor.

F. Closings or delayed openings of Blue Ridge Community College may not correspond with the closings or delayed openings of the public school system in Henderson and/or Transylvania Counties. High school students who are dependent on transportation provided by the public school system may be unable to attend class on days that the public schools are closed or delayed if Blue Ridge Community College is on a normal schedule. Absences caused by this situation will not be considered in the students’ class attendance for drop purposes, nor will the absences be included
in the determination of a grade for participation of which class attendance is a part. The responsibility for making up class work rests entirely with the student, and it is the student’s responsibility to communicate to the instructor that they are dependent on public school transportation.

_Revised October 6, 2010; February 4, 2015_
4.13 Student Classification

The President or a designee shall establish classifications of students to include categories according to progress in given programs of study and categories recognizing high academic achievement.

Approved August 24, 1992
4.13.1 Curriculum Student Classification

A. Student Definitions: A full-time student is a student enrolled in a given semester with twelve (12) or more semester hours of credit. A part-time student is a student enrolled with fewer than twelve (12) semester hours of credit. A freshman is a student who has completed less than half the required credit hours of an associate degree program and a sophomore is a student who has completed more than half the required credit hours of an associate degree program.

B. Dean's List: At the close of each semester, full-time degree seeking students carrying a load of 12 or more credit hours in fall and spring (9 credit hours in summer) will be included on the Dean's List, provided they have no grades of “I,” “W,” “D,” “NS,” or “F,” and provided that the grade point average of all their grades for that semester is 3.5 or better. The appropriate Dean may make exceptions for students completing Work-based Learning assignments.

C. Part-time Students: Students may enroll for individual curriculum courses. Credit earned by such students may be applied to a degree, diploma, or certificate depending upon the level of such work.

D. Special Credit Students: Students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission only. Special Credit students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credit earned as a special credit student may be applied to program requirements, if appropriate.

Approved October 1, 2002; November 26, 2012
4.14 Student Transfer Agreements

A. Transfer of courses between institutions in the North Carolina Community College System and the University of North Carolina is governed by the Comprehensive Articulation Agreement developed by the two systems. Transfer of courses between institutions in the North Carolina Community College System and Independent Colleges and Universities in North Carolina is governed by the Independent Comprehensive Articulation Agreement.

B. The President or a designee is authorized to develop additional agreements on transfer credit between Blue Ridge Community College and other two- and four-year colleges and universities.

C. With the exception of formal transfer agreements, any student planning to transfer credit earned at Blue Ridge Community College to another college or university must do so on an individual basis.

D. The College makes no claim about the transferability of credits in such vocational and technical curricula except in cases where a specific transfer agreement is in effect.

Approved October 1, 2002
4.14.1 Student Transfer Agreements

A. The transfer of courses between Blue Ridge Community College and the University of North Carolina System is governed by the Comprehensive Articulation Agreement approved by the two systems. The Associate in Arts (AA), Associate in Engineering (AE), and Associate in Science (AS) degrees consist of two components. The Universal General Education Component consists of a minimum of 30 semester hours of credit that are accepted by all University of North Carolina System schools, as well as many independent colleges and universities in NC. Additional general education, pre-major, and elective courses bring the total number of semester hours in the degree to 60-61. The additional hours must meet the requirements of the receiving school for the major the student wishes to pursue. Students successfully completing an AA, AE, or AS degree at Blue Ridge Community College will be considered to have fulfilled the lower-division general education requirements of the UNC senior institution or independent colleges and universities participating in the ICAA, and will be granted junior standing upon transfer.

B. The transfer of courses between Blue Ridge Community College and other community colleges within the North Carolina Community College System is governed by the System’s Combined Course Library.

C. Many other two-year and senior institutions in the area have signed formal transfer agreements with Blue Ridge Community that apply to the graduates of certain programs at Blue Ridge Community College. Details are available from the Division of Student Services.

D. Senior institutions in the area have prepared transfer equivalency lists which demonstrate how Blue Ridge Community College courses match at their institution. These lists are available from the Division of Student Services.

E. It is imperative that students consult with the institution of choice about transfer agreements no later than the first semester of enrollment at Blue Ridge Community College. It is always the prerogative of the receiving institution to accept or reject transfer credit.

Revised March 2, 1998
4.15 Student Conduct

The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student’s conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

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

The following procedures set forth offenses for which disciplinary proceedings may be initiated:

1. 4.15.1 – Student Code of Conduct
2. 4.15.2 – Discrimination, Harassment and Sexual-Based Violence
3. 4.15.3 – Academic Honesty
4. 4.15.4 – Student Loss of Operators License
5. 4.15.5 – Student Accountability Statement

The President is authorized to develop additional procedures consistent with this Policy.

Revised January 12, 2004; September 3, 2015
4.15.1 Code of Student Conduct

Blue Ridge Community College (“College”) students assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. The College has adopted basic standards of student conduct and when these standards are violated, penalties may be incurred. Consequences for violations include, but are not limited to: warnings, fines, restitution, loss of privileges or access to campus resources, probation, suspension or expulsion. The College reserves the right to withhold academic records or to deny registration for subsequent semesters.

If a student’s behavior simultaneously violates both College regulation and federal, state and/or local laws, the College may take disciplinary action independent of that taken by legal authorities.

A. Code of Student Conduct

Types of student conduct for which disciplinary proceeding may be initiated include but are not limited to the following:

1. Disruption of School - A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage in such conduct for the purpose of causing the substantial and material disruption if obstruction is reasonably certain to result. The following illustrate the kinds of offenses encompassed here:
   (a) occupying any school building, school grounds, or part thereof, with intent to deprive others of its use;
   (b) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
   (c) setting fire to or damaging any school building or property;
   (d) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
   (e) prevention of or attempting to prevent by physical act the convening or continued functioning of any school class, or activity, or of any lawful meeting or assembly on the school campus;
   (f) preventing students from attending a class or school activity;
   (g) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on a school campus;
   (h) making noise or acting in any manner so as to interfere seriously with the instructor’s ability to conduct the class; and
   (i) unruly conduct at a school activity, function or event.

2. Damage or Destruction of School Property - A student shall not intentionally cause or attempt to cause damage to school property or steal school property.

3. Damage or Destruction of Private Property - A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property shall be a basis for long-term suspension or expulsion from school.

4. Physical Abuse of a School Employee, Student or other Person not Employed by the School - A student shall not intentionally do bodily injury to any person (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any other time when the school is being used by a school group, or (3) off the school
grounds at a school activity, function, event, or in a College-owned vehicle. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

5. Weapons and Dangerous Instruments - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon: (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; or (c) off the school grounds at any school activity, function, event, or in a school-owned vehicle. Weapons and dangerous instruments are defined in Section 2.18.1 of this Manual.

6. Narcotics, Alcoholic Beverages and Stimulant Drugs - A student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind (a) on the school grounds during and immediately before or immediately after school hours or (b) on the school grounds at any other time when the school is being used by any school group. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

7. Tobacco Use - A student shall not violate the College Tobacco-Free Campus regulations. Smoking and the use of smokeless tobacco products are prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are limited only to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds. See Procedure 5.9.1.


9. Discrimination, Harassment and Sexual-Based Offenses – for all issues related to this topic, see Procedure 4.15.2.

10. Computer Use - For all issues related to violations of the College Computer Use policy, see Procedure 8.1.3.

11. Disruptive Communications - A student shall not intentionally send electronic communications which disrupt the learning environment. In addition to items listed specifically in the College Computer Use procedures, this may include but is not limited to the use of profanity, insulting or harassing remarks in e-mail, discussions, chat, electronic text, or telephone communications. Violations may be grounds for the student to receive a failing grade, suspension, or expulsion.

12. Classroom Conduct - A student shall not engage in any conduct that endangers the success of the student or others in the classroom. Examples of this type of conduct include, but are not limited to: stealing, cheating, gambling of any type, personal combat; loud, profane, or boisterous language; or any other conditions on the campus which would be considered unbecoming to a member of the student body. See Procedure 6.6.1.

13. Public Laws/College Policy - Violations of any federal, state, or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state, or local laws occurring off campus may result in disciplinary action if the student’s continued presence on campus constitutes a threat to the safety and order of the campus. Violations of College policies and procedures may result in disciplinary action.
14. **Assault** – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking. For sexual assault, see Procedures 4.15.2.

15. **Communicating Threats** – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person’s child, sibling, spouse or dependent or willfully threaten to damage the property of another.

16. **Bullying** – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits or a College employees ability to perform the essential functions of his/her job. Hostile environment means that the victim subjectively views the conduct as bullying and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

17. **Threats** – Students shall not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty, and staff.

18. **Academic Honesty** - for all issues related to this topic, see Procedure 4.15.3.

**B. Immediate Removal from Campus**

If an act of student misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify the Vice President for Student Services who will direct student involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal from the class or campus. If the student fails to cease and desist, or if the behavior is such that the student needs to immediately be removed from campus, the Vice President for Student Services may then immediately have the student temporarily removed from campus.

The Vice President shall notify the President in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the Vice President’s written notice, the President shall meet with the student as soon as possible to allow the student to present his or her side. Depending and the nature of the allegations and the demonstrated behavior, the President may temporarily suspend the student pending the result of the disciplinary process.

**C. Student Due Process (For issues related to discrimination, harassment and sexual-based violence, see Procedure 4.15.2)**

The following due process procedures shall apply in student disciplinary matters.

1. Upon concluding an investigation into the matter, the Vice President for Student Services shall present the student with a written notice of charges that provide a description of the alleged violations and short factual summary. The notice shall also include recommended disciplinary action. If the student accepts the recommended disciplinary action, the matter
1. If the student is not satisfied with the Vice President’s recommendation, with five business days’ receipt of the recommendation, the student may request, in writing to the President, a Judicial Board hearing.

2. Upon receipt of the student’s request, the President shall convene a Judicial Board to hear the matter. The Judicial Board shall consist of three members: a Vice President (but not the Vice President for Student Services) who shall serve as the Chair; one faculty member appointed by the President who is not an interested party in the issue to be heard; and the President of the Student Government Association (SGA) or his/her designee who is also a member of the SGA.

3. The hearing shall be scheduled within ten business days of receipt of the student’s written request for a hearing.

4. Within five business days, the student must inform the President whether s/he will have legal counsel present. If the student does not provide timely notice, the Chair may continue the hearing until the College’s attorney can be present. The student is allowed to have legal counsel present but only in an advisory capacity. Legal counsel will not be allowed to address the Judicial Board. The College’s attorney will serve as procedural officer.

5. The Judicial Board hearing procedure shall be as follows:
   A. The Chair shall introduce all present.
   B. The student shall have the opportunity to present evidence and witnesses in support of his or her case. The Judicial Board shall have the opportunity to question the student and, if applicable, his or her witnesses.
   C. The College administrator and/or other College representatives will present their evidence and witnesses in support of their case. The Judicial Board shall have the opportunity to question the administrator and/or other College representatives and, if applicable, their witnesses.
   D. Both sides will have the opportunity to make a closing statement.
   E. The Judicial Board shall deliberate in closed session. The College attorney may sit with the Judicial Board and provide legal advice should such advice be necessary. The North Carolina Rules of Evidence do not apply and all relevant evidence shall be included in the official record; however, in reaching its decision, the Judicial Board shall weigh and consider the credibility of the presented evidence.
   F. The Judicial Board hearing shall be audio recorded and that recording shall serve as the official hearing minutes.
   G. Within five business days of the hearing, the Chair shall, in writing, summarize the Judicial Board decision and send a copy to the parties and to the President.

6. If any of the parties are not satisfied with the Judicial Board’s decision, they may, within ten business days of the date of the decision, appeal, in writing, to the President. The Vice President for Student Services shall accept the appeal on behalf of the President. The President shall review the official record and the hearing minutes. If, after his or her initial review, the President needs additional information, he or she may ask the parties to supplement the official record by responding to his or her additional questions. Within ten business days of receipt of the party’s appeal, or an additional five business days after the official record has been supplemented, the President shall issue his or her final decision to affirm, reject, or modify the Judicial Board’s decision. A written copy of the President’s decision shall be sent to both parties. The President’s decision shall be final, subject only to the student’s right of appeal to the Board of Trustees. Any appeal of the President’s decision
must be submitted, in writing, to the Board of Trustees, within ten business days of the date of that decision.

7. For an appeal to the Board of Trustees, a panel of the Board, as designated by the Chair, shall conduct an “on the record review” of the evidence presented at the Judicial Hearing. Within ten (10) business after receipt of the student’s appeal, unless the parties agree to a continuance, the Board panel shall meet and the President shall be granted an opportunity to address the Board panel in closed session. The student will also be given the same opportunity to address the Board panel. No new evidence shall be presented to the Board panel. The Board Attorney shall serve as the procedural officer. The Board panel will make a determination and inform the student in writing within five (5) business days.

Revised March 2, 2011; February 6, 2013; October 2, 2013; September 22, 2014; September 3, 2015; August 19, 2016
4.15.2 Discrimination, Harassment and Sexual-Based Violence

Blue Ridge Community College (“College”) strives to make its campuses inclusive, safe and welcoming learning environments for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations\(^1\) and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, religion, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, sex, age, disability, genetic information and veteran status.

I. DEFINITIONS

The following definitions shall apply to these Procedures and shall be collectively referred to herein as “discrimination, harassment and sexual-based violence”.

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student’s speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. Confidential Employee – is not a Responsible Employee and is not required to report incidents of sexual misconduct to the College’s Title IX Coordinator if confidentiality is requested by the student. Campus counselors are considered Confidential Employees. If a student is unsure of someone’s duties and ability to maintain one’s privacy, the student should ask the person before he/she speaks to him/her.

B. Consent – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

C. Dating Violence – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

D. **Discrimination** – any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College’s programs and activities. Discrimination may be intentional or unintentional.

E. **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.

F. **Harassment** – a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person’s Protected Status interferes with a person’s participation in the College’s programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person’s participation in the College’s programs and activities.

G. **Protected Status** – means race, religion, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, sex, age, disability, genetic information and veteran status.

H. **Rape** – as stipulated by the Federal Bureau of Investigation’s (FBI) updated definition in the UCR Summary Reporting System means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

This definition includes any sex of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

I. **Responsible Employee** – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College’s Responsible Employees include all College administrators (Deans, Directors, Coordinators and Vice Presidents). If a student is unsure of someone’s duties and ability to maintain one’s privacy, the student should ask the person before he/she speaks to him/her.

J. **Sexual Assault** – subjecting any person to contact or behavior of a sexual nature for the purposes of sexual gratification without the person’s expressed and explicit consent.

K. **Sexual or Gender-Based Harassment** – unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person’s sex, gender, or sex-stereotyping that, from the perspective of a reasonable person, creates a
hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or include harassment for displaying what is perceived as a stereotypical characteristic for one’s sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.

L. **Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.

II. **REPORTING**

All members of the College community are expected to take appropriate action to prevent discrimination, harassment and sexual-based violence. All Responsible Employees are required to report such alleged acts to the appropriate College officials. All Responsible Employees receiving a complaint of discrimination, harassment or sexual based violence shall immediately refer the complaint to the appropriate person. For acts of sexual based violence, Responsible Employees shall inform the Complainant of the right to contact law enforcement.

If a student wishes to keep the details of an alleged incident confidential, he/she should speak with a Confidential Employee, health service provider or off-campus counselors in order to maintain confidentiality. Campus counselors are available to help students free of charge and can be seen on an emergency basis. For information on the College’s counseling services, contact the Vice President for Student Services at (828) 694-1804.

Reports of sexual and gender-based harassment and sexual-based violence should be made to the College’s Title IX Coordinator:

Vice President for Student Services  
Sink Building 139, Henderson County Campus  
180 West Campus Drive  
Flat Rock, NC 28731  
(828) 694-1804

The Coordinator shall receive annual training on issues related to discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects alleged victims and promotes accountability.

Reports of disability discrimination should be made to the College’s Director of Disability:

Director of Disability Services  
Sink Building 127, Henderson County Campus  
180 West Campus Drive  
Flat Rock, NC 28731  
(828) 694-1800

All other issues raised hereunder should be reported to the Vice President for Student Services.

For the remainder of these Procedures, the person who receives an initial report shall be referred to the “Coordinator”.
III. INITIAL INVESTIGATION

Members of the College community are encouraged, but not required, to resolve issues informally and may attempt to do so directly with the other party or with the assistance of a supervisor or other College official. In circumstances in which an informal process fails or is inappropriate, in the cases of sexual harassment and sexual-based violence, or in which the Complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedures:

A. Individuals filing complaints (“Complainants”) are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Coordinator shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College’s Director of Human Resources. During the course of the investigation, the Coordinator may consult with other relevant College administrators and the College Attorney.

B. During the investigation, the Coordinator shall meet with the Complainant and the alleged Perpetrator and give each party an equal opportunity to provide evidence, including informing the Coordinator of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.

C. During the investigation process, the Coordinator may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension form campus (but be allowed to complete coursework); or directives that include no contact between the involved parties.

D. A confidential file regarding the complaint shall be maintained by the Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging sexual harassment or sexual-based violence.

E. The Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Coordinator may have an additional ten (10) calendar days to complete the investigation. The Coordinator shall notify the parties of this extension.

F. Upon making the complaint, Complainants alleging sexual harassment and sexual-based violence will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Complainants will also be notified of available counseling services and their options of changing academic situations and other interim protective measures.
IV. DETERMINATION AND APPEAL

A. Coordinator’s Report and Determination

The Coordinator shall prepare a report of his/her investigation and review the report with both the Complainant and the alleged Perpetrator and, if appropriate, implement any corrective and/or disciplinary action based on the preponderance of the evidence. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include: a warning, written reprimand, suspension, expulsion from College property or denial of access to College services or programs.

Any disciplinary action will be implemented immediately and shall not be tolled pending an appeal.

B. Appeal to the President

If the Complainant or alleged Perpetrator is dissatisfied with the Coordinator’s determination, s/he may appeal to the President within five (5) calendar days upon receipt of the Coordinator's report.

Upon receipt of the appeal, the President shall convene a Review Committee (“Committee”) to hear the matter and provide a non-binding recommendation.

1. Committee Membership

a. The Committee shall be composed of the following members: i) one faculty and one staff member; and ii) one senior administrator who will serve as the Chair. All Committee members shall be appointed by the President and shall receive training on conducting hearings for this process.

2. Hearing Procedures

a. The Committee must meet and hold the hearing within ten (10) business days of receipt of the appeal from the President. At least five (5) business day prior to the date set for the hearing, the Chair shall send notification to the Complainant and alleged Perpetrator of the time and place of the hearing and the members of the Committee.

The Committee’s hearing shall be de novo; provided, however, that the President shall inform the Committee of the Coordinator's prior disciplinary determination, if any.

At least two (2) business days prior to the hearing, the parties will notify the Chair as to whether or not they will be represented by legal counsel. Failure to notify the Chair regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College’s legal counsel attend, he/she shall serve as the procedural officer for the hearing.

Also, at least two (2) business days prior to the hearing, the Complainant and alleged Perpetrator have the right to request, in writing, that the President disqualify any member of the Committee for prejudice or bias. The request must contain specific reasons and must be sent directly to the President. The President shall consider the matter and if such disqualification occurs, the President shall replace the disqualified member with an individual from the same employment category.
b. The following due process rights shall apply to the hearing:

1. Each party has a right to have legal counsel and/or an advocate present. The role of the legal counsel or advocate is solely to advise the individual. Except for a closing argument, the legal counsel or advocate shall not have the right to address the Committee.

2. Each party has the right to produce witnesses on their behalf.

3. Each party has the right to present testimonial and documentary evidence.

4. Each party has the right to be present and hear the witnesses presented for both sides.

5. Each party has the right to testify or to refuse to testify without such refusal being detrimental.

c. The following hearing procedures shall apply:

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the parties; legal counsel and/or advocate; and Committee members and the College attorney. Witnesses shall only be present in the hearing room when giving their testimony.

2. The Complainant shall have an opportunity to make an opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.

3. The alleged Perpetrator will then have an opportunity to make a short opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.

4. Each side will have an opportunity to make a short, closing argument with the Complainant going first.

5. The College will make an audio recording of the hearing.

6. Formal rules of evidence do not apply and the Committee may rely on evidence that a reasonably prudent person would consider in the conduct of serious affairs. A preponderance of evidence shall be the standard of evidence used at the hearing. Redundant testimony and character witnesses may be limited by the Chair of the Committee.

7. Upon completion of a hearing, the Committee shall meet in closed session. The College Attorney may be present to provide the Committee with legal advice. Based on a preponderance of the evidence standard, the Committee shall review the evidence and make a written, non-binding recommendation to the President within five business days. The parties shall also receive a copy of the non-binding recommendation.

d. Within five business days after receipt of the Committee’s non-binding recommendation, the President will render a final written decision. Both parties shall receive a copy of the decision.
V. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of discrimination, harassment or sexual-based violence in good faith or who assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.

VI. EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

Romantic or sexual relationships between College employees and students not in an academic relationship that impairs the College employee’s effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

VII. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

VIII. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of discrimination, harassment and sexual based violence. This program will be held annually at the beginning of each fall semester.

At this annual training, students and employees must receive training in the following areas:

1. Information about safe and positive options for bystander intervention skills;
2. What “consent” means with reference to sexual activities;
3. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
4. How and to whom to report an incident regarding discrimination, harassment and sexual based violence;
5. The importance of preserving physical evidence in a sexual-based violent crime; and,
6. Options about the involvement of law enforcement and campus authorities, including the alleged victim’s option to: i) notify law enforcement; ii) be assisted by campus authorities in notifying law enforcement; iii) decline to notify law enforcement; and iv) obtain “no-contact” or restraining orders.
Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained on the College’s website and a hard copy will be kept on file (in English and Spanish) in the Coordinator’s office. Other translations will be made available upon request.

*Revised March 2, 2011; September 3, 2015; August 19, 2016*
4.15.3 Academic Honesty

A. Academic Honesty Policy: A student who violates the academic honesty policy, either directly or indirectly, is immediately responsible to the instructor of the course. The following terms are defined:

1. Cheating: To practice or attempt to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purporting to be one's own; or to do any of the following without instructor permission; to copy or attempt to copy from another person's test, paper, online file, or other graded work in a course; to allow someone to copy one's test, paper, online file, or other graded work; to use during a testing period, or bring into a testing area with the intent to use, any notes or other materials which a student is not permitted to consult. Cheating also includes creating, falsifying or misrepresenting any data in connection with a seated (traditional) class, lab or online class or the act of giving any unauthorized assistance or collaboration in a learning environment.

2. Plagiarism: The act of copying a sentence, several sentences, or a significant part of a sentence that has been written by someone other than the person submitting the paper, and then neglecting to indicate through the use of quotation marks or blocking that the material has been copied; also, copying from another writer in such a way as to change one or two words in the sentence, or to rearrange the order of the wording, or to paraphrase, or to summarize information and then neglect to furnish documentation. Failure to cite sources, when appropriate, is a form of dishonesty.

3. Online identity: Any student registered in an online/hybrid course(s) will be the same student who participates in and completes the course or program and receives the credit for the online/hybrid course. Further, any student who allows his/her unique username and password to be used by another individual to complete an assignment or participation within the course will be in violation of this policy.

The acts of cheating and/or plagiarism shall encompass, but shall not be limited to the examples or context cited above.

B. Violations of Academic Honesty

1. In situations involving violations of academic honesty, the student's instructor will take disciplinary actions that may include but are not limited to the following:

   a. A written warning describing the offense and detailing further consequences should the infraction be repeated,

   b. The instructor may assign a failing grade ("F" or zero") for the course, any portion of the course, or a single assignment. If the course serves as a prerequisite for sequential courses within the curriculum, the student will not be able to progress in the program of study until completing the course with a passing grade.

   c. Referral to the Vice President for Instruction for further disciplinary action.

2. The President or the President's designee may suspend or expel a student if there are repeated violations of the Academic Honesty Policy. If a student violates this policy twice, the Vice President for Instruction may request that the President expel the student.
3. A student charged with a violation of this Policy retains the due process rights outlined in Section III of Procedure 4.15.1.

Revised March 10, 2010; February 5, 2014; September 3, 2015
4.15.4  Student Loss of Operators License

A. Pursuant to G.S. 20-11(n1), Blue Ridge Community College will be required to notify the North Carolina Division of Motor Vehicles whenever a student under the age of 18 is expelled or suspended for more than ten (10) consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.

2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action.

3. The physical assault on a teacher or other school personnel on school property.

B. A driving eligibility certificate shall be issued by the President or the President’s designee, if it can be demonstrated that the student has no other possible means of transportation to and from school, a drug or alcohol treatment counseling program, as appropriate, or a mental health treatment program. Students with access to a school bus, carpooling, having a parent or other relative drive or using other modes of transportation shall be denied.

C. A student is eligible for a certificate after a six (6) month period for displaying exemplary student behavior. The President or the President’s designee shall issue a Driving Eligibility Certificate to the student under the following conditions:

1. The student has returned to school or has been placed in an alternative educational setting and has displayed exemplary student behavior.

2. The student has successfully completed a drug or alcohol treatment-counseling program for a drug-related suspension and has demonstrated exemplary behavior.

Revised October 1, 2002
4.16 Student Grievance and Due Process

In order to maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination or reprisal. This Policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President.

A grievance is any matter of student concern or dissatisfaction within the College’s control except: (a) student grade appeal (see Procedures 4.10.1); (b) student discipline matters (see Procedure 4.15.1 – Student Code of Conduct); (c) discrimination, harassment and sexual-based violence (see Procedure 4.15.2 – Discrimination, Harassment and Sexual-Based Violence); (d) academic honesty issues (see Procedure 4.15.3 – Academic Honesty); and (e) any other matter that has a specific grievance process outlined in College policy.

The President is authorized to develop procedures consistent with this Policy.

Approved August 24, 1992; September 3, 2015
4.16.1 Student Grievance Procedure and Due Process

The following procedures shall apply for student grievances.

A. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, he/she may proceed to Step Two within ten (10) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.

B. Formal Grievance – Step Two

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President for Student Services (“Vice President”). The written grievance must contain with specificity the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the information level.

The Vice President (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Vice President shall provide his/her written decision within ten (10) business days after receipt of the grievance.

In the event that the student is unsatisfied with the resolution reached by the Vice President, he/she may proceed to Step Three within ten (10) business days after receipt of the Vice President’s written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

C. Appeal – Step Three

If the student is not satisfied with the Vice President’s determination, the student may appeal to the President. The appeal must be in writing and must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will conduct an “on the record” review and, if necessary, conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President.

At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student’s appeal (unless a committee is needed then within thirty (30) business days), the President shall provide a written decision to the student.

The President’s decision is final.

Revised March 2, 2011; March 5, 2014; April 30, 2014; September 3, 2015
4.16.2 Student Rights

All students at Blue Ridge Community College ("College") shall be treated in an equitable and fair manner and afforded certain due process rights in academic, discipline, and grievance matters as established in the following College procedures:

A. For issues with respect to grade appeals, see Procedure 4.10.6 Grade Appeal.
B. For issues with respect to academic honesty, see Procedure 4.16.1 Student Grievance Procedure and Due Process.
C. For issues with respect to disciplinary matters (aside from allegations of unlawful harassment and discrimination), see Procedure 4.16.1 Student Grievance Procedure and Due Process.
D. For issues with respect to sexual and other unlawful harassment and discrimination, see Procedure 4.15.1 Harassment/Discrimination.
E. For issues with respect to general grievances, see Procedure 4.16.1 Student Grievance Procedure and Due Process.
F. For issues with respect to students records and the Family Education Rights and Privacy Act, see Procedure 4.23.1 Confidentiality of Student Records.
G. For issues with respect to student use of computers, see Procedure 8.1.3 Computer Use.

As a general matter, students are free to pursue their educational goals and, in so doing, have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable, appropriate, and non-discriminatory College rules and regulations regarding time, place and manner.

Students have the right to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.

Approved March 2011; Revised March 24, 2015
4.16.3 Sexual Assault Victims’ Notice of Rights

Blue Ridge Community College strives to make its campuses safe and welcoming learning environments. Pursuant to federal law, the College shall afford all sexual assault victims certain basic rights:

1. Accuser and accused must have the same opportunity to have others present during disciplinary hearings;
2. Both parties shall be informed of the outcome of any disciplinary proceeding;
3. Sexual assault victims shall be informed of their options to notify law enforcement;
4. Sexual assault victims shall be notified of counseling services; and
5. Sexual assault victims shall be notified of options for changing academic and living situations.

Adopted September 22, 2014
4.17 Support Services for Students

The President or a designee shall establish certain support services designed to provide assistance to students of Blue Ridge Community College.

Approved August 24, 1992
4.17.1 Support Services for Students

A. Counseling: Counseling Services are available for students who desire short-term counseling for assistance with vocational, educational, or personal problems. All sessions with the counselor are conducted in strict confidence. Counselors are available both day and evening.

B. NCWorks: Career counseling is available through NCWorks. The counselor can offer aptitude and interest testing along with consultation. A variety of materials are maintained to help individuals develop realistic and well-informed career goals. Although the College cannot guarantee the placement of its students, NCWorks provides information concerning current employment opportunities prior to, and after, graduation for those who are completing or have completed programs of study. It is the student's responsibility to contact NCWorks of his/her availability for employment.

C. Job Placement Services: Although Blue Ridge Community College does not guarantee placement upon graduation, every effort will be made to help students find suitable employment. There are also opportunities for part-time employment for current students. Records of interested employers will be maintained and interviews with prospective employers will be arranged. There will be no charge to industry or students for this service. Information on job-seeking skills is available in NCWorks.

D. Disability Services: The Disability Services Office supports eligible students in ensuring equal access and full participation in all programs and activities sponsored by Blue Ridge Community College.

E. Housing: The College does not provide housing; students commute to campus from their place of residence. Students seeking local housing will be referred to the Division of Student Services for suggestions.

F. Resources: Students with limited income may be eligible to receive vocational and technical training funds offered through NCWorks. Funds are available for single parents, displaced homemakers, WIOA-eligible students and students in non-traditional curricula. Benefits include tuition, textbooks, childcare costs and required tools or uniforms.

Revised April 17, 1997
4.18 Student Financial Aid

A. The President or a designee shall develop a program to allow the College to participate in state and federally funded student assistance programs.

B. The College program may include provisions for participation in Federal Pell Grants, Federal Work-Study, Federal Supplemental Educational Opportunity Grants, Federal Direct Loans, Work Force Investment Act, V.A. Assistance, and other such programs as apply to students attending two-year post-secondary institutions.

C. The Board of Trustees authorizes the President or a designee to establish special funds or scholarships from which short-term loans or scholarships may be granted. These special funds will have guidelines to determine the eligibility of the recipient(s) and will be approved by the Financial Aid/Scholarship Committee.

Approved October 1, 2002; July 10, 2013
4.18.1 Student Financial Aid

A. Students in need of financial aid may receive assistance through federal and state programs, local scholarship funds, and the Blue Ridge Community College Educational Foundation. Funds may be available for veterans through the Veterans Administration.

B. Initial application for financial aid using the Free Application for Federal Student Aid (FAFSA) should be made at the time of applying for admission to the College. Processing of the required forms for federal student financial aid may take several weeks. Students need to complete a FAFSA each academic year of enrollment.

C. The College is required by Federal regulations to verify the application data provided by students in some instances. All financial aid applicants should be prepared to provide the College's Financial Aid Office with I.R.S. tax return transcripts and other financial documents as requested.

D. In order to be eligible for federal student aid funds, a student must maintain satisfactory progress in his/her course of study. For the purpose of federally-funded financial aid programs, satisfactory academic progress at Blue Ridge Community College has three components:

1. The student must successfully complete at least 67 percent of all credit hours attempted. Courses attempted are those for which a student is registered at the end of the drop/add period. Successful completion means earning a grade of A, B, C, D, or P.

2. Students must maintain a cumulative grade point average of 2.0 (C) or higher at Blue Ridge Community College.

3. Students must complete their program of study in a time frame not to exceed 150 percent of the credit hours required of the program. All credit hours attempted will be counted even if the student changes programs.

E. Additional information, application forms, and assistance in applying for aid are available from the College's Financial Aid Office. Some possible sources include:

1. Federal Pell Grants: Students attending Blue Ridge Community College may be eligible for Federal Pell Grant assistance. Eligibility is based on financial need as determined by a formula written into law by Congress. Students with exceptional financial need may be eligible for further aid through the Federal Supplemental Educational Opportunity Grant Program.

2. North Carolina Community College Grants and Education Lottery Scholarships: State-funded programs administered by College Foundation, Inc., of Raleigh, for the State Education Assistance Authority, to provide assistance to North Carolina residents demonstrating financial need.
3. Blue Ridge Community College Educational Foundation Scholarships: Scholarship funds are received from individuals, business, industries, and endowments.

4. Local Scholarships: Some local scholarship funds, provided by interested citizens and civic organizations, are available. Requirements for the local scholarships vary. Information on these scholarship funds is available from the College's Financial Aid Office.

5. Emergency Grants and Loans: Emergency grants and loans are available to enable a student to begin or to continue a program of study by alleviating a short-term lack of funds. Preference for emergency loans and grants are generally given to currently enrolled students who have attended the College for at least one semester.

6. Federal Work-Study Program: Blue Ridge Community College participates in the Federal Work-Study Program, which provides on-campus work opportunities for students needing financial assistance to attend school. Work is available for qualified students to assist in the library, faculty offices, shops, building maintenance, and other departments on campus. Students may also be employed off-campus in community service positions. Students working under this program are paid one month in arrears for the work performed.

7. Federal Direct Loans: Loans may be obtained through the federal government at a low interest rate. In some cases, interest may be paid by the federal government during enrollment.

F. The posting of financial aid scholarships, grants and loans shall be coordinated between the Division of Finance and the Financial Aid Office. The first aid posting of the term is approximately four weeks into the term. Refunds to students go out within two weeks after aid is posted. Postings thereafter typically are done every other week.

Revised February 27, 2006; February 2, 2011; July 10, 2013
4.19 Educational Assistance for Veterans

The President or a designee shall establish rules and procedures for the enrollment of student veterans and certain dependents eligible for training under the provisions of Title 38, U.S. Code (GI Bill of Rights).

Approved March 10, 1997
4.19.1 Educational Assistance for Veterans

A. Most curriculum programs offered by the College are approved for training under the provisions of Title 38, U.S. Code (GI Bill of Rights).

B. Students eligible for Department of Veterans Affairs (DVA) educational assistance should follow the procedures outlined below:

1. Select a program and apply for admission to the College. All admission requirements must be completed before application for veterans' benefits can be processed. This includes submission and evaluation of transcripts of all prior training.

2. Apply for VA benefits at www.gibill.va.gov. The VA will mail the Certificate of Eligibility to the veteran. The veteran must provide the VA School Certifying Official with a Certificate of Eligibility from the VA. The certifying official will go over the VA contract for Blue Ridge Community Students with the veteran at that time.

3. Once the student registers for classes each semester, the student must provide the School VA Certifying Official with the class schedule. The VA School Certifying Official will certify eligibility for VA benefits on the VA website (VA ONCE). The VA will process the certification and send funds directly to the student. For Post 9/11 students the VA will send tuition and fee reimbursement directly to the school.

4. Disabled veterans attending under Vocational Rehabilitation must have the approval of a counselor at the DVA on Form 28-1905 before payment of benefits may be authorized. Members of the Selected Reserve and National Guard may be eligible under Chapter 1606 to receive benefits while attending the College.

C. A veteran’s last date of attendance will be determined by the following:

1. If a student officially withdraws, the date the student withdrew is the effective date;

2. If a student is administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance must be determined and reported; and

3. If a student completes the term with all “F” and/or punitive grades, the actual last date of attendance for each course must be determined and reported and, if required, terminate the student for unsatisfactory progress.

D. A veteran student who changes his or her course load and thereby causes a reduction or increase of his or her entitlement will have the change effective on the date of the drop-add if it occurs during the semester (as validated) or on the first day of the semester if it is a change that occurs after the completion of the previous semester.

E. The VA Certifying Official at Blue Ridge Community College will notify the DVA through the VA Web site (VA ONCE) of any change in a veteran’s status with the College. This will be
accomplished within 30 working days of the change.

F. A student enrolled in curriculum programs will be required to meet the College’s academic standards for grade point average (see Student Policies: Academic Probation). A student is considered to be making unsatisfactory academic progress, and will be placed on academic probation, when his/her cumulative grade point average falls below 2.0. A student on academic probation for one semester will be required to consult with a counselor before registering for another semester. Failure to meet these academic standards will result in suspension of veteran’s educational benefits. Students receiving veteran’s benefits who are placed on suspension may appeal this decision in writing to the VA Certifying Official. Appropriate documentation will be required. A student may appeal the decision of the Financial Aid Office by requesting, in writing, that their appeal be reviewed by the Financial Aid and Scholarship Committee. Additionally, the VA may require its own appeal process separate from the College’s.

G. The VA Certifying Official will notify the DVA immediately when a veteran fails to meet the College’s academic standards for grade point average. The veteran will be allowed to receive benefits for one more semester in order to bring up their GPA. The VA Certifying Official will report a termination due to unsatisfactory progress if a student remains on academic probation beyond two semesters.

H. Any subject undertaken by a veteran and carried after the formal drop-add period at the beginning of the term must count in computing the student status.

I. A veteran student is required to document to the Department of Veterans Affairs the number of credits allowed for previous training. These credits will be subtracted from the total number of hours needed to complete the particular program and the student will receive benefits for such. The student will then be required to complete the remaining hours needed for graduation for his/her chosen curriculum. Time needed to complete the program will vary depending on the amount of credit received from transfer and the course load taken each semester.

J. A veteran student provides his/her Joint Service Transcript (JST) to the Registrar’s Office which will route the student's file to a counselor for evaluation. Counselors evaluate credits using the JST and the American Council of Education (ACE) ID numbers and enter transfer credit on the student’s transcript. The VA Certifying Official will note transfer in the certifying process for the student.

Revised November 10, 2003; July 10, 2013
4.20 Student Activities

The President or a designee is authorized to establish procedures for providing and controlling student activities deemed to be in the interest of the College and its students.

Approved August 24, 1992
4.20.1 Student Activities

A. Blue Ridge Community College attempts to provide extracurricular activities for students since the College believes that such activities contribute to the overall growth and educational development of an individual. Students are expected to exhibit high standards of responsible citizenship during all college functions whether on or off campus. The Division of Student Services encourages and helps conduct a program of student activities. The student activity program is a part of the educational experience of the student. All student activities will be totally non-discriminatory.

Student Government Association: The Student Government Association (SGA) is made up of representatives from the student body. The SGA coordinates and regulates student activities and serves as the official voice of the student body. The President of the SGA is a non-voting member of the Board of Trustees of Blue Ridge Community College. The constitution of the SGA is filed in the Division of Student Services. State funds cannot be used for athletics or other extracurricular activities, therefore, almost all such activities at Blue Ridge Community College are established and maintained by SGA funds. SGA funds are derived from a portion of student activities fees.

The SGA budget will be approved by the SGA Executive Board and submitted for approval by the President and Board of Trustees as early in the school year as possible. Once approved, no further approvals for expenditure of funds will be required by the SGA Executive Board, unless changes to the budget are adopted. All expenditures of funds must still be approved by the SGA Advisor and the Vice President of Student Services.

The SGA Advisor or designee has the authority to approve an increase to a budget item by up to ten percent and transfer funds to cover such overages without requiring additional SGA action.

B. All regulations or amendments passed by the Student Government Association are subject to review by the administration of the College.

C. The Establishment and Operation of Student Clubs: Blue Ridge Community College maintains that extracurricular activities complement the academic programs. Students are encouraged to participate in all phases of the student activities program as long as such participation is consistent with sound educational practices.

D. The following criteria must be considered by clubs who seek recognition as an official student organization at Blue Ridge Community College:

1. The organization must serve an area of student activity need.
2. The membership provisions must not exclude anyone because of his or her race, color religion, gender, national origin, age, disability or sexual orientation.
3. The organization must agree to abide by the regulations and policies of the College.
4. The organization must at all times reflect positively on Blue Ridge Community College.
5. The purpose must be compatible with the philosophy and educational objectives of the College.
6. Organization meetings will normally not be scheduled during any class time for members, and members are not granted excused absences to attend.
F. The procedures for the establishment and recognition of student organizations at Blue Ridge Community College are as follows:

1. The organization seeking recognition must present to the Student Activities Coordinator a petition containing the following:

   a) The name of the proposed organization.
   b) The purpose of the organization.
   c) The constitution, which will govern the operation of the organization.
   d) A list of students who would make up its charter membership (minimum of ten students is required).
   e) The name of the faculty/staff advisor as selected by the organization and approved by the Administration.

2. All membership materials of the proposed organization shall be reviewed by the Student Activities Coordinator for initial approval and presentation to the Vice President for Student Services.

3. The Vice President for Student Services shall review the petition and make a recommendation to the President of the College. The President will make a final decision and notify the Vice President for Student Services.

4. The organization advisor shall serve as the liaison between the organization and the Coordinator for Student Activities. He/she shall exercise supervision over membership, operation, and activities of the organization. Blue Ridge Community College reserves the right to suspend the activities of any student organization when its activities are considered to not be in the best interest of the College.

G. Social or recreational activities: Social or recreational activities are considered an integral part of a student's education at Blue Ridge Community College. Activities sponsored by the Student Government Association or any other student organization such as dances, picnics, or free-food days are provided for the students. These events must be properly supervised. This is normally the responsibility of the club advisor. Students, faculty, and staff of Blue Ridge Community College are invited to attend these functions. Students attending such activities are not granted excused absences from class.

H. Sports Activities: Blue Ridge Community College wishes to keep whatever athletic and school activity programs it embarks upon at a minimum cost. The following guidelines apply:

1. Intramural sports will be encouraged at all times where practical, with reference to space and time.

2. College teams that are formed through outside agencies (YMCA, Parks and Recreation, etc.) shall be comprised of Blue Ridge Community College students and/or graduates. In the event that the College does not have enough players to finish a season or tournament, non-students or non-graduates will be allowed to participate.
3. The use of fund raisers to secure external funding to support expenses for individual Blue Ridge Community College athletic programs is encouraged. A plan for such fundraisers shall be reviewed and approved by the President. Such plans shall include the type and location of fundraising activities as well as the individuals involved.

4. The Student Activities Coordinator will serve as supervisor for intramural and recreational activities on and off campus.

I. Supplies and materials or any purchase for student-related activities must follow the procedures established by the Division of Finance. Reference policy 5.6.1 for more information.

J. Purchases must be voted on during club meetings and fully identified in the club’s minutes stating the item(s) to be purchased, the place of purchase, and the approximate cost of the item.

K. Club advisors must complete requisitions for purchases approved by the club.

L. All requisitions and purchases must be presented as a motion in club meetings, passed by majority vote, and recorded in club minutes.

M. A copy of the club’s minutes outlining the purchase must be attached to the requisition.

N. For any purchase costing over one thousand dollars ($1,000), three bids must be obtained and attached to the requisition.

O. The Division of Finance will issue purchase orders after the completion of the requisition process.

P. Once the purchase order is complete, only then can purchases be made.

Q. Any charge statements, cash register receipts, or invoices supplied by vendors should be forwarded to the Division of Finance for payment.

R. Club officers or advisors can obtain printouts of club balances. Please contact the Division of Finance in advance for these printouts.

S. Cash must be handled according to the following guidelines:

1. Money to use for change for student-related fundraisers is available from the Division of Finance. The maximum amount is fifty dollars ($50).

2. Club officers shall submit the request in writing indicating how much money is needed, how it is to be divided, who will be picking it up, when it will be picked up, and the purpose of the money to be issued. The club advisor must sign this request. If a moneybox is required, this too shall be outlined in the request. All requests shall be made in advance.
3. All money from fundraising activities is to be turned in to the Division of Finance within twenty-four (24) hours of the fundraiser. In the event that the activity is held on a weekend or holiday, all money is to be turned in on the first day that Blue Ridge Community College reopens.

T. All student organizations must have an elected president, secretary, and treasurer. Under no circumstances shall one student serve as all three officers. In the event that the organization has one student who must serve as both secretary and treasurer, the minutes must be signed by the club advisor, club president, and one other club officer.

U. For funding from the Student Government Association, other Blue Ridge Community College organizations must submit minutes to the Student Activities Coordinator and the Division of Finance; they must send a representative to SGA meetings and participate in SGA activities, and they must sponsor at least one major activity per semester.

V. Fundraising activities by students on campus must be approved by the Vice President for Student Services and must reflect positively on Blue Ridge Community College. The Vice President for Student Services will be responsible for informing the Blue Ridge Community College Educational Foundation Office of student fundraising activities, as appropriate. The purpose of the fundraising activity must be compatible with the general philosophy and educational objectives of the College.

W. Any funds remaining in a student organization that dissolves and/or becomes inactive will revert to the Student Government Association account or to the applicable chartering organization.

Revised January 9, 2008; October 3, 2012; October 5, 2016
4.21 Student Publications

The President or a designee is authorized to establish regulations and procedures for any student publications that are deemed necessary to give proper emphasis to student activities at the College.

Approved August 24, 1992
4.21.1 Student Publications

A. Student publications will be established according to the needs and interests of the student body. The Student Government Association will be responsible for determining whether or not there is sufficient interest, if adequate funds are available for all costs of the publication, how often the publication will be printed, the type of publication desired, and the selection of an advisor.

B. After the determination is made to implement the publication, this information is to be presented to the Vice President for Student Services who will determine its purpose, content, and appropriateness to the mission, general philosophy and educational objectives of the College and its role in the community. All publications must be submitted to the Public Information Officer for approval before publication. The Vice President will present the proposed publication to the President for final approval.

Upon the approval of the President, with the assistance of the advisor, the SGA may begin publication. The President will make the final decision for approval or disapproval of publications.

C. Blue Ridge Community College encourages student publications. The basic purposes of these publications are to enhance communications among students and between students and faculty/staff and to provide students with the opportunity for responsible participation in institutional governance.

1. Each publication shall have a faculty/staff advisor who will provide advice and assistance to the staff but will not be held responsible for the publication.
2. Reporting will be factual and objective and publications will be in good taste.
3. Blue Ridge Community College reserves the right to suspend the activities of any student organization when its activities are not considered to be in the best interest of the College.

Approved April 17, 1997; Revised August 20, 2015
4.22 Drug Abuse Prevention Program

The President or a designee shall establish an ongoing information program designed to educate the entire College community about the dangers of drug abuse. This program shall be applicable to students and employees.

Approved August 24, 1992
4.22.1 Drug Abuse Prevention Program

A. An ongoing informational program describing the dangers of narcotics, alcoholic beverages, and stimulant drugs is conducted by the Division of Student Services. Posters and other printed materials obtained either commercially or from agencies such as the National Clearinghouse for Alcohol and Drug Information are posted campus-wide.

B. Copies of the publication "Agency Directory for Henderson County" have been purchased by the Division of Student Services for use by counselors and other appropriate personnel in referring clients to community resources. A copy of this publication will be maintained as a reference item in the College Library.

C. In addition to the "Agency Directory for Henderson County," a list of clinics or other institutions which provide services to people who abuse substances will be posted on campus. Individual referrals to outside agencies will be made during counseling sessions by trained personnel in the Division of Student Services.

D. Use of narcotics, alcoholic beverages, and stimulant drugs is listed as a specific major offense in the Blue Ridge Community College Policy Governing Student Misconduct. This policy is published in the College Catalog. This publication is distributed to prospective and new students and is available from the Division of Student Services. Professional assistance may be required as a part of any disciplinary process enacted as a result of the commission of this offense.

E. Each new student will be provided drug abuse prevention information verbally during orientation sessions scheduled prior to the beginning of each semester. These sessions are conducted by the Vice President for Student Services.

F. Materials concerning drug abuse prevention will be purchased and made available to students through the Division of Student Services.

G. Drug abuse prevention information in the form of a brochure is direct mailed annually to all curriculum students, both new and continuing. In addition, all employees of the College receive the same information, distributed through the campus mail system.

H. Blue Ridge Community College will cooperate fully with local, state, and federal law enforcement agencies in cases of felonious acts involving narcotics, alcoholic beverages, and stimulant drugs.

I. Where employees of Blue Ridge Community College are concerned, professional assistance and referral services will be provided the same as for students.

Revised November 10, 2003
4.23 Confidentiality of Student Records

The President or a designee shall establish rules and procedures, which will ensure the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

Approved August 24, 1992
4.23.1 Confidentiality of Student Records

A. The guidelines set forth are intended to protect the individual's right to privacy and the confidentiality of his/her academic records in accordance with the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, as amended).

B. Blue Ridge Community College, in execution of its responsibilities to the students, must maintain accurate and confidential student records. As institution employees who have responsibility for these records, the rights of students to have access to their academic and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974 must be recognized.

C. Definition of Term "Educational Records": These records, as defined under the provisions of the Family Educational Rights and Privacy Act of 1974 include files, documents, and other materials which contain information directly related to a student and which are maintained by an educational institution in an authority on behalf of the institution.

D. The term "educational records," under the provision of the law does not include the following:

1. Records of Blue Ridge Community College faculty and supervisory personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the above-named personnel,

2. Student records which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professional or paraprofessional acting in his or her official capacity and which are made, maintained, or used only in connection with a provision for treatment for the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice,

3. Financial records of the student and his/her parent(s), if applicable, or other information therein contained,

4. Confidential recommendations, if the student has signed a waiver of the student's right of access, provided that such a waiver may not be required of the student, and

5. Confidential letters or statements of recommendation which were placed in educational records prior to January 1, 1975, if such records or statements are not used for purposes other than those for which they were specifically intended.

E. Control Provision on Student Records and Student Information:

1. Transcripts and other information are released only with written permission of the student. When information other than the transcript is released from the student's official record, the student will receive a copy of the release.
2. A student has the right to inspect his/her academic records whether recorded in hard copy form or recorded in the form of magnetic disks and microfilm. Upon inspection, the student is entitled to an explanation of any information contained in his or her record.

3. The official student file shall not be sent outside the Student Services Division except in circumstances specifically authorized by the Vice President for Student Services. The authorization for such special circumstances must be in writing.

F. Release of Student's Educational Records to Educational Institutions, State and Federal Agencies, Third Parties, and the Public:

1. Such requests for confidential information shall not be honored without proper written consent for the release of such records by the student except under conditions set forth below:
   a) The written consent must specify the records or the specific data to be released, to whom it is to be released, and the reasons for release.
   b) Each request for consent must be specific, and each request must be handled separately.

2. Request for confidential information will be honored without prior consent of the student in connection with an emergency to protect the health or safety of the student or other persons.

3. Blue Ridge Community College considers the following information to be “Directory Information” and will release such information to individuals or entities that have a legitimate education interest in the information or provide a service on Blue Ridge Community College’s behalf on request unless the individual student declares in writing to the Registrar that such information is not to be made available:
   a) Student's name
   b) Dates of attendance, degrees, diplomas, certificates, or awards received
   c) Major field of study or program
   d) Enrollment status
   e) Most recent educational agency or institutions attended
   f) Date and place of birth
   g) Full address
   h) Telephone number or e-mail address
   i) Participation in officially recognized activities and sports
   j) Weight and height of members of athletic teams
   k) Photograph
   l) Grade level

4. Information Other Than Directory Information: Any release of student information for public use or use by the media, except that designated above must have prior written approval by the student involved.

5. Disclosure to Government Agencies: Properly identified and authorized representatives or bona fide written requests from the Comptroller General of the United States; the Secretary of Health and Human Services; an administrative head of a federal education agency; or state
educational authorities may have access to student or other records which may be necessary in connection with the audit and evaluation of federal or state supported educational programs or in connection with enforcement of the federal or legal requirements which relate to such programs. Routine requests for student data from other federal agencies may be honored without prior approval of the student only in formats where students are not identified.

6. Faculty and administrative personnel of the college who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student.

7. Confidential information requested by other than federal or state agencies as specified in paragraph five above will be released only under the following conditions:

   a) On official order of a court of competent jurisdiction.
   b) Subpoena (The student will be notified immediately by registered mail that his/her records are being subpoenaed).

8. Record of Who Has Access: A record of access to the official student file will be maintained within the file itself. This record will show the name, address, date, and purpose of the person who has been granted access. All persons who have access will be included in this record except those institutional employees who, because of the nature of their duties, have been granted access.

G. Students Right To Question Content of Their Official Student Files:

1. A student has the right to review his or her official record or other educational records that are maintained by the College. Further, the student may question any inaccurate or misleading information and request correction or deletion of that data from the file.

2. All requests for correction of file data will be directed to the official custodian of the file (the Registrar) and will become a part of the file in question.

3. All requests for correction of a student file will be acted upon within a reasonable time but not more than 45 days of receipt of the request. If the Registrar can verify that such data is, in fact, in error, appropriate corrections will be made and the student will be notified in writing when the correction has been completed. If an error cannot be readily substantiated, the request will be referred to an appointed Ad Hoc Hearing Committee.

4. After the student has had the opportunity to present his or her case to the hearing committee, the committee will render a decision in writing stating the reasons for its decision. If the decision is in agreement with the student's request, he or she will be permitted to review the file to satisfy himself or herself that the change has been correctly made. If the student's request is denied, he or she will be permitted to append a statement to the record in question, showing the basis for his or her disagreement with the denial. Such appendages will become a permanent part of the record.

H. Annual Notice To Students Of Their Rights Under Family Educational Rights and Privacy Act of
1974

1. A general statement regarding release and access of student information will be published in the college catalog and Student Handbook each year.

2. Guidelines for release of student information will be made available to students, faculty, and staff. Extra copies for this purpose will maintained by the Registrar.

I. Student Records which only consist of incomplete or rejected applications will be kept for two years and then destroyed by shredding.

J. The Solomon Amendment requires schools to provide military recruiters access to the following directory information on students: name, address, telephone number, date and place of birth, level of education, academic major, degrees received, and the educational institution in which the student was most recently enrolled. The College must provide the information no more than once each semester to each of the twelve (12) eligible units with the five branches of service which are the Army, Army Reserve, Army National Guard, Navy, Navy Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Air Force National Guard, Coast Guard, and Coast Guard Reserve. The Family Educational Rights and Privacy Act (FERPA) does not apply to the Solomon Amendment but does continue to apply to all other student information. Students can ask the institution to withhold this information only by having a complete “FERPA block”. The Registrar's Office will make provision to supply any or all of the above information at the request of military recruiters, within the context of the other responsibilities of the office and in a format within the capabilities of the technology available for the Registrar's use.

_Revised February 20, 2008; May 1, 2013_
4.24 Student Transcripts

The President or a designee shall establish a procedure for the issuance of student transcripts.

Approved March 10, 1997
4.24.1 Student Transcripts

A. A transcript of courses taken at Blue Ridge Community College by students in good standing will be issued to the appropriate institution, agency, or individual upon written request by the student. "Good standing" is defined as having no outstanding liabilities with the College.

B. Unofficial transcripts are available through WebAdvisor. Official transcripts for curriculum classes are issued by the registrar’s office. Official transcripts for Non-curriculum classes are issued by the Economic and Workforce Development/Continuing Education office.

C. Transcript requests for curriculum and non-curriculum classes are processed within two business days of receipt. Official transcripts can be picked up by the student or mailed according to the student’s instructions when processed.

D. Curriculum and non-curriculum students requesting an official transcript will be charged a fee, which is set annually by the College Board of Trustees.

Approved April 17, 1997; Revised September 7, 2011; November 8, 2013
4.25 Requirements for Graduation

A. Blue Ridge Community College is authorized to award an appropriate certificate, diploma, Associate in Arts, Associate in Science, Associate in Engineering, Associate in Fine Arts, Associate in General Education, or Associate in Applied Science degree to a student who has successfully completed the required curriculum in which he or she is enrolled.

B. The President or a designee shall develop requirements for successfully completing each curriculum.

C. The President or a designee shall develop procedures to prepare graduation ceremonies at the conclusion of spring and fall semesters.

Approved October 1, 2002

Revised August 20, 2015
4.25.1 Requirements for Graduation

A. Each student must meet the following requirements for receiving a degree, diploma, or certificate from Blue Ridge Community College.

1. Students who enroll or re-enroll in a program of study must achieve a minimum overall grade point average (GPA) of 2.0 to be eligible to graduate;

2. Apply to the Division of Student Services for the degree, diploma, or certificate during registration for the last semester of enrollment;

3. Fulfill all financial obligations and admissions requirements to the College; and

4. Complete a minimum of one-fourth (25%) of the required credit hours as a Blue Ridge Community College student.

B. Graduation exercises are held at the end of Fall and Spring Semesters.

C. Graduation with Honors: Any student who has a grade-point average of 3.5 or greater in their program of study and has completed at least one-fourth (25%) of the program requirements in residence at Blue Ridge Community College will be granted a degree, diploma, or certificate, with honors.

D. Second Degree, Diploma, or Certificates: A graduate who holds one associate degree or diploma may earn a second associate degree or diploma by taking additional work equal to at least one-fourth (25%) of the total credit hours for the second degree or diploma, and by meeting all requirements for the second degree or diploma. Multiple certificates may be earned by any student completing all the coursework required for each certificate.

E. Double Major: A student may declare a double major pending approval by the appropriate Dean and Registrar. The student's academic file will reflect both majors. Upon completion of required courses for each major, the student will receive the associate degree, diploma, or certificate, depending upon the curricula in which the student is enrolled. The student will receive one degree, diploma, or certificate with both majors listed on the document. Double majors are not eligible for financial aid or veterans' benefits.

F. Licensure: Graduates of certain College programs, such as Associate Degree Nursing, Surgical Technology, Emergency Medical Science, or Cosmetology, are eligible to sit for licensing examinations. The College assumes no responsibility for the administration of these exams. Students should inquire about licensing prior to entering a program of study.

Revised November 10, 2003; February 6, 2013; August 20, 2015
4.26 Student Course Overload

The President or a designee shall develop a procedure concerning course overload for students.

Approved March 10, 1997
4.26.1 Student Course Overload

A. The minimum number of hours required to qualify as a full-time student is twelve (12) semester hours. No student may take more than twenty-one (21) semester hours without written permission from the Vice President for Instruction. Requests to take course overloads will be considered in conjunction with the student's previous academic performance.

B. Any student enrolled in two or more educational institutions concurrently during a semester shall give each respective institution complete enrollment information including the name of each, the number of credit hours taken, the class schedules, and other relevant information. No curriculum student simultaneously attending more than one institution, public or private, may exceed a course load of 21 credit hours collectively, at any time during a semester, without prior approval from the Vice President for Instruction at Blue Ridge Community College. A student who violates this policy may be prohibited from taking courses at Blue Ridge Community College for one academic year.

Revised November 10, 2003
4.27 Driver’s License Eligibility Certificate

The President or his designee shall allow minor students to enroll in a high school completion program. Minor students, ages 16 and 17, may enroll in a high school completion program at Blue Ridge Community College in order to acquire a Driver’s License Eligibility Certificate or to retain a previously issued driver’s license or permit.

Approved January 14, 2002
4.27.1 Driver’s License Eligibility Certificate

A. Minor students, ages 16 and 17, may enroll in a high school completion program at the College in order to acquire a Driver’s License Eligibility Certificate or to retain a previously issued driver’s license or permit. Procedures are as follows:

B. Enrollment Procedures: The student must submit an Affidavit for Admission to Blue Ridge Community College. The Affidavit must include the notarized signature of the parent or guardian. If the student has been out of school less than six months or is applying for Adult High School, the signature of the high school superintendent must also be included. The student must submit an official high school transcript (Adult High School only). Then the student must contact a Basic Skills staff member or instructor to register for High School Equivalency Diploma or Adult High School classes, to schedule placement tests, or to review academic and attendance policies.

C. Attendance and Academic Progress Procedures: Eligibility requirements for the program are established by the North Carolina State Legislature. To become eligible for the Driver’s License Eligibility Certificate, a minor student must attend sixty (60) hours of class per month for six consecutive months and demonstrate academic progress by one of the following: passing two High School Equivalency Diploma tests, or earning two Adult High School units, or increasing scores on each subsequent standardized test if enrolled in Adult Basic Education or English as a Second Language.

D. If a student fails to meet the attendance policy during any single month or fails to make academic progress at the end of the six month period, the NC Division of Motor Vehicles will be notified and either the student’s previously issued driver’s license or permit will be revoked. A student who does not yet have a license or permit must begin a new six-month period of study in order to obtain the Eligibility Certificate.

E. If a student’s parents request a Hardship Certificate, the request will be considered by a committee consisting of the Director for Basic Skills and the Coordinator for Adult High School/Human Resource Development.

F. If the student’s parents are not satisfied with the decision of the committee, they may, within ten (10) days, appeal to the Vice President for Economic and Workforce Development/Continuing Education.

G. The next and final level of appeal, except to the courts, is to a review board consisting of the Vice President for Student Services and the Vice President for Instruction.

Approved October 1, 2002; April 2, 2014
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**4.28 Reserved**
4.29 Alcoholic Products Sampling

A. Overview

As part of the Blue Ridge Community College Brewing, Distillation, and Fermentation Technology Degree and/or the Craft Beer Academy, students can participate in combined weekly classroom and on-site brewing, distilling and vinification experiences culminating in students producing their own malt beverages, spirituous liquors and/or unfortified and fortified wines (collectively “Alcoholic Products”) for sampling for their classmates and tasting rooms at local area breweries, distilleries and wineries.

During the courses both at the Henderson County Campus and the Transylvania County Campus, students will have the opportunity to sample their own Alcoholic Products as well as other students’ Alcoholic Products. The purpose of this sampling is consistent with N.C. Gen. Stat. 18B-103(5a) and to provide research and educational opportunities and to provide constructive criticism and feedback to students as part of a culinary experience.

B. Definitions

For purposes of the policy, the following definitions shall apply:

1. Malt Beverage-Beer, lager, malt liquor, ale, porter and any other brewed or fermented beverage, except unfortified or fortified wine, containing at least one-half percent (0.5%) and not more than fifteen percent (15%) of alcohol by volume. For purposes of this policy, any sampling of a malt beverage containing more than six percent (6%) and not more than sixteen percent (16%) of alcohol by volume shall be treated as unfortified wine. Malt beverage containing more than sixteen percent (16%) of alcohol by volume shall be treated as spirituous liquors.

2. Spirituous Liquor-Distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin and all other distilled spirits and mixtures of cordials, liqueur, and premixed cocktails in closed containers for beverage use regardless of their dilution.

3. Unfortified and Fortified Wine-Any wine made by fermentation from grapes, fruits, berries, rice or honey; or by the addition of pure cane, beet or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice or honey that is contained in the base wine and produced in accordance with the regulations of the United States. Unfortified wine is sixteen percent (16%) or less alcohol by volume and fortified wine is more than sixteen percent (16%) but no more than twenty-four percent (24%) alcohol by volume.

C. The President shall establish procedures for sampling of alcoholic products consistent with College policies and applicable state laws.

Approved November 11, 2013
4.29.1 Alcoholic Products Sampling

A. Students

Students shall adhere to the following procedures when sampling Alcoholic Products:

1. Only enrolled students in a class as part of the Blue Ridge Community College Brewing, Distillation, and Fermentation Technology Degree and/or the Craft Beer Academy shall be allowed to sample Alcoholic Products and only during the actual class time. All classes shall be under the direct supervision of the class instructor at all times.

2. All students must be at least twenty-one (21) years of age before they are allowed to sample Alcoholic Products.

3. For purposes of these procedures, sampling shall be defined as follows:

   a. Malt Beverage—Two (2) ounces of malt beverage equals one (1) sample. Students may have no more than three (3) samples over the course of one (1) hour and may not have more than eight (8) samples over the course of an entire class period.

   b. Spirituous Liquor—One-fourth (1/4) ounce of spirituous liquor equals one (1) sample. Students may have no more than three (3) samples of spirituous liquor over the course of one (1) class period.

   c. Unfortified Wine—One (1) ounce of unfortified wine equals one (1) sample. Students may have no more than three (3) samples over the course of one (1) class period.

4. Students may only sample from one (1) of the three (3) categories above per class period.

5. Prior to any sampling, students shall sign a statement saying that they have not consumed any Alcoholic Products in at least the four (4) hours prior to the sampling. Students shall also verify that they do not have any condition and are not currently on medication that, when combined with Alcoholic Products, may impair their judgment and/or motor ability. Even if a student signs the statement, an instructor may not allow a student to consume any samples if the instructor has reasonable suspicion to believe that a student is intoxicated or otherwise substantially impaired.

6. If a student has participated in a sampling in any class, regardless of whether he/she had the maximum amount of sampling as allowed per these procedures, the student is prohibited from participating in any other samplings in any other classes for the remainder of that calendar day.

7. Except as specifically noted in this Policy 4.29 and these procedures, all policies and procedures pertaining to alcohol consumption on campus, including, but not limited to, the Code of Student Conduct, are incorporated herein.
B. Instructors

Instructors shall adhere to the following procedures when a sampling of Alcoholic Products occurs during their class:

1. Prior to any sampling, the instructor shall collect from the students the signed statement noted in Section 5 below:

2. At the end of each class, where a sampling has occurred, whether the class was held on campus or at an off-campus location, the instructor shall state that if a student feels uncomfortable or uncertain about his/her ability to operate a motor vehicle as a result of the sampling, alternative transportation, at the student’s expense, will be arranged by the instructor. If, based on personal observation, the instructor feels that a student is intoxicated or otherwise substantially impaired and the student does not request and/or refuses alternative transportation, the instructor shall immediately notify Blue Ridge Community College security and ask the student to remain at that location until Blue Ridge Community College Campus Law Enforcement arrives. If the student leaves the location without the instructor’s consent, the student shall be withdrawn from the class and program.

3. At the end of each class held at an off-campus location when a sampling has occurred, the instructor will clearly announce that the class is over and provide the alternative transportation offer stated above. The instructor shall then leave the off-campus location. If a student desires to remain at the off-campus location and continue consuming Alcoholic Products, he/she may do so based upon their own choice and volition and assume the risk of any incidents and issues that may result from that decision.

4. At the end of each class held at a campus location when a sampling has occurred, if there are any Alcoholic Products remaining after the sampling, the instructor shall either collect and store (under lock) the remainder of the Alcoholic Products which may be used in a future class or dispose of the remainder. None of the remaining Alcoholic Products shall be given or distributed to anyone. The failure of a student(s) to provide his/her remaining Alcoholic Product to the instructor will be an act of insubordination and shall subject the student to disciplinary action which could include removal from the class. The failure of an instructor to properly collect/store or dispose of remaining Alcoholic Products will be an act of insubordination and shall subject the instructor to disciplinary action which could include dismissal.

5. Instructors shall receive annual training on identifying intoxicated or impaired students.

A copy of this Policy 4.29 and these procedures shall be distributed to each student at the first class of the course (or first class that the student attends) and each student must sign and date a copy of Policy 4.29 and these procedures and return it to his/her instructor before the student is allowed to participate in any sampling.

Approved December 4, 2013
Chapter 5 – Fiscal Affairs

5.1 Financial Management

The President is authorized to direct the financial management of the College in accordance with all appropriate federal, state and local laws, regulations, and guidelines for the effective and efficient management and operation of the College.

Revised August 24, 1992
5.1.1 Financial Management

The President or a designee shall distribute the monies received to operate the College in a way that will allow the College to function in the most effective and efficient manner.

Approved April 17, 1997
A. Preparation and Submission

The President shall be responsible for the preparation of the College’s annual budget. The President shall develop procedures for soliciting budget recommendations from the appropriate College administrators and stakeholders. The President shall submit the proposed budget to the Board who shall approve the proposed budget.

The Board shall submit its proposed budget to the State Board in the format established in N.C.G.S. § 115D-54(b) on such date as determined by the State Board. The Board shall also submit to the Henderson County and the Transylvania County Commissioners for their approval that portion of the budget within the Commissioners’ authority as established in N.C.G.S. § 115D-55.

Upon final approval by the State Board and Commissioners, the Board shall adopt its budget. In the event that the budget has not been adopted by the new fiscal year beginning on July 1, the Board, pursuant to N.C.G.S. § 115D-57, hereby authorizes the President to pay salaries and the College’s other ordinary operating expenses for the interval between the beginning of the new fiscal year and the adoption of the budget.

B. Budget Amendments and Transfers

The Board shall allow budget amendments and transfer of funds within the budget as proscribed in N.C.G.S. § 115D-58. All budget amendments and transfers shall be approved or ratified by the Board.

Legal Reference: N.C.G.S. §§ 115D-54 through -58
5.3 Facsimile Signatures

All signature stamps used by the College on official documents will follow the restrictions imposed by G.S. 115D-58.8.

Approved March 10, 1997
5.3.1 Facsimile Signatures

A. A signature stamp or digitally produced facsimile signature may be used in signing checks only in accordance with the following procedures of the State Board of Community Colleges and the restrictions imposed by G.S. 115D-58.8.

B. The disbursement of funds shall be made only on checks signed by at least two employees or Board members of the College who have been designated by the Board of Trustees for that purpose. Prior to the use of any device to sign checks, the Board of Trustees shall pass a resolution authorizing the use of such device. The resolution shall designate a particular employee of the college to have custody of this stamp.

C. The President may execute, or cause to be executed, instruments of payment, official orders, proclamations, resolutions, contracts, and other official documents with a facsimile signature in lieu of a manual signature. When utilized, a facsimile signature has the same legal effect as a manual signature.

D. The following table represents the documents, which may be executed by facsimile signatures:

<table>
<thead>
<tr>
<th>Documents</th>
<th>Signatures</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Licenses</td>
<td>President</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>Personnel Contracts</td>
<td>President</td>
<td>Human Resources Director</td>
</tr>
<tr>
<td>Service Agreements</td>
<td>President</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Instructional Agreements</td>
<td>President</td>
<td>Chief Academic Officer</td>
</tr>
<tr>
<td>Cooperative Agency Agreements</td>
<td>President</td>
<td>President’s Executive Secretary and Chief Financial Officer</td>
</tr>
<tr>
<td>Depository withdrawals</td>
<td>President and Chairperson of Board of Trustees</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Financial Reports</td>
<td>President, Chairperson of Board of Trustees, and/or Chief Financial Officer</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Board and Presidential Correspondence</td>
<td>President and Chairperson of Board of Trustees</td>
<td>President’s Executive Secretary</td>
</tr>
</tbody>
</table>

E. Original (official) copies of all documents not presented above, shall bear an original, manually subscribed signature of the authorized signatory.

Revised November 10, 2003
5.4 Bonding of College Employees

All employees responsible for money or property will conform to G.S. 115D-58.10. The bond will be paid with local funds or furnished by the state at no cost to the College.

Approved August 24, 1992
5.4.1 Bonding of College Employees

Bonding of Blue Ridge Community College employees responsible for money or property is in the form of a blanket bond. The State of North Carolina has its own blanket bond for state employees at no cost to the College. Additional blanket bond coverage for employees that handle local and special funds is secured through a local insurance agent and is paid for with local funds.

Approved April 17, 1997
5.5 Travel

Pursuant to N.C.G.S. § 138-6, College employees traveling on official College business shall be entitled to standard reimbursements for the cost of transportation, food, and lodging. Said reimbursements shall be based on the rates as then set by N.C.G.S. §138-6.

The College operates under the travel guidelines published in Section II of the Accounting Procedures Manual of the North Carolina Community College System for all travel regardless of the source of funding.

Travel forms are found on the College's SharePoint intranet. Mileage rates and subsistence rates are contained within the Travel Request/Authorization form.

All reimbursement requests shall be submitted for approval and payment within 30 days after the end of the travel period or June 30, whichever comes first.

All travel must be approved in advance.

If travel expenses of students are to be paid from state funds, the students must be on official College business.

The travel of students participating in student organization activities must be paid from non-state funds.

**Blanket Authorization for all others, excluding college President** – A travel approval form necessary to conduct College business on a routine basis and claim mileage reimbursement only. A blanket authorization form may be completed and approval secured annually. The blanket travel authorization form must be approved prior to departure for all routine travel for which reimbursement is issued.

**Travel Authorization for all others, excluding college President** - A travel approval form necessary to conduct college business that is not on a routine basis and claim mileage &/or per diem reimbursements. A travel authorization form must be completed and approved for all travel not covered under a Blanket Authorization (i.e. overnight trips). The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home, whichever is less. The travel authorization form must secure approval for all trips prior to departure, regardless if traveling in a college owned or privately owned vehicle, by the College President.

**Travel Advances for Occasional Travel**
At the discretion of the College President or his/her designee, an advance of funds which does not exceed the estimated travel expenses indicated on the approved travel authorization form may be issued (posted to the general ledger) to an employee no more than five working days prior to the date of departure. All advances must be deducted from the employee's next travel reimbursement (not to exceed 30 days after the travel period has ended as reflected on the approved travel authorization), except those advances to employees whose expenses average at least two hundred dollars ($200.00) per reimbursement period need not be deducted from the next reimbursement. All advances must be repaid as stated above but no later than June 30. College employees using P-Cards for travel purposes should not be issued travel advances, unless there is a substantiated justification.
5.6 Purchasing

A. The President or a designee shall be responsible for all purchasing and contracts for the College within the provisions of appropriate North Carolina General Statutes, the North Carolina Department of Administration Purchase and Contract Division, and State Board of Community College rules. The President is further charged to develop and implement purchasing procedures to ensure the proper expenditure of college funds. Other operational procedures, resources and other purchasing guidelines shall be made a part of the College’s Purchasing Manual, found on the College’s SharePoint intranet.

B. No obligation for supplies, equipment, or services for use by the College, for which payment would be made from funds administered by the College, will be permitted without the prior written approval of the President or a designee.

C. It is the policy of the Board of Trustees that any discrimination against a person or business on the basis of race, color, religion, gender, national origin, age, disability (as defined by law), or sexual orientation be prohibited. The College is encouraged to promote equal opportunities for Historically Underutilized Businesses (HUB) to foster a diverse participation in procurement and contracting opportunities at the College. The President shall be responsible for developing and implementing a Historically Underutilized Business Plan.

D. Purchasing procedures, rules and regulations are originated by the General Statutes and are outlined in North Carolina Administrative Code, Chapter 5. These policies and procedures must be adhered to when community colleges purchase supplies and equipment regardless of the source of funds.

E. It is the policy of the Board of Trustees that ethical practices are followed and that decisions about college business and the use or disposition of college property are to be made solely in terms of the benefits of Blue Ridge Community College.
5.6.1 Requisitioning Expendable Supplies and Non-expendable Equipment

A. Purchases of supplies, equipment, or services shall be processed by submitting an e-requisition through e-procurement. An authorized e-requisition is one which bears the signature of the President or Vice President of the respective area.

B. Blue Ridge Community College shall use e-procurement vendors in all possible cases.

C. Blue Ridge Community College shall utilize state term contracts in all possible cases.

D. The capital asset benchmark is $5,000 including sales tax and freight. Assets costing below $5,000 are expensed, not capitalized, nor depreciated for financial reporting purposes. The System Office has designed data processing and networking equipment, servers, computers, laptops, portable projectors, I-pads and other tablets and guns as high risk. High risk assets are expensed, not capitalized, nor depreciated for financial reporting purposes. However, they will be assigned a bar code number for inventory as Colleges must have the ability to keep track of high risk non-capitalized equipment.

E. Finance will issue purchase orders. The purchase order will serve as authorization to commit college funds. No purchase shall be made by any employee without the prior issuance of a purchase order unless the employee has been issued a procurement card.

Revised March 3, 2008
5.7 Surplus Property and Equipment

A. The President shall establish procedures for the disposal of surplus property to which the Board of Trustees holds the legal title.

B. The President shall establish procedures for inventorying and reporting the loss of equipment.

Approved March 10, 1997
5.7.1 Sale, Trade and Disposal of Inventoried Assets (including High Risk)

A. When a capitalized or non-capitalized high risk asset reaches the end of its useful life, becomes inoperable, becomes obsolete, or is replaced, it may be traded to other community colleges, sold on the North Carolina State Surplus Property website, cannibalized for parts, or recycled through a state-approved recycling agency. Should the capitalized asset be determined to have no useful value and cannot be traded, sold, cannibalized, or recycled, it may then be disposed. Employees shall submit an Equipment Data form found on the College’s SharePoint intranet once the asset has reached the end of its useful life, becomes inoperable, becomes obsolete, or is replaced.

B. When an asset has been traded, sold, cannibalized, recycled, or otherwise disposed, Finance will be responsible for properly recording the disposal in Colleague.

Approved April 17, 1997
5.7.2 Reporting Loss of Equipment

Any damaged, stolen, or missing materials or equipment owned by the College must be reported to the Chief Financial Officer as soon as the discovery is made. A written report must be filed within twenty-four (24) hours of discovery of the loss. Conditions and circumstances leading to damage or loss should be included in the report, as well as actions proposed or taken to eliminate future losses.

Pursuant to N.C.G.S § 114-15.1, the President shall report possible violations of criminal statutes involving misuse of State property to the State Bureau of Investigation.

Approved April 17, 1997
5.7.3 Equipment Inventory

The College shall conduct an annual inventory of capitalized assets. Spot checks may be made at intervals when deemed necessary or advisable. The College shall inventory non-capitalized high risk assets at least once every two (2) to three (3) years, if not annually. The responsibility for seeing that the inventory is carried out shall be that of the Chief Financial Officer.

Revised November 10, 2003
5.8 Foreign National Compliance

All North Carolina State Government Agencies, Universities, Community Colleges and Institutions have been tasked with the responsibility of withholding and reporting on payments to Foreign National individuals and vendors in accordance with the IRS Code Regulations Section 1441 and policies established by the Office of the State Controller (OSC).
5.8.1 – Foreign National Compliance

When the College identifies a foreign national or foreign vendor that will be compensated via payroll, accounts payable or student services, the appropriate department shall maintain a copy of evidentiary and supporting documentation such as I-9, W-8BEN, I-20, I-94, I-797, passport, and/or employment authorization card. The evidentiary and supporting documentation shall be provided to the Finance Division.

The Finance Division will submit the supporting documentation to the Systems Office before payment is made.

If the Systems Office determines that payments made by the College to a foreign national or foreign vendor are taxable, the College shall withhold federal and/or state taxes as instructed by the Systems Office.
5.9 Print Shop

A. Purpose - The purpose of the College’s Print Shop is to provide photocopying and printing services which complement and enhance communication of the College’s educational, community, and administrative functions.

B. Photocopying and Printing - Jobs are completed per directions on a work order completed by each user. The College shall develop procedures for Print Shop operations, for the use of printers and copy machines by employees and students, and for the cost of printed copies and other Print Shop services and products.
5.9.1 Print Shop

Employees shall submit a Print Shop Work Order found on the College’s SharePoint intranet. Curriculum students receive a PaperCut account each semester.
5.10 Internal Audit

Internal Audit has the authority and responsibility for conducting financial and compliance audits. In the conduct of an audit, Internal Audit is authorized full and unrestricted access to records, personnel, and physical properties relevant to the performance of the audit. Internal Audits helps ensure that the College is in compliance with applicable policies and procedures, statutes, and regulations, which in turn support the College in achieving its vision, mission and goals.

The College is committed to the EAGLE (Enhancing Accountability in Government through Leadership and Education) Program. The College performs an annual assessment of internal control over financial reporting and compliance to identify risks and compensating controls that reduce the possibility of material misstatements, misappropriation of assets and noncompliance with governmental rules and regulations. The EAGLE Program also assists in recognizing opportunities to increase efficiency and effectiveness in business processes and operations.
<table>
<thead>
<tr>
<th>Blue Ridge Community College</th>
<th>Chapter 5 – Fiscal Affairs</th>
<th>5.11 (Reserved)</th>
</tr>
</thead>
</table>

5.11 (Reserved)
5.12 (Reserved)
5.13 Self-Supporting Course Sections

A. Authority to Charge Self-supporting fees

Pursuant to 1E SBCCC 600.3, the College may sponsor self-supporting classes, deposit income (if any) to a local account, and pay all expenses from such local account. Each student is required to pay a pro-rata share of the cost of a self-supporting class. Since the pro-rata share assumed is not considered a registration fee, no individual or group is exempt under G.S. 115D-5(b) from paying a proportional share of the identified cost of the class.

B. Self-supporting Fee Rates

The College uses the Transparent Rate Method for curriculum self-supporting fee rates. The College shall charge each student an amount consistent with the curriculum tuition rate based on residency status. The transparent rate method shall only be used if the receipts generated through this method can adequately support the direct and indirect costs of the self-supporting instruction.

The College shall set self-supporting fees for continuing education courses at a level at or below the local market rate for the type of continuing education instruction provided.

C. Use of Self-supporting Fee Receipts

Self-supporting fee receipts shall be used to support the direct and indirect costs of the self-supporting course sections. The College shall not use state funds for direct costs of self-supporting course sections.

D. Excess Receipts

Specific fee receipts shall be used for the purpose for which they are charged. If self-supporting receipts exceed expenditures for the purpose for which they are charged, the College shall use excess receipts to support the costs of future self-supporting course sections, instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.

Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.
5.14 Live Client Projects

A. Use of Live Client Project Receipts

All costs that otherwise would not have been incurred absent the live client project shall be paid from the institutional account that receives the live client project receipts and may not be supported from State funds. These costs include, but are not limited to, supplies and materials used in producing the good or service, additional personnel required to serve clients, specialized equipment, liability insurance and other costs directly related to the live client project as distinguished from an instructional program that does not produce income.

B. Disposition of Discontinued Live Client Project Fund Balance

If the College decides to discontinue live client project activities, any unexpended funds in the live client project institutional account shall be used consistent with the following provisions:

1. The fund balance may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants and loans), student activities, curriculum development, program improvement, professional development, and instructional equipment.

2. The fund balance shall not be used for any of the following purposes: supplemental salaries or benefits of any personnel, administrative support of the college beyond allowable indirect costs, entertainment expenses, functions in while the primary purpose is fundraising, or any other activity that does not directly benefit students.
5.15 College-owned Vehicles

The President shall establish guidelines for the use of all College-owned vehicles.

Approved August 24, 1992
5.15.1 College-owned Vehicles

A. All College vehicles shall be used solely for College business and travel purposes. The physical plant and criminal justice departments shall have sole use of vehicles assigned to their Departments. Vehicles assigned to the College fleet shall be available for all employees of the College.

B. The vehicle must be reserved through the Office of the CFO.

C. A college vehicle, if available, should be used in lieu of a personal vehicle for all business trips.

D. Divisions desiring to use the vehicles must include in their budgets funds for vehicle use at the annually published IRS Business Standard Mileage Rate.

E. Finance will calculate and charge the appropriate department’s budget for actual mileage at the rate indicated in paragraph D above, on a monthly basis.

F. When requesting use of the vehicle, the following must be observed:
   1. The request must be submitted through the Vehicle Request Form in SharePoint at the following link:
      http://share.blueridge.edu/travel/Vehicle%20Request%Form/Forms/AllItems.aspx
   2. An approved list of authorized drivers will be established and maintained by the Office of the Chief Financial Officer and vehicles will be issued only to those individuals whose names are on the authorized list.
   3. It is the responsibility of the driver to complete a vehicle trip log and remove all trash and personal items from the vehicles before returning them to the College.
   4. It is the responsibility of the driver to obey all traffic laws including the use of seatbelts for all occupants at all times. Drivers will be responsible for any citations issues, including parking tickets.
   5. There will be no smoking in any College vehicle.

Approved October 1, 2002; Revised May 1, 2013, September 3, 2014
5.16 Procurement Cards (P-Cards)

The President is authorized to obtain procurement cards to enable the College to make small purchases more quickly and efficiently by minimizing paperwork and processing time.

Under Purchase & Contract’s contract with Bank of America for their VISA card, there is no charge for issuance or maintenance of the cards.
5.16.1 Procurement Cards (P-Cards)

1) The Chief Financial Officer or his/her designee is responsible for the issuance, accounting, monitoring, and retrieval of College purchasing cards as well as ensuring compliance with the purchase card policy.

2) Specific authorized personnel may participate in the College Procurement Card program.

3) The purchasing card will be used solely for the purchase of goods and services for the official business of the College.

4) The cardholder issued the card is responsible for its protection and custody and shall immediately notify the Chief Financial Officer or his/her designee if the card is lost or stolen.

5) Cardholders must immediately surrender the card upon termination of employment.

6) Cardholders issued a purchasing card are required to adhere to the guidelines outlined in Appendix A of the Purchasing Manual posted on the College’s SharePoint intranet.

7) Failure to comply with this policy may result in disciplinary action.
5.17 Bookstore

The Chief Financial Officer shall be responsible for the efficient operation of the College Bookstore ("Bookstore"). The Bookstore shall be leased to and operated by a reputable third party vendor that has experience and expertise in operating college and university bookstores.

The operations of the bookstore shall be handled through the provisions of Institutional funds. All financial transactions pertaining to the bookstore shall be kept separate from all other activities of the College.

Use of Bookstore Receipts

Funds may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants, loans, work study), student refunds, student activities, giveaways to students, curriculum development, program improvement, professional development, instructional equipment, and capital improvements related to facilities associated with the bookstore and/or student activities.

Funds shall not be used to support supplemental compensation or benefits of any personnel except bookstore personnel, administrative costs, promotional giveaways to individuals other than students, entertainment expenses, and fundraising.
Use of Vending & Concession Receipts

The profits from vending machines and other convenience concessions shall be used for the following purposes: support the operations of the Student Government Association, student financial aid, expenditures for student activities, expenditures for activities of direct benefit to the students, and expenditures for other activities relating to public relations which may involve both students and/or faculty and staff.

Funds generated through vending facilities, vending machines, and other convenience concession activities shall not be used to supplement the salary of any college president.
5.19 College Investments

Blue Ridge Community College will conform to the General Statutes relating to Community College investments, specifically GS 115D-58.6.

Revised January 14, 2002
5.20 Personal Information Protection

A. Blue Ridge Community College maintains electronic and written personal information which is essential to performing College business. The College has both rights and obligations to manage, protect, secure, and control identifying information. Personal identifying information includes but is not limited to an individual's name combined with any confidential distinguishing information and/or numbers such as social security numbers, bank account numbers, credit cards numbers, driver's license numbers, and personal identification numbers (PINs). Every employee, student and associate (including but not limited to contractors, temporary staff, consultants, volunteers, vendors, and trustees) of Blue Ridge Community College should protect this personal information when collecting, using, transferring, storing, and disposing of it.

B. The President shall develop, implement, and administer proper procedures that protect the personal information of employees, students, and associates of the College.

C. Pursuant to the US Fair and Accurate Credit Transactions Act of 2003, the President shall develop an Identity Theft Prevention Program to ensure that there is a continuing effort to protect the identity of individuals who are served by the College.

Adopted May 11, 2009
5.20.1 – Identity Theft Red Flag

This Policy is intended to meet the requirements of the FTC “Red Flag Rule.” Identity theft is a fraud committed or attempted using the identifying information of another person without that person’s authority.

I. Purpose

The College shall undertake reasonable measures to detect, prevent, and mitigate identity theft in connection with the opening of a “covered account”, or any existing “covered account”, and to establish a system for reporting a security incident.

II. Definitions

A. Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made by a borrower periodically over time such as a tuition or fee installment payment plan.

B. Creditor – A creditor is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal, or continuation of credit.

Examples of activities that indicate a college or college is a “creditor” are:

1. Participation in the Federal Perkins Loan program;
2. Participation as a school lender in the Federal Family Education Loan Program;
3. Offering loans to students, faculty or staff;
4. Offering a plan for payment of tuition or fees throughout the semester rather than requiring full payment at the beginning of the semester.

C. Identifying Information – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including:

name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet Protocol address, routing code or financial account number such as a credit card number, in combination with any required security code, access code, or password that would permit access to an individual’s financial account.

D. Red Flag – A red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.

E. Security Incident – A collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

III. Identification of Red Flags

Broad categories of “Red Flags” include the following:
A. Alerts – alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies.

B. Suspicious Documents – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied.

C. Suspicious Personal Identifying Information – such as discrepancies in address, Social Security Number or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; personal information of others already on file; and/or failure to provide all required information.

D. Unusual Use or Suspicious Account Activity – such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.

E. Notice from Others Indicating Possible Identify Theft – such as the College receiving notice from a victim of identity theft, law enforcement or another account holder reports that a fraudulent account was opened.

IV. Detection of Red Flags

College employees shall undertake reasonable diligence to identify Red Flags in connection with the opening of covered accounts as well as existing covered accounts through such methods as:

A. Obtaining and verifying identity;
B. Authenticating customers; and
C. Monitoring transactions.

A data security incident that results in unauthorized access to a customer’s account record or a notice that a customer has provided information related to a covered account to someone fraudulently claiming to represent the College or to a fraudulent web site may heighten the risk of identity theft and should be considered Red Flags.

V. Security Incident Reporting

College employees who believe that a security incident has occurred shall immediately notify his/her appropriate supervisor and the Vice President and Chief Financial Officer.

Upon review of the incident, the Vice President and Chief Financial Officer shall determine what steps may be required to mitigate any issues that arise in the review. In addition, referral to law enforcement may be required.

VI. Training and Program Review

All College employees who process any information related to a covered account shall receive annual training and this Policy shall be reviewed annually.
Legal Citation: Fair and Accurate Credit Transactions Act of 2003; FTC Regulations – Red Flag Rule

Cross Reference: 7.03.09 – Payment Card
5.21 Credit Card Processing

Credit card processing at the College complies with the Payment Card Industry Data Security Standards (PCIDSS). The following security requirements have been established by the payment card industry and adopted by the College to ensure compliance with the payment card industry. These requirements apply to all employees, systems, and networks involved with credit card processing, including transmission, storage, or electronic and paper processing of credit card numbers.

Authorized Employees

Credit card processing for official college business is restricted to Business Office personnel and other personnel authorized by the Chief Financial Officer. No other College employees are authorized to process such information for any reason.

Training

College employees who process credit card information or who have access to this information will complete annual data security training.

Procedures

Each College employee who processes credit card information must strictly adhere to the following:

1) Access to credit card information is restricted to authorized personnel.
2) System and desktop passwords must be changed regularly in accordance with Policy
3) Accounts should be immediately terminated or disabled for employees who leave employment with the College.
4) Credit card information should not be stored in any format.

Data Retention

Credit card information, including the card number, cardholder name, CVV code, and expiration date should not be retained for any reason.

Restrictions

Employees may not send or process credit card data in any insecure manner including: transmitting such data via mail, courier, email, or instant messaging. Credit card information may not be left exposed to anyone.
Network and Infrastructure

The Information Technology Department maintains additional procedures to ensure compliance with PCIDSS. These include:

1) Configuration of card processing environments procedures, including segmentation of local area networks and protection through deployment of firewalls;

2) Logging control procedures;

3) Wireless use procedures; and

4) Encryption procedures

Compliance

The College shall annually submit a PCIDSS security questionnaire to the North Carolina Community College System to ensure compliance with the PCI Data Security standards.
Chapter 6 – Instruction – Curriculum

6.1 Curriculum Programs

A. The President or a designee shall determine the courses and programs of instruction needed to meet the educational needs of the people in the service area of Blue Ridge Community College, and shall determine the effectiveness and efficiency of the programs and services in meeting these needs.

B. All new programs offered by Blue Ridge Community College must be approved by the Board of Trustees, the Department of Community Colleges, and the State Board of Community Colleges.

C. All approved programs and courses should be contained in the College Catalog.

D. The continued operation of any curriculum at Blue Ridge Community College is dependent upon adequate state funds and sufficient enrollment in the program.

E. The President or a designee shall develop procedures for the implementation of this policy.

Approved August 24, 1992
6.1.1 Development and Revision of Curricula

A. The Vice President for Instruction acts as a coordinator for curriculum development and normally directs Deans in conducting feasibility studies, recommending advisory committee members, consulting with industry and business representatives concerning course content and length, and other activities necessary to develop a curriculum application. Requests for new curricula or proposed changes in existing curricula should be submitted to the Blue Ridge Community College Program Review Committee. If the Program Review Committee feels the program or change should move forward, it should be submitted to the Vice President for Instruction. The Vice President for Instruction determines if the change is substantive. If the change is minor, such as replacing a course in a program of study, the Vice President for Instruction will make the necessary change. If the change is substantive, or if it involves a new program, the Vice President for Instruction will present the proposed program or change to the Curriculum Committee of the Board of Trustees, or directly to the Board of Trustees. The Vice President for Instruction is responsible for ensuring that the State Board of Community Colleges, SACSCOC, and Blue Ridge Community College Board of Trustees’ policies are followed in the development of a curriculum proposal, including notice to other community colleges.

B. The President of Blue Ridge Community College examines the fiscal aspects of proposed curricula or changes in existing curricula and ascertains that budgetary requirements are within the fiscal capabilities of the College. The President also appoints the members of the official advisory committee for a new curriculum. All new curricula must be approved by the President before they are submitted to the Board of Trustees.

C. Faculty members directly involved in the teaching of a particular curriculum aid in the development of new curricula and in the review of anticipated changes in existing curricula. Annual meetings are held in each division for the purpose of recommending changes in the curriculum within that division. Members of the faculty directly involved with instruction in the curriculum are responsible for preparing written course descriptions and outlines for each new course offered. The faculty is encouraged to make suggestions and even to conduct a feasibility study of any new curriculum deemed useful to the community. The faculty also works in any committee capacity involving a curriculum deemed beneficial to the College and community by the administration. At least one faculty member serves on each advisory committee.

D. The Board of Trustees approves or disapproves each application for a new curriculum after it has been developed by the administration and faculty. The Vice President for Instruction or his/her designee will present to the Board of Trustees Curriculum Committee or to the full Board of Trustees the results of the feasibility study and any other pertinent information requested. Meeting minutes must indicate approval to offer the new curriculum by the full Board of Trustees prior to submission to the North Carolina Community College System Office.

E. If approved, the System Office places it on the agenda of the State Board of Community Colleges where it is again reviewed and either approved or disapproved. Blue Ridge Community College may officially offer the curriculum for credit after it has been approved by the State Board of Community Colleges. The Vice President for Instruction is responsible for the three-year report to the State Board of Community Colleges, as well as any other required reporting.

F. The continued operation of any curriculum at Blue Ridge Community College is dependent upon adequate state funds and a sufficient enrollment to make it financially feasible to continue. In view of this, the College reserves the right to discontinue any program if sufficient funds are not available or if the enrollment declines to an unacceptable level, as defined by the North Carolina Community College System.

Revised November 10, 2003; February 6, 2013
6.1.2 Development and Revision of Course Syllabi

A. Instructors shall organize, write, and use a course syllabus for each course taught. Since student abilities and learning levels are vital factors in planning, all syllabi should be flexible enough to allow the instructor to meet the daily needs of the class. Adjunct faculty will utilize course syllabi developed by the full-time faculty unless otherwise instructed by the appropriate Department Dean or the Vice President for Instruction. The following items are to be considered in making the course syllabus.

B. Instructors desiring to teach a course using a distance learning mode of delivery shall first obtain approval through the submission of the College Form.

C. Content of Syllabi – Course syllabi should include:

1. A list of course objectives; an outline of the procedure to be used in meeting objectives, and an approximate time schedule to be used in achieving them.
2. A complete outline showing what is to be included in the course.
3. Evaluation procedures (should be based on course competencies).
4. A list of recommended texts, materials, special equipment, audiovisual aids, etc., necessary for fulfilling objectives.
5. A disability services statement.
6. A list of reference materials for instructor’s use.

D. Whenever more than one instructor is involved in teaching the same course, separate course syllabi may be prepared by each instructor. However, the instructors will work together to formulate a single set of objectives for the course. The textbook to be used in the course will selected by using the criteria set forth in Procedure 6.9.1.

E. Review and Revision of Syllabi

1. All course syllabi are to be prepared prior to the beginning date of a course and submitted to the Department Dean or the Vice President for Instruction for review.
2. Course syllabi are to be reviewed by the instructor at some time after the completion of a course and prior to teaching it again. If revisions are necessary, these should be made and a corrected copy of the changes should be submitted to the Department Dean or the Vice President for Instruction.

Revised September 29, 2008
6.1.3 Classroom Testing and Examinations

A. Testing and exams are a part of the overall evaluation system employed by the College. Tests and exams should be constructed to determine that:
   1. Clear communication between the student and instructor has taken place;
   2. Students are ready to progress to the next level;
   3. Students do not need additional review prior to moving forward in the program; and
   4. Students can assess their degree of mastery of the subject being taught.

B. Exams or evaluations will be scheduled in all courses taught at the College. These exams or other evaluation procedures will be used to:
   1. Determine if competencies or objectives for the course have been met;
   2. Provide reinforcement in the learning process; and
   3. Provide feedback for the instructor and serve as an aid in upgrading teaching techniques and materials.

C. A copy of exams or evaluations used are to be on file in each instructor's office for a period of at least one month following the semester in which the exam was given.

Revised August 5, 2008
6.1.4 Quality and Effectiveness of Programs and Curricula

The Vice President for Instruction, Deans, and faculty are responsible for providing quality educational programs. The College is engaged in the following activities directed toward that goal:

A. Maintaining a comprehensive job position for faculty and instructional support personnel which states specific job requirements. In some cases, this description also lists minimum qualifications for the position.

B. Filling each available position with a qualified and capable instructor. This involves effective advertising, screening, interviewing, and selection of personnel to be recommended to the President and Board of Trustees.

C. Maintaining a complete personnel file on all instructional employees with documentation of credentials and references in a designated office.

D. Requiring an up-to-date course syllabus for each course offered.

E. Providing a professional development program which will allow instructional personnel the opportunity to obtain or upgrade skills necessary to insure effectiveness of instruction.

F. Provide current textbooks, appropriate equipment, and teaching supplies and materials for each class offered.

G. Involving the local community in advisory committee functions for vocational and technical curriculum offered. These committees help to keep the faculty aware of current and future training requirements.

H. Encouraging participation and membership in professional organizations.

I. Implementing a broad-based program and instructional evaluation system.

J. Maintaining current instructional materials in the College Library.

*Approved October 1, 2002*
6.2 Faculty Work Load

The President or a designee shall establish a comprehensive system of guidelines and procedures that provide for the accounting, scheduling, and verification of assigned work activities performed by the full-time and part-time faculty.

Approved March 10, 1997
6.2.1 Faculty Work Load

A. Faculty workload is determined by a point system which takes into account the number of class hours, lab hours, preparations, number of students taught, nature of the subject, clerical help available, and other responsibilities assigned to or assumed by the faculty.

B. The appropriate workload of each faculty member employed at Blue Ridge Community College will be determined by the administering Dean with the approval of the Vice President for Instruction.

C. Points awarded for lab/clinic/salon hours are determined by dividing the contact hours by 2. When lab/clinic sessions are taught concurrently, points will be awarded for the longest lab/clinic.

D. Points for the number of students taught are awarded in relation to the number of full-time equivalents (FTE) earned by the faculty member in that semester. Points are awarded according to the following scale:

- 0 points < 5.25 FTE
- 1 point ≥ 5.25 FTE but <10.5 FTE
- 2 points ≥ 10.5 FTE but <15.75 FTE
- 3 points ≥ 15.75 FTE but <21 FTE
- 4 points ≥ 21 FTE

E. Curriculum faculty who teach Continuing Education courses will have the points for those courses added to their Curriculum total to determine total workload. Continuing Education points will be determined by a) dividing the total contact hours for the class(es) by 16 in order to determine average weekly contact hours, and b) dividing the average weekly contact hours by 2. No points will be added for preparations nor FTE. Curriculum faculty who teach Continuing Education courses will not be entitled to overload consideration unless the workload points for their curriculum classes is within the range required for their position.

F. Points for other responsibilities are determined by the Dean with the approval of the Vice President for Instruction. The number of points for other responsibilities is ordinarily limited to three. Points are not awarded for items that are responsibilities as listed on the job description for the particular faculty position. The following are examples of responsibilities for which points may be awarded:

1. Chair of standing committee
2. Chair of a major committee (SACS, Advisory)
3. Development of an innovative instructional delivery system
4. Faculty Senate chair (2 points) and Faculty Senate Members (1 point)
5. Student organization sponsor
6. Maintenance of a lab
7. Teaching assignments in a combination of day and evening classes
8. Weekend or off-campus classes

G. The faculty member’s workload will be scheduled within a range of points based on a quantitative analysis of all faculty workloads. Currently, the range is set from 20 to 26 points per semester. The range for Faculty Chairs and Directors is set from 17 to 23 points. A
faculty member whose workload does not fall within this range shall establish a plan with the appropriate Dean and the Vice President for Instruction.

H. Faculty workload will be analyzed on a point system according to the following:

1. Total class hours (non-lab) per week
2. Number of course preparations per week
3. Lab/clinic/salon contact hours divided by 2
4. Number of students taught (FTE points)
5. Continuing Education points (average weekly contact hours divided by 2)
6. Other responsibilities

Total Points

I. Compensation-above-the-range decisions are guided by the resources available to the administrator and the faculty member’s workload for the academic year. A list of options is provided for guidance. These options include:

1. Reduction of other responsibilities
2. Reduction of responsibilities in the succeeding semester or summer session
3. Monetary compensation based on the same policy as adjunct faculty.

J. A Faculty Workload Analysis Form shall be completed if an instructor becomes eligible for overload pay. A copy will be attached to the part-time contract for that pay if the faculty member is to be given overload pay.

K. A quantitative analysis and descriptive charts of full-time faculty loads will be developed on an annual basis by the Division of Instruction.

L. Deans’ teaching loads are monitored by the Vice President for Instruction. Deans may teach up to one-half of a full-time faculty load.

M. Workloads for adjunct faculty shall be assigned on a semester-by-semester basis as need dictates. Class load assignments should be limited to less than twelve credit hours and total work hours (including preparatory time as described in Procedure 3.7.14) shall be less than thirty (30) hours per week unless approved by the Vice President for Instruction.

Approved October 1, 2002; Revised February 6, 2013; June 7, 2017
6.3 Certification of Faculty

The College shall employ faculty with credentials, which meet the standards required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and those required by other accrediting or credentialing agencies. A formal teaching certificate will not be required.

Approved March 10, 1997
6.3.1 Certification of Faculty

A. Official transcripts and other necessary documentation must be filed in the personnel file of each faculty member to show evidence of their qualifications and credentials. A faculty competency form must be completed on each faculty member, both full and part time, and maintained in the Office for Instruction.

B. The official documentation must certify the following credentials:

1. All faculty members teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; and natural sciences/mathematics must have completed at least eighteen (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.

2. All faculty members teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs designed for college transfer must have at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold the minimum of the master’s degree with a major in the teaching discipline.

3. All faculty members teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer must possess appropriate academic preparation coupled with work experience. The appropriate credentials will be determined for each faculty member by the appropriate dean and the Vice President for Instruction.

4. 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. Such cases must be justified by the Vice President for Instruction or a designee.

Approved October 1, 2002
6.4 Use of Lecturers and Speakers

The President shall develop procedures ad requirements for the utilization of outside speakers or lecturers who appear at the College for instructional purposes.

Approved August 24, 1992; revised August 31, 2015
6.4.1 Use of Lecturers and Speakers

A. The use of outside speakers as a supplement to regular classroom activities is encouraged, but they should not be used as a substitute for the regular teacher or to supplant planned instructional activities.

B. The use of outside speakers should be planned by the regular instructor. Deans should be informed of outside speakers.

C. Considerations for scheduling an outside speaker should include: day and time of class, length of class period, location of class, and subject matter to be covered. Any equipment that is needed should be arranged in advance and be available when the speaker arrives on campus.

D. Funds are normally not available for payment of stipends or honorariums.

Revised February 2, 2001; revised August 31, 2015
6.5 Academic Advising

The President or a designee shall develop a system providing for academic advising for each student enrolled at the College.

Approved March 10, 1997
6.5.1 Academic Advising

A. Faculty will serve as advisors to all students assigned to them. Advisees will be assigned by the Division of Student Services.

B. Faculty will arrange their schedule to be on campus and available to advise students during advising days and registration periods.

C. Faculty should encourage students to consult with their advisors on all problems concerning their work at the College.

D. Faculty should be available during posted office hours to help advisees with problems.

E. Faculty will ensure that each advisee understands the required prerequisites and that the advisee is eligible to take the courses they have selected.

F. Faculty should help with orientation of new advisees.

G. Faculty should suggest that each advisee confer with them as needed.

H. Advisors should alert the appropriate counselor in the Division of Student Services if additional help is needed with an advisee.

Approved April 17, 1997; revised August 31, 2015
6.6 Classroom Management

The President or a designee shall develop guidelines and procedures for management of classroom activities.

Approved August 24, 1992
6.6.1 Classroom Management

A. The following policies apply to all students at Blue Ridge Community College. Instructors should adhere to the following guidelines in carrying out daily activities in all Blue Ridge Community College learning environments defined herein as any venue, on or off campus, under the general supervision of college faculty, including but not limited to, classrooms, laboratories, clinical sites, and college grounds. Such venues also include distance learning (e.g., online communication, interactive video, etc.)

B. Promptness − Punctuality is a valuable habit desired by all employers. Instructors can help to develop this habit in their students by meeting their scheduled classes or other meetings at the time designated, and by insisting that students also arrive on time. In the event that an instructor fails to meet class within fifteen (15) minutes past the designated starting time, students are to sign their names on a roll and are then excused.

C. Housekeeping − Prospective students, prospective employers of students, and numerous other interested individuals will constantly be visiting the College. Their first impression of Blue Ridge Community College will be created by the visual aspects of the school plant. Therefore, it is extremely important that each individual in the school be active in helping to maintain an orderly and well-organized appearance. The proper attitude toward clean and orderly shops, labs, and other workspaces can be passed on to the student by the attitude and actions of the instructor. Each instructor can aid the custodial staff by ensuring that the following duties and regulations are carried out.

1. Smoking and the use of smokeless tobacco products is prohibited in all buildings and facilities and on College grounds. Food is not allowed in classrooms; however instructors may permit beverages if kept in a spill-proof container.

2. Paper and other materials which accumulate during the day are to be picked up prior to leaving the classroom.

3. All tools are to be locked in their proper storage place at the end of each class or day.

4. Furniture is to be left in an orderly appearance. In general, disarrangement of a classroom as a result of teaching activities shall be corrected by the students in the class under the supervision of the instructor in charge.

5. All labs are to be secured according to established departmental policy.

D. Discipline − Effective discipline must be maintained in all learning environments. Each instructor has the responsibility of handling any discipline problems that arise in class. Extreme cases are to be referred to the Vice President for Student Services. Upon request by the instructor, administrators will serve as mediators in extreme problems concerning discipline. Prolonged disruptive activities by students or groups of students will not be condoned by the College. Any conduct that endangers the success of the student or others shall be cause for immediate dismissal from the class at the instructor's discretion. Inappropriate student conduct shall not be allowed to continue beyond reasonable limits. The more severe the disruption caused by the student's conduct, the greater liability the College may incur. In general, the instructor is not to condone stealing, cheating, gambling of any type, the drinking of alcoholic beverages, use of drugs, personal combat, loud, profane, or boisterous language, or any other conditions on the campus which would be considered unbecoming to an adult member of the student body. The possession of dangerous weapons, drugs, or alcoholic beverages on campus is in violation of state laws and should immediately be reported to the administration of the College. Refer to Sec. 4.15.1
Harassment/Discipline regarding control and discipline of students.

E. Professional Appearance – The instructor's appearance should present a professional image. It should be appropriate to the area of training as students in certain areas formulate habits on the basis of their instructor's appearance.

F. Safety – The teaching of the proper attitude toward safety is the responsibility of every instructor at Blue Ridge Community College. The instructor's habits and attitude toward safety have a great influence on the habits and attitude formulated by the students. It is extremely important that the following safety regulations be utilized by all instructors:

1. Safety rules and regulations specific for each program of instruction are to be posted on laboratory and shop bulletin boards. For a complete listing of safety rules, refer to Sec. 9.3.1 Campus Safety of this Manual.

2. The proper procedures for the use of dangerous equipment should be demonstrated by the instructor. Hazards should always be pointed out in advance. This aspect of safety training is to be utilized prior to any student being allowed to use equipment and machinery.

3. The instructor must always be present in shops and laboratories when machinery or equipment is being used by students. In the event the instructor must leave the area, another instructor should be placed in charge or the shop should be locked.

4. Jewelry or loose clothing should not be worn when operating moving equipment. If neckties are worn, they should be of the bow or breakaway type.

5. Unauthorized students are prohibited from using equipment and machinery.

6. Long hair must be tied at the back and placed under a hat or some type of covering while working in any of the vocational shops.

7. North Carolina law requires that eye protective devices be worn by students, teachers, and visitors to the instructional area where any of the following activities are conducted:
   a) Working with hot solids, liquids, or molten metal.
   b) Milling, sawing, turning, shaping, cutting, or stamping of any solid materials.
   c) Heat-treating, tempering, or kiln firing of any metal or other material.
   d) Welding of any type.
   e) Repairing or servicing any vehicle.
   f) Using caustic or explosive chemicals or materials.

8. Any visitor to a classroom, shop, or laboratory, must be accompanied by an employee of the College.

9. Children of students are not to be left unattended anywhere on campus and are not permitted to attend classroom sessions.

10. Special permission must be obtained from the instructor before a spouse or friend may audit a class session.
G. Equipment and Furniture – It is the instructor's responsibility to see that the equipment and furniture for each area is maintained. Abuse of equipment or furniture by students will not be tolerated. Longer life and better care may be derived from equipment and furniture if the instructor will utilize the following practices:

1. Stress the importance and cost of equipment and furniture.

2. Emphasize that there is a proper tool or piece of equipment for each job.

3. Demonstrate and utilize recommended preventative maintenance methods. This includes keeping equipment clean.

4. Emphasize that equipment and furniture are not to be loaned or removed from the premises for any purpose. Special consideration may be given this regulation when pre-arranged field trips or other conditions warrant the use of equipment away from the school. Prior arrangements must be made with the appropriate administrator.

5. Repair damaged or broken equipment whenever possible. Damage and loss of equipment is to be reported to the Division of Finance and Operations. New equipment must be checked and processed by the Division of Finance and Operations prior to its disbursement to classrooms or laboratories. Thereafter, the instructor in charge of each area shall be responsible for accountability and care of the equipment and furniture in that area.

H. For procedures on first aid and accident reporting, refer to 9.11.1 of this Manual. For procedures on emergency response, refer to Sec. 9.1.1 Emergency Response Procedures and to the Campus Emergency Response Plan outlined in notebooks available in classrooms, labs, and common areas.

Revised November 4, 2009
6.7 Class Reports

The President or a designee shall develop guidelines and procedures for reporting to the College and to the state all necessary class statistics.

Approved August 24, 1992
6.7.1 Class Reports

All instructors are responsible for maintaining and submitting such records and reports as may be required by the College. All records and reports are to be submitted to the appropriate administrator on or before the date due.

A. Membership and Web Attendance Record – Attendance is to be kept by each instructor for each section taught, currently through Web Attendance. Codes for showing student status are listed on the Web Attendance form and are to be used as shown. This form will constitute the official back-up record for FTE reporting and for attendance in the class. The first submission in Web Attendance should be done no later than the day after ten (10) percent of the class meetings have taken place. The final submission of Web Attendance is due within 24 hours after completion of the course.

B. Student Grade Reporting – All grades must be entered into Web Advisor at the completion of the course by the due date designated by the Registrar’s Office.

C. Grade Report – This report is to be completed on a standard form for each section of each course taught. This report is the official record of the grade assigned. The report is due to the Office for Instruction at the end of the semester.

D. Incomplete Grades – Instructions regarding incompletes as outlined in the general Catalog shall be followed by all instructors. The following procedure will aid in the enforcement of this policy:

1. During pre-registration advising, the advisor will be responsible for questioning the student concerning any possible incompletes and for advising students that failure to report any incompletes may result in:
   a) Courses being dropped to create a lighter load, or
   b) Extra expenses incurred in purchasing texts for courses which cannot be taken due to an unresolved incomplete.

2. The instructor assigning the grade of incomplete will assign the date by which the student must complete the course requirements. This date must be set no later than the end of the following semester. A grade of incomplete, which has not been removed before the end of its succeeding semester, automatically becomes a failure. During the semester or no later than the end of the semester, instructors award the proper grade and submit the proper form through SharePoint.

3. Two or more incompletes in a semester will result in the student being required to carry a reduced load the following semester. The appropriate Dean must document exceptions to this procedure after consultation with the student’s advisor. Students with three or more incompletes may register for the following semester by special permission only.

E. Student Dismissal or Student Withdrawal from Class by Instructor – Should it become necessary to drop a student from class a Student Dismissal is to be filed with the appropriate Dean. Instructors should file this as soon as possible after the decision to drop the student is made. It is very important that the final grade and each date of attendance be listed on this form. Students who are absent for more than 10% of the class contact hours prior to the 75% point of the class hours should be withdrawn from the course, and the grade and last date of attendance submitted within three days through Colleague. In exceptional circumstances, such as in the case of illness, an instructor may allow a student to remain in class if in the instructor’s opinion the student has a
reasonable chance of completing the course objectives. The instructor should maintain documentation of any communication with the student and/or his/her family.

F. Accident Reports - Accidents are reported on a standard form and should be completed on the date of the accident and filed with the Office of Campus Police and Public Safety.

Revised November 10, 2003
6.8 Institutional Services and Live Projects

The President or a designee shall develop guidelines and procedures for projects carried out as a result of the students’ education program.

Approved August 24, 1992
6.8.1 Institutional Services and Live Projects

A. Automotive Servicing – Laboratory sessions in the automotive curriculum are designed to offer students actual experience on a motor vehicle to reinforce the theory being presented in classroom sessions. To ensure that all service work contributes to the learning experience established by the instructor, the following guidelines will be adhered to in the performance of service work:

1. Permission to bring the vehicle to be serviced to the automotive laboratory must be obtained from the instructor in charge.
2. All work is to be done under the supervision of the instructor in charge.
3. Servicing work to be performed must be written up on a standard Blue Ridge Community College Automotive Repair Order Form. All parts of the form are to be completed prior to commencing any work. This order shall list the work to be done and will include the following statement “Blue Ridge Community College does not guarantee any service work performed by students or staff members on vehicles brought in for servicing or other work”. In addition, Blue Ridge Community College will not be responsible for losses due to fire, theft, or vandalism, or losses due to acts of nature to vehicles stored or parked on the school premises for the purpose of having servicing work done in the automotive laboratory.” All vehicle owners are to read and sign this form prior to the performance of any service work.
4. All parts are to be supplied by the automobile owner or his or her representative. No parts or materials may be charged to Blue Ridge Community College.
5. No vehicle may remain on the premises of the College beyond six months from date of commencement of work.

B. Outside Work by Students - Due to the specialized nature of the programs offered at Blue Ridge Community College, staff members will find that they are often approached about having repair, maintenance, and initial installation work performed by their classes. The following guidelines shall govern such requests and performance of work:

1. The instructional staff of the College shall be under no obligation to accept, receive, or promise any outside work of any kind.
2. Outside work may be done providing the instructor can clearly relate it to the total instructional program and can justify the educational value of such work, and provided that such work will create no conflict between the College and local firms offering the same type of service.
3. When public work is arranged to be done outside of the College, the instructor should outline the project to the appropriate administrator at least three days prior to commencing the work. This description is to be provided on a standard Blue Ridge Community College Service Order Form. Prior to commencing the work, proper authorization by both the property owner and either the President, Vice President for Instruction, or the appropriate dean at Blue Ridge Community College must be obtained.

C. Live Projects – Live Projects are defined as: (1) educational programs in which students as part of their educational experiences repair or remodel equipment not owned by the College; or, (2) educational programs that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students. In the case of (1) above, the owner of the equipment must supply or pay for all parts required. In the case of (2) above, the following regulations apply:
1. Where federal programs are involved, federal regulations do not permit goods to be sold. In such programs goods produced may be used for the benefit of the College or donated to another nonprofit charitable or educational agency or institution.

2. For live projects that involve the purchase of equipment from the state or Federal Surplus Property Agency, the repair of this equipment and its sale as surplus follow the regulations of the State Division of Purchase and Contract. The proceeds of such sales shall be deposited with the State Board of Community Colleges and credited to the equipment budget of the College.

3. In other programs that fall under the above definition of live projects, the following shall apply:

   a) The President shall approve regulations, consistent with state laws and regulations, covering the disposal of goods and services, charges made, etc.

   b) The President shall provide that the receipts be deposited to state funds (unless a "special local" fund account arrangement has been worked out in keeping with regulations of the state Auditor). Receipts deposited to state funds under this provision shall be allotted back to the College for expenditures during the same fiscal year.

   c) Where a "special local" fund arrangement is set up as provided in C-3 above, all costs made necessary because goods and/or services are produced and then sold shall be paid from the "special local" account that receives the income. This includes materials used in producing the goods and services, extra personnel required to serve customers, specialized equipment that would not otherwise be required for instruction alone, and other costs directly related to a live project as distinguished from an instructional program that does not produce income. Detailed records must be maintained on the special local fund account in order that periodic financial statements may be prepared and a complete audit of the account made after the close of the fiscal year.

   d) Where a "special local" fund arrangement is set up as provided above, the president shall adopt regulations setting forth the classes of items or purposes for which funds from this special local fund in excess of those required under item C-3 above, may be used. Such funds shall not be used to supplement regular salaries of permanent employees whose base salaries are paid from state or local appropriations.

   e) The clientele served in providing clinical experience for students by carrying on live projects shall be limited to students and employees in the Community College System so far as possible. Where, however, outside clients become necessary in order to provide enough experience to carry out educational programs, clients should be selected from the general public on the basis of standing criteria adopted and published by the College, not inconsistent with state Board Policies. The above regulations except those under C-2 above do not apply to the disposal of any state owned equipment, which must be declared surplus and sold by the State Board of Community Colleges.

   f) Live projects which are approved by the North Carolina Community College System to be set up as “Special Funds” should be considered to be ongoing and as such will have any accumulated earnings or deficits carried as a fund balance from one fiscal year to another. These “retained earnings” will be used as necessary to finance continued operation of the project and for that purpose only. However, any surplus above and beyond what is necessary to continue operations shall be deposited to state funds using the appropriate revenue code. Likewise, if and when the live project is discontinued, all accumulated earnings shall be deposited to state Funds. All live projects not approved to be included
under “special funds” must have all revenues deposited directly to state funds. A request must then be made for the return of these funds in the form of a budget increase.

*Revised November 10, 2003*
6.9 Acquisition of Educational Materials

The President or a designee shall develop guidelines and procedures for the acquisition of educational materials.

Approved August 24, 1992
6.9.1 Acquisition of Educational Materials

A. Overall responsibility for seeing that textbooks and other educational materials are ordered rests with each Dean.

B. Instructors will assist in ordering textbooks and other educational materials utilizing the system developed by the College in partnership with the bookstore vendor.

C. Requests for textbooks are to be made as soon as possible after the next semester schedule is completed. All requests should specify the course in which the book is to be used.

D. Deans, or a designated full-time faculty member, will be responsible for acquiring textbooks for adjunct faculty.

E. Consistent with the Blue Ridge Community College agreement with Henderson County Early College High School, faculty will make every effort to continue use of a selected textbook for multiple semesters. In those situations where a textbook or edition change is necessary, faculty will make every effort to allow students the opportunity to utilize older editions of textbooks. Justification for not allowing students to use older editions must be submitted and approved by the faculty member’s dean prior to the start of the class.

Approved October 1, 2002; Revised February 4, 2015
6.10 Field Trips and Travel

The President or a designee shall develop guidelines and procedures for field trips or other travel.

Approved August 24, 1992
6.10.1 Field Trips and Travel

A. Field Trips – Field trips are considered a very important aid in the communication of knowledge, ideas, and understanding to students. Instructors are encouraged to plan and make use of this teaching aid. The following regulations should be observed:

1. Field trips are to be planned in advance with pre-instruction, post-discussion, and evaluation being of prime importance in the planning.

2. The industry or business visited should be engaged in practices which demonstrate something related to the subject matter being covered in the course.

3. All arrangements are to be made by the instructor.

4. Transportation will be arranged by the instructor. Students must bear the cost of transportation.

5. When students on a field trip will miss classes taught by other instructors at the College, prior approval is to be obtained from the instructors involved. Instructors may exchange class meeting times to make up hours lost if they so desire.

6. An approved Field Trip Form must be submitted through SharePoint and approved by the appropriate dean and the Vice President for Instruction at least three (3) days prior to the field trip.

B. Use of Curriculum Area Travel Funds:

1. Each curriculum division will be assigned a travel budget for the fiscal year. The Dean is responsible for coordinating and regulating the use of these funds. All requests for use of the funds should be directed to the Dean prior to the planned trip. Requests for travel reimbursement from state funds, which do not have prior approval by the Dean and the Vice President for Instruction, will not be honored.

2. For overnight travel, out-of-state travel, or other special action, a Travel Authorization Form must be submitted along with the Field Trip Form.

Approved October 1, 2002
6.11 Educational Support Services

The President or a designee shall provide for a variety of educational support services to enhance the learning of all students enrolled in the College and service area citizens with expressed educational needs or desires.

Approved August 24, 1992
6.11.1 College Library and Audio Visual Services

A. Mission – to provide quality resources, services, facilities, and instruction that support learning and success. To accomplish its mission the Library will provide relevant resources that support instruction needs; promote the Library to all that effectively seek, retrieve and use information; keep BRCC faculty, staff, and students informed of all available resources; engage BRCC faculty in selecting and maintaining resources – including new collections and long range plans – that support academic programs; and participate in reciprocal borrowing with other libraries.

B. College Library Cards – Each person using the College Library is asked to fill out an application for a College Library card. The card must be presented to borrow materials from the College Library.

C. Book Loans – Most books may be checked out to students for three weeks and may be renewed once for the same length of time unless they have been requested by someone else. A book must be brought to the College Library to be renewed. All books must be returned at the end of spring semester for inventory.

D. Reserve Books – Faculty members may place any book or other instructional material on reserve for a semester. Reserve Request Forms are to be completed and returned to the library to place materials on reserve.

E. Periodicals – Current periodicals are displayed alphabetically by title in the College Library. Back issues are retained for three years and may be checked out for one week with the exception of nursing magazines. Back issues of magazines on demand are available on microfilm. Bound periodicals are used in the College Library at all times.

F. Newspapers – The College Library subscribes to local, state, and national papers. Current issues of local and state papers are placed on the newspaper rack daily. Other newspapers may be found on the shelf adjacent to the reference books.

G. Reference Books – Reference books are usually circulated only to instructors for classroom use.

H. Overdue Notice and Fines – The fine on overdue books is ten cents ($0.10) per book per day. Fines will not be charged for the weekend or any other time the library is closed. Overdue notices will be mailed or given to the student or community patron; however, failure to receive notice will not be cause for cancellation of fine. It is the student's responsibility to return all materials and pay all fines. For the failure to return reserve or reference material on time, the fine will be $10. Lost books should be reported as soon as possible to avoid accumulation of fines. The cost of replacement will be charged for a lost book. Payment for damaged or mutilated materials will be assessed by the College Library personnel and will vary according to conditions. If a person has overdue College Library materials, his or her privilege to check out additional material is suspended until materials are returned and/or fines are paid. A list of students having overdue materials or fines is submitted to the Registrar’s Office at the end of the semester. Registration is not permitted until a student's College Library record has been cleared. All fines and charges must be paid and all materials returned before the student may graduate or have a transcript sent to another institution.

I. Conduct – The College Library staff shall maintain an atmosphere that is conducive to study and research.

J. Theft and Mutilation – Any student guilty of theft or mutilation of College Library materials will be subject to disciplinary action.
K. Orientation – All new students will be scheduled for an orientation session on the use of the College Library at the request of the instructors, who are urged to contact the Librarian concerning special orientations to suit the needs of the students and courses involved.

L. Resource Material Selection – Faculty, staff, and students are encouraged to aid in the selection of books and materials by making recommendations.

M. The College Library keeps its collection useful by retaining or replacing essential material and removing on a systematic basis those works which are worn, outdated, of little historical significance, or no longer in demand. Faculty and other professional staff members are encouraged to assist in the evaluation of library materials and their suitability for their subject areas.

N. Gifts – Generally gifts are accepted when they add strength to the total collection and when it is understood that such gifts may be used anywhere and in any way needed. Storage space and staff time requirements are also considered in accepting gifts.

O. Interlibrary Loan – The College Library offers Interlibrary loan through the North Carolina Community College System as well as a national service. Patrons are not allowed to place interlibrary loan requests if they have any outstanding fines or overdue materials. If interlibrary loan materials are lost or damaged, patrons will be held responsible for replacement cost or any damage fees the lending College Library assesses.

P. Cataloging System – The College Library of Congress System shall be used to catalog the College Library collection.

Q. Transylvania County Campus – College Library services at the Transylvania County Campus include on-line access to electronic research materials, and a direct link to the automated card catalog located on the Henderson County Campus. Other services include audiovisuals, interlibrary loans, and networking resources. Through a cooperative agreement, the James A. Jones College Library of Brevard College provides College Library services for students enrolled at the Transylvania County Campus.

R. College Library Internet Access – The purpose of the Library Internet Access through Blue Ridge Community College is to enhance and support the mission of Blue Ridge Community College. All students, faculty and staff, and public patrons are responsible for using Blue Ridge’s Internet resources in an effective, ethical and lawful manner. All users are governed by the Student Conduct policies published in the College Catalog. The following policies are stated:

1. Who May Access – Blue Ridge Community College students, faculty and staff have first priority on using Internet access for research and other college related uses. Public patrons (defined as users not registered for any college class or course) may use Internet access if it does not conflict with the College’s mission and the user has obtained permission from a college supervisory official for that use. Public patron use of Internet resources is a privilege, not a right, and interference with the college’s mission will result in cancellation and/or denial of the privilege.

2. Instruction on Library Internet Access – An objective and first priority of the Library is to provide instruction on accessing, using and evaluating information resources for students and faculty or staff of Blue Ridge Community College. Internet information is one of these resources. Library staff will provide Internet orientations, seminars for curriculum and non-curriculum classes and Non-curriculum at the request of and for Blue Ridge Community
College students, faculty and staff. Public patrons may receive a brief orientation on using and accessing the Internet if a workstation is available and if library assistance and orientation will not adversely impact the ability of the library staff in its support role for students, faculty and staff. In all cases, the library will provide information to public patrons about training opportunities available through Non-curriculum or curriculum courses.

3. Time Limit on Usage - The Librarian shall adopt and maintain procedures which assure accessibility to the Internet workstations. These procedures will be reviewed in orientation sessions and a systematic method of assigning time will be monitored by the library staff.

Revised September 17, 2007, March 1, 2017
6.11.2 Student Success Center

A. The mission of the Student Success Center (SSC) is to provide academic support and tutoring to promote retention and assist students in succeeding at the College.

B. The SSC provides academic support and tutoring to students in curriculum and developmental courses through the use of one-on-one instruction, peer and instructor tutoring, computerized instruction, and workshops. A Student Success Center instructor is always available, during Student Success Center open hours, to provide assistance.

Revised November 10, 2003; April 2, 2014
6.11.3 Child Development Center

A. Helping Hands Development Center, Inc. operates the Child Development Center. The Child Development Center Director is an employee of Helping Hand Development Center, Inc. and not an employee of Blue Ridge Community College.

B. The purpose of the Child Development Center at Blue Ridge Community College is to provide an opportunity for practicum experience for college students enrolled in the Early Childhood Associate Degree curricula and to provide quality care for preschool children of students, faculty, staff, and community residents without regard to race, color, religion, gender, national origin, age, physical or mental disability or sexual orientation.

C. Enrollment of Children

1. Requests for childcare are directed to the Center Director by telephone or in person.

2. The Center Director gathers required information and children are placed on a waiting list.

3. Slots are filled as space becomes available.

4. Children of faculty, staff, and students are given priority for one-half of the available slots.

D. Scheduling of Students for Co-op Work Experience

1. Students are scheduled in the lab center for specific practical work experience.

2. Together the curriculum instructor and the Child Care Center Director plan an individualized work experience for each student.

Revised November 10, 2003
6.11.4 College and Career Readiness Center

A. The College and Career Readiness Center prepares students to transition successfully into college and/or jobs by offering academic, job, and life skills instruction.

B. Educational needs that may be met include completion of education to successfully pass high school equivalency exams; upgrading academic skills for students who have already earned a high school credential but need instruction and review to be academically prepared to enroll in college level courses and/or to be successful in employment; improvement of study skills to become academically successful; improvement of life skills that can transfer to greater success in school or on the job.

C. These needs are met through classroom and small group instruction, workshops on personal accountability skills and study skills, and through individual support services such as mentoring, goal-setting and transitions in formation. Academic instruction includes courses in grammar, writing, reading, math, social studies, and science.

*Adopted April 2, 2014*
6.12 Academic Freedom and Responsibility

Blue Ridge Community College recognizes the necessity for freedom in legitimate academic decisions that fosters an environment where faculty and students can freely inquire, study, and evaluate in order to gain greater understanding. To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each member’s best judgment.

Approved March 10, 1997
6.12.1 Academic Freedom and Responsibility

A. Faculty members will conduct themselves within the boundaries of the law as established by the North Carolina General Statutes.

B. Faculty members should use their best judgment as to appropriate material in developing and implementing course material.

C. Faculty members should use their best judgment in conducting classes and in interactions with other members of the College community.

D. Any questions concerning the parameters of academic freedom at the College should be addressed to the President or a designee.

Approved April 17, 1997; revised August 31, 2015
Chapter 7 – Instruction – Non-Curriculum

7.1 Instruction – Non-Curriculum - General

A. Non-curriculum programs and courses are authorized under N.C. General Statute 115D. Guidelines, policies, and regulations for these programs and courses are outlined in the State Board of Community Colleges Code, Sub Chapter 300. The President or a designee shall establish local policies and procedures for operating continuing education programs within these guidelines.

B. Non-curriculum students shall adhere to the policies and procedures stated in Chapter 7, herein, however, where not so stated, those policies and procedures contained in other sections of this Policy and Procedures Manual will apply, such as those for student administration, activities and conduct.

Approved January 14, 2002
7.2 Non-curriculum Programs

Blue Ridge Community College shall provide a wide variety of programs and courses in the areas of Basic Skills/Literacy, Occupational Extension, Self-Supporting, Small Business Center programs, Human Resource Development, Customized Training, and others as defined and published by the North Carolina Community College System with the approval of the State Board of Community Colleges.

Approved January 14, 2002
7.2.1 Non-Curriculum Course Approval

A. The Vice President for Economic and Workforce Development/Continuing Education (EWD/CE) shall be responsible for approving the establishment and offering of all non-curriculum continuing education classes (except Basic Skills/Literacy, which shall be the responsibility of the Vice President for Instruction) consistent with the mission and role of the North Carolina Community College System. Prior to a course being offered, program directors or coordinators shall be responsible for providing an appropriate course outline and the following course development information.

1. Verify the course exists on the North Carolina Community College Combined Course Library (CCL).
2. Develop a course description
3. Develop course objectives and course outline
4. List methods of student evaluation
5. Assign recommended course hours
6. Have the proposed courses approved by the Vice President for Economic and Workforce/Continuing Education (EWD/CE)

B. If the course does not already exist on the CCL, the course must also be approved by the President and submitted to the North Carolina Community College System for review.

Approved October 1, 2002
7.2.2 Continuing Education Units

A. A Continuing Education Unit (CEU) is a uniform unit of measurement for a non-curriculum class equivalent to 10 contact hours of participation. CEU’s are awarded for any program that is at least one hour in length.

B. Responsibility for the final determination of the number of CEU’s to be awarded for a program rests with the Vice President for Economic and Workforce Development/Continuing Education (EWD/CE).

C. Calculations of contact hours may include the following elements:

1. In-class time with direct participation between the learner and instructor is converted directly to contact hours.

2. Activities in which there is no instructor presented, such as supervised independent study, computer-assisted instruction or distance learning instruction, the contact hours are determined after field testing has shown the average amount of time required to complete the activity.

3. Field experiences, laboratory assignments, and projects may qualify for CEU’s if they are sufficiently structured. The number of contact hours is determined after field-testing has shown the average amount of time required to complete the activity.

D. The following activities are not to be included when calculating the number of contact hours:

1. Time for study, assigned reading and other related activities outside the classroom or meeting schedule.

2. Meeting time devoted to business or committee activities.

3. Time allotted to events such as socials, refreshment breaks, luncheons, receptions and dinners.

E. The College shall issue a transcript to each individual who qualifies for CEU credit and requests a record of completion. The College shall archive all permanent transcript records according to record retention procedures.

Revised November 10, 2003
7.2.3 Non-Curriculum Certificates and Diplomas

A. Students who successfully complete course requirements may request a certificate of completion.

B. The High School Diploma Equivalency Certificate shall be awarded to adults who successfully complete the High School Equivalency Diploma tests.

C. Diplomas will be awarded to adults who successfully complete the Adult High School Diploma Program. Diplomas are awarded jointly by Blue Ridge Community College and either the Henderson County Public School system or the Transylvania County Public School system, as applicable. Certificates of such attainment awarded by the College are reported to the North Carolina Community College System.

Approved October 1, 2002; April 2, 2014
7.3 Certification of Non-Curriculum Faculty

A. Faculty members teaching non-curriculum courses must have some college or specialized training and have gained competence in their respective subject areas through work experience.

B. Using the Faculty Competency Form, the College will maintain a file for all non-curriculum faculty documenting work experience, certifications, and other qualifications.

Approved January 14, 2002
7.3.1 Certification of Non-Curriculum Faculty

A. Documentation must be filed in the personnel folder of each faculty member to show evidence of their qualifications and credentials. Official transcripts are required for all faculty teaching non-curriculum courses which could lead to curriculum credit.

B. The official documentation must certify the following credentials:

1. All faculty members teaching non-curriculum basic computational and communication skills must have a baccalaureate degree and, ideally, should have work experience or other related experience which helps them relate these skills to the occupational fields.

2. All faculty members who teach ABE, ESOL, High School Equivalency Diploma, or Adult High School must have a baccalaureate degree, and also should have experience which helps them relate to the particular needs of the adults they teach.

3. Faculty members teaching other non-curriculum courses must have special competence in the fields in which they teach as verified by the Faculty Competency Form.

4. When hiring instructors who will be teaching non-curriculum courses which transfer to curriculum, the College adheres to guidelines and criteria set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and licensing and certifying agencies.

Approved October 1, 2002; April 2, 2014
7.4 (Reserved)
7.5 Non-Curriculum Class Locations

The President or his designee will determine Continuing Education class locations and schedules pursuant to the NC State Code – Title 23, Chapter 2, subchapter 2E, Section .0305.

Approved January 14, 2002
7.5.1 Non-Curriculum Class Locations

A. Non-curriculum classes shall be offered at the College’s Henderson County Campus or Transylvania County Campus and at other locations as arranged throughout the College’s service area of Henderson and Transylvania counties. All off-campus locations must be approved by the Vice President for Economic and Workforce Development/Continuing Education (EWD/CE) or the Vice President for Instruction, as appropriate.

B. Efforts shall be made to ensure that classroom facilities provide an appropriate environment that is conducive to learning.

C. The President or a designee must approve any non-curriculum classes offered in private homes or private home-based businesses prior to the classes being offered.

D. Distance learning is an approved delivery method for some non-curriculum classes.

_Revised November 10, 2003_
7.6 Internal Audit Plan

A. Pursuant to G.S. 115D-1 and 115D-5 and the NC State Code – Title 23, Chapter 2, subchapter 2E, Section .0305, the President or a designee shall create the Internal Audit Plan to define procedures and assure accountability and credibility for continuing education.

B. The President or a designee shall take appropriate measures to ensure that the Internal Audit Plan is maintained and that the College complies with the approved procedures of the Plan.

C. A copy of the Internal Audit Plan can be obtained from the Economic and Workforce Development/Continuing Education (EWD/CE) Division.

Approved January 14, 2002
7.7 NCWorks

The President or his/her designee will determine the purpose and functions of NCWorks.

Approved January 14, 2002
7.7.1 NCWorks

A. Purpose - The purpose of NCWorks Career Centers located on both Henderson and Transylvania is to provide comprehensive career planning, training, and placement services to the job seekers and employers of Henderson and Transylvania Counties including Blue Ridge Community College students and graduates.

B. Hours – NCWorks Career Centers are open from 8 AM until 6 PM Monday through Thursday and from 8 a.m. until 4:30 p.m. on Fridays. When classes are not in session, NCWorks will follow the announced College operating schedule.

C. Functions – NCWorks provides planning, placement, and training services to Henderson County job seekers and screening, testing and referral services to Henderson and Transylvania County employers.

D. Career Planning Services – These services include individual counseling; a Career Assessment Class; Computer Resources including CFNC; online information about two and four year colleges and NC Works Online, a comprehensive career planning information and placement resource.

E. Placement Service – Job seekers are required to register online with NCWorks Online to access job listings. The Center also maintains a resume database in NCWorks online. Individual counseling and workshops are available for resume and cover letter preparation. The Center also maintains a book of part and full time job openings updated monthly.

Approved October 1, 2002
Chapter 8 – Information Technology

8.1 Information Technology

A. The President or a designee shall develop and implement procedures to govern the use of information technology and related equipment. Such procedures will adhere to the security standards specified in the IIPS Information Security Manual, Family Educational Rights and Privacy Act, Health Insurance Portability and Accountability Act, Payment Card Industry Data Security Standards, and adhere to federal and state laws.

B. Where applicable, the Information Technology Users Handbook will be modified to refer to state guidelines. Local policies and procedures will only be issued to supplement or provide clarification of a local requirement or a documented deviation from the published standard.

C. Other operational procedures, resources, forms, and other guidelines shall be made a part of the College’s Information Technology Users Handbook, which shall be kept current and posted to an area that allows for easy access by employees.

Revised September 13, 2006; January 13, 2014
8.1.1 Information Technology – General

A. Handbook: The IT Department shall publish an Information Technology Users Handbook (herein referred to as the “Handbook”) to help guide users of Blue Ridge Community College computers, related computer equipment, and multimedia equipment. This document shall be available online and shall be reviewed and revised at least once per year under the direction of the CIO.

B. Technology Facilities: Blue Ridge Community College’s technology facilities include desktop computers, lab computers, laptop computers, servers, printers, telephones, fiber optic distribution equipment, switches, routers, fax machines, pagers, distance learning equipment, multifunction devices, audio-visual equipment, media production equipment, telecommunications equipment, network systems and contracted resources provided by 3rd parties. This equipment is maintained either by the Information Technologies Department (IT), the Media Services Department (MS), or the Instructional Technologies and Distance Learning Support Department (IT&DLS).

C. Multimedia Services: Blue Ridge Community College’s multimedia equipment includes multimedia carts, television monitors, overhead and digital projectors, video cameras, digital cameras, sound amplification equipment, auditorium sound and lighting equipment, and videoconferencing equipment. This equipment is maintained by the Media Services Department.

D. Blue Ridge Community College Technology Committee: The Blue Ridge Community College Technology Committee will develop and update the Technology Plan and advise in matters involving technology including: computer hardware and software, distance learning, telecommunications, digital media, multimedia, and electronic office equipment.

E. Off-campus Use of Technology Resources: Portable equipment may be assigned or loaned to Blue Ridge Community College faculty and staff for official use off-campus. Use of College equipment by non-college entities is restricted; where such use is allowed, equipment should be accompanied by a Blue Ridge Community College employee.

F. Printing and Copying: Users should not abuse printing privileges by printing extraneous material. All work is performed in strict accordance with federal copyright laws and with North Carolina General Statute G.S. 66-58(a) [sale of merchandise]. All printing and copying will be charged to each program area at the current rate per copy available at the Print Shop. Procedures regarding replacement printer toner cartridges and paper for networked printers may be found in the Handbook.

G. Technology Selection and Purchasing Policies: The Blue Ridge Community College IT Department will assist faculty and staff in selecting the appropriate computer hardware, software, or telecommunications equipment. The Director of Information Technology is responsible for final approval of the technical standards and compatibility of all new equipment, hardware, and software, and must approve all applicable purchase requisitions before approval by the President or respective Vice President.
H. Compatibility: The Director of Media Services is responsible for reviewing the technical standards and compatibility of all new multimedia equipment and software, and will approve all applicable purchase requisitions. The Director of Media Services will confer with the Director of IT to ensure that new network and computing system software is compatible. All such purchases shall be approved by the CIO.

I. Ongoing Assessment of Information Technology Resources: The Blue Ridge Community College Technology Committee will develop an annual survey of faculty, staff, and students. The survey will incorporate selected questions based on student course evaluations and feedback received routinely from students, faculty, and staff as part of the ongoing assessment process. Results of the survey will be reported to the President of the College each year and used to improve equipment, software, and support services.

J. Blue Ridge Community College Logo: Blue Ridge Community College owns all rights to its logo, seal, and other related materials. The College’s name or symbols may not be used in the production or marketing of items not copyrighted or patented by the College.

K. Use of Electronic Images: Blue Ridge Community College reserves the right to use photographs, motion pictures, and electronic images of students and visitors who are age 18 or older with the following provisions:

1. Such photographs, pictures and images are taken on College property or at College-sponsored events; and the use of such photographs, pictures, and images is for marketing and promotional purposes.
2. Objection to the use of an individual’s photograph in such a manner may be made in writing to the Director for Marketing and Communications.

L. Review of Procedures: All written procedures in this Chapter, and all information technology-related components in the Blue Ridge Community College Business Continuity Plan will be reviewed on no less than an annual basis. Such review may be initiated by the Technology Committee and forwarded to the President for review and action no later than June of each year. Modifications to procedures shall be documented.

M. Vendors and Contractors:

1. The purpose of this subsection is to define procedures for allowing vendors and contractors (herein referred to as vendors) access to Blue Ridge Community College Information Technology (IT) resources, network systems, or computer systems. As a general principle, such access will only be granted as required, will be extremely restrictive, and will be carefully monitored.

2. This section applies to all persons or companies with whom the College has contracted to provide a service involving IT resources including hardware, software, and operating system vendors. Such service includes all of the IT tools and protocols used for network and server
management (e.g., computers, servers, routers, hubs, firewalls, switches, and interconnecting cables).

3. Vendors must comply with all applicable Blue Ridge Community College policies and procedures including established safety procedures. The Director of Information Technology will be responsible for coordinating all work performed by vendors on any of the above referenced systems and for providing the vendor with a Blue Ridge Community College IT staff member who will be primary point of contact for the vendor.

4. Vendors shall not divulge, copy, release, loan, sell, review, alter, or destroy any college-owned data, equipment, or software except as properly authorized by the College. Vendors may be asked to sign a confidentiality statement prior to doing work for the College.

5. To accomplish a given task, the vendor will be given the lowest security privilege required. Generally, a vendor will not be given system administrator privileges or their equivalent and such access will be granted for a defined and short duration, usually the length of time required to address a specific support incident. If vendor is given access to an account that is shared among IT staff, the password for the account will be changed after the vendor completes the work. On completion of the task, access will be disabled.

6. Prior to granting vendor access for software installations or upgrades, the process will be reviewed by the appropriate IT system administrator. After a vendor has installed or upgraded a product or system, the responsible IT system administrator will review the system to ensure that it is functioning properly. To the extent possible, the activities of a vendor will be monitored by Blue Ridge Community College IT personnel.

7. Violations of any provisions of this policy will be dealt with in the same manner as with other external vendors or contractors and may include denial of access to IT resources or legal action.

Revised July 30, 2007
8.1.2 Assigned User Accounts

A. Assigned User Accounts: The IT Department administers user accounts for various information technology resources including College Administrative Systems, E-mail systems, and shared file storage systems. User accounts are issued to Blue Ridge Community College faculty, staff, and students based on their respective needs and role. Before an account is assigned to an employee, vendor or contractor, a supervisor or designated employee must complete an Information Systems Access Request Form and the completed form which must be approved by the appropriate Vice President or College President.

B. Sharing Accounts: Sharing of a user account which has been assigned to a single individual is strictly prohibited.

C. Remote Access of Network Accounts: Blue Ridge Community College employees who are permitted to perform their duties away from the designated workplace, such as a “work from home” arrangement or working while on official travel, and using Blue Ridge Community College information technology resources via a non-College owned computer, are subject to the same policies and procedures contained herein.

D. Connections to Computer or Network Resources by Students and Visitors: There may be occasions whereby a student or visitor to the College is permitted to access Blue Ridge Community College Computer or Network Resources with their own computer. In any such instance, all the procedures contained in this chapter are applicable to that user.

E. Termination of Accounts: Formal notification shall be made to the IT Department by the Human Resources Director or supervisor immediately upon an employee’s termination. Accounts assigned to an employee who have “administrative systems accounts” will have those accounts disabled immediately upon notification of termination or at the direction of the employee’s supervisor. It is the responsibility of the departing employee to consult with their supervisor regarding such leave and the disposition of all personal work files. Similarly, student accounts may be closed after graduation or a lapse of at least 90 days from the last date of enrollment.

F. Access Control: Each employee must complete and sign an individual Information Systems Access Terms & Conditions Agreement. An Information Systems Access Request form must be completed and approved by the supervising Vice President(s), or College President designated as the data owner/custodian. Changes in employee responsibilities or job status which will affect access to Blue Ridge Community College data must be reported to the appropriate IT department immediately. IT can temporarily and immediately revoke access upon supervisor request. IT will only assign additional access to an employee upon a completed and approved Information Systems Access Request form.
G. Monitoring Accounts: IT Systems Administrators are charged with investigating policy and procedure violations and suspected abuse of computing resources. When there is a clear indication of a security breach, abnormal network or system performance, or a reason to believe that a user has engaged or is engaging in unauthorized activities, Systems Administrators may inspect program data files and may monitor network traffic, including any personal equipment or device connected to the Blue Ridge Community College Technology Resources. Disciplinary action will be taken if it is found that the account or any supporting equipment is used for activities that violate any portion of this policy.

Revised January 29, 2008
### 8.1.3 Computer Use

**A. Computer and Technology Support:** Maintenance of computers, networks, most communications equipment, and related software is the responsibility of the IT Department through the IT Help Desk. Such service may include:

1. Installation of computer hardware and software
2. Writing specifications for new equipment
3. New account and account change requests
4. Hardware repair and upgrades
5. Telephone system support
6. Support of licensed software applications
7. System printing requests
8. Technology consultation services

Under no circumstances shall anyone not so authorized attempt to repair any College-owned equipment or install or remove software on computers assigned for employee use. Faculty may make temporary adjustments to software on classroom computers as needed for instruction.

**B. Appropriate Use:** College technology facilities and accounts are to be used for academic research and instruction, electronic mail, Internet access, and for activities related to the mission of the College.

**C. Unauthorized Activities:** Users should not assume that any use not listed is otherwise excluded. Questions regarding whether a specific use is permitted should be referred to the IT Director, Director of Media Services, or the Director of Instructional Technologies and Distance Learning Support. The following are examples of unauthorized uses of the Blue Ridge Community College Information Technology resources including:

1. Use of a BRCC net account by someone other than that individual (employee or student) for whom the account is specifically designated
2. Providing unauthorized individuals access to net accounts including sharing user names and passwords
3. Interfering with the ability of other users to make effective use of Blue Ridge Community College computer, network, or telecommunications services
4. Gaining unauthorized access to files
5. Creating computer worms or viruses or deliberately infecting College property
6. Using Blue Ridge Community College Net accounts, facilities, or equipment for personal use or profit
7. Use of chat rooms for non-College-related purposes
8. Interfering with the effective operation of the College’s bandwidth capacity
9. Copying, providing, receiving, or using copyrighted material in violation of licensing agreements
10. Sending unwanted, threatening, abusive, harassing, obscene or pornographic messages, language, material, or files to others, including posting such on a Web site or otherwise displaying such. These actions may also be considered workplace harassment
11. Any illegal activity or unauthorized commercial activity
12. Knowingly or unknowingly using unauthorized file sharing programs for accessing music, videos, movies, games, network files, applications, or unauthorized activities.
Blue Ridge Community College divisions may have additional rules relative to computer or equipment use in their respective areas. Users are expected to abide by such rules.

D. Violations: Violations of any procedures set forth herein will result in action being taken by the College including: counseling on the proper use of technology resources, temporary or permanent restriction of such use, or formal disciplinary action pursuant to Policies and Procedures Section 3.10.1 [Disciplinary Action – Employees] and Section 4.15.1 [Discipline of Students]. Violations of North Carolina statutes dealing with unlawful access or use of a computer may be referred to the State Attorney General’s Office for investigation and/or prosecution. Similarly, violations of 18 U.S.C. Sec. 1030 (Federal laws dealing with unlawful access to or use of a computer) may be referred to the FBI.

E. Abuse, damage, and theft: Any employee or student who willfully abuses, damages, steals, or otherwise renders inoperable any Blue Ridge Community College computer, multimedia or related equipment, network or software, or uses such items for illegal purposes, will be disciplined under the Policies and Procedures Sections 3.10 (employees) or 4.15.1 (students) as applicable. For the purposes of this section, computer software and digital media are also considered to be property.

F. Software Installation: Only software owned and licensed by Blue Ridge Community College or software which carries a public license, may be installed on College computers. Only IT staff may install such software. Demonstration software downloaded from the Internet will be allowed only on employee or classroom presentation computers and must be removed by IT staff after the demonstration is complete.

G. Use of Licensed Software: Blue Ridge Community College’s IT Department shall physically hold all the Blue Ridge Community College software licenses. Licensed software may not be duplicated unless the license explicitly permits duplication. Copying such software to a disk or to an unauthorized machine is a violation of Blue Ridge Community College policy as well as a violation of various state and federal laws. Where possible, updates of all licensed software will be made available from the IT staff.

H. Software Use Permission Statement (Blue Ridge Community College-produced Software): The following permission statement should be posted (1) whenever a student, faculty member, or staff member makes software available for distribution; (2) when the software is produced with the financial underwriting of the College or with financial underwriting secured through the College; or (3) when the software is intended for use by non-profit, public educational institutions:

"This software is provided free for use by public, non-profit educational institutions. Making copies of this software is permitted for use by such an institution and its employees for work-related purposes. Making copies for personal use or for profit-making purposes is expressly prohibited. Editing by any means mechanical or electronic is expressly prohibited. Specifically, this means that in downloading this software you agree not to modify, adapt, translate, reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code of the software."
I. Bandwidth Capacity: Bandwidth capacity is the ability to transmit data from one computer to another within a network, to the Internet, or from the Internet. Users should understand that abuse of the network may compromise the system's resources. Using the Internet for receiving radio broadcasts or streaming media, downloading files or sending large files may be detrimental to network performance; therefore, such activities should be limited to institutional purposes. IT staff can temporarily restrict Internet access of devices which appear to be abusing network bandwidth. Users should consult the IT Helpdesk for guidance in these areas and what constitutes an inordinate use of bandwidth.

J. Public Access Facilities and Designated Open Labs: Public Access computer workstations in the Blue Ridge Community College Library are available to students, faculty, staff, and visitors for the purposes of conducting educational research or doing course work. All rules regarding the use of Blue Ridge Community College computers and use of the Internet contained herein shall also apply to public access computers. An abbreviated set of such rules shall be posted in full view of each public access computer and such rules shall direct users to the location of the expanded computer policies and procedures and shall also contain information regarding saving files, printing guidelines, priority of use, etc. Visitors will be charged for all printing from Blue Ridge Community College computers.

K. Library Staff: Only Library staff members or lab assistants shall have access to visitor account user names and passwords.

L. Teaching Labs: Teaching computer labs are not considered open access labs and are not intended to be used by students beyond the requirements set by the classroom instructor, who shall be responsible for securing the classroom when the class is over.

Revised March 2, 2011
8.1.4 Electronic Mail

A. Electronic Mail (e-mail) transmitted or received over the Blue Ridge Community College e-mail system is the property of the College: Users should be aware that e-mail is not private or secure. Blue Ridge Community College users who access their Blue Ridge Community College e-mail accounts or network accounts from personal computers or from a non-Blue Ridge Community College computer are still subject to the same policies and procedures contained herein. Any e-mail correspondence generated by or received by a Blue Ridge Community College computer is the property of the College and is subject to the North Carolina Public Records Law and may be disclosed to third parties (Ref. NC G.S. Ch. 132).

B. Signature: Each Blue Ridge Community College user shall use a common e-mail signature block which shall consist ONLY of: Name and title of user; name and address of the college; Web site address (URL); user’s telephone number (fax number is optional); Blue Ridge Community College Mission Statement; and the following statement: “E-mail correspondence to and from this address is subject to the North Carolina Public Records Law (NCGS.Ch.132).” The use of any supplementary signature text, such as a quotation, shall not be part of the e-mail signature block.

C. Curriculum Student E-mail: Student e-mail is an approved means of communicating with Blue Ridge Community College curriculum students. It is the property of the College and should be used only for institutional purposes. When a student submits an application to the college for a curriculum program of study, he/she will be issued a free student e-mail account. The e-mail addresses assigned to our curriculum students serves as the official e-mail address for all College e-mail correspondence. The College will only transmit e-mail information to alternative or student supplied e-mail accounts where an assigned account is not available or not provided, such as the case with Economic and Workforce Development/Continuing Education students. The Official e-mail address is in the form username@webmail.blueridge.edu for students and username@blueridge.edu for College employees. This is the only e-mail address that is officially associated with a curriculum student of the College. In general, this address remains the same throughout one’s association with the College.

D. Use of Listservs: Users may participate in discussions that take place on work-related or professional mailing lists or “listservs,” but such items should be deleted as soon as no longer needed. Upon leaving the employment of the College, users should also unsubscribe from all such lists. Addition or removal from official lists or groups which are a part of the community college’s e-mail system shall be handled through the System Administrator.

E. Retention of E-mail:

1. E-mail is simply a method of communicating information and does not in and of itself constitute a public record under the North Carolina Public Records Act (NCGS 132-1); however, information transmitted by e-mail may become a public record if it meets the definition in the Act, i.e., if it is information made or received in the transaction of College business. It is the content of the e-mail which determines whether it is a public record or not and subject to e-discovery. Blue Ridge Community College does not review every e-mail to make such a determination. All e-mail information transmitted or received through the College’s business domain @blueridge.edu shall be categorized as general correspondence. There shall be no attempt to treat any correspondence as priority e-mails unless directed to
do so by an authorized entity. General correspondence includes information that may be covered under the open records law. The College has contracted with a third party provider to manage and archive all e-mail records. Archived e-mails are stored on our third party provider’s computer system. Blue Ridge Community College’s contract allows for two years of archiving of inbound and outbound messages from the employee domain blueridge.edu. Blue Ridge Community College is not able to respond to requests for retrieval of e-mails outside of this timeframe. The archiving of these messages are maintained by an application provided by the provider. Designated Blue Ridge Community College personnel have access to these e-mails from an Internet interface. There is no archiving of information for users on the webmail.edu domain, which is our curriculum student domain.

2. Types of E-mail Messages. For public records retention purposes, e-mail messages generally fall into the following two categories:

   a. E-mail of Limited or Transitory Value. Some e-mail is of limited or transitory value. Examples of such are as follows:

      • Messages seeking dates for meetings or reservations and confirmations.
      • Personal messages (including electronic mail) not related to official business.
      • Preliminary drafts of documents superseded by final drafts of the records.
      • Documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business.
      • Records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

   Such messages may be deleted as soon as they no longer serve an administrative purpose.

   b. E-mail Containing Information Having Lasting Value. Such e-mail may be used to transmit records having lasting value. For example, e-mail about interpretations of Blue Ridge Community College policies or procedures may be the only record of that subject matter. Such records should be transferred to another medium and appropriately filed, thus permitting e-mail records to be purged at regular intervals.

   Employees are reminded that the content of the email, not the method or device in which it was sent, dictates whether the email is a public record. For example, if an employee has work email on their private, personal email account, that email remains a public record. For this purpose, employees are strongly encouraged to use only their work email address for work emails. In the event that an employee, however, does have work emails on their personal email accounts, they are responsible to properly maintain the email and, if necessary for retention purposes, transfer the email to another medium for proper retention.

3. Any records that are subject to audit proceedings or that relate to pending or probable litigation must be retained until the conclusion of the audit or litigation, regardless of what is stated in an approved disposition schedule.
8.1.5 Web Sites

A. Blue Ridge Community College Official Web Site: The College’s official external Web site is referred to as the “Blue Ridge Community College Web Site.” The College also maintains an internal Web site referred to as the Blue Ridge Community College Intranet and titled The Insider. Web content contained in College Web sites is administered by the Department of Instructional Technology and Distance Learning in conjunction with the Director for Marketing and Communications. The Blue Ridge Community College Web Site is considered an official publication of the College. The Blue Ridge Community College Intranet is considered an internal resource and newsletter designated for employees only.

B. Blue Ridge Community College Web Site and Webmaster: Both the official Blue Ridge Community College Web site (public) and the Blue Ridge Community College Intranet (employees only) are maintained by the Department of Instructional Technology and Distance Learning in conjunction with the Director for Marketing and Communications. The Blue Ridge Community College Webmaster is the custodian of all official Blue Ridge Community College web pages contained on these Web sites. The Webmaster may assign rights and privileges for faculty and staff to have access to pages for either site and may delegate the ability to create or update web material to other employees of the College referred to as “administrators.” The Webmaster is not responsible for reviewing and approving content of all material posted to Blue Ridge Community College Web sites, however, the Webmaster may remove or modify any material that is:

1. Not in compliance with technical standards
2. Erroneous, misleading, or illegal
3. Consuming an inordinate amount of web resources (file size)
4. In clear violation of copyright laws

The Webmaster may also remove the Blue Ridge Community College logo from any document which is not an official College publication.

C. Departmental Web Pages: Divisional web pages are part of the official Blue Ridge Community College Web site and include two general categories: (1) those whose content is the sole responsibility of a single department or division, and (2) those that have multiple authors. In either case, divisional web pages must be hosted on College servers. Each respective division or department is responsible for providing up-to-date content for official web pages and may elect to develop their own pages. Content must be consistent with the mission of the College and must conform to the standards for departmental web pages defined and illustrated in the Handbook. The creation of new web pages must be approved by the supervising Vice President. Where possible, each web page should show at the bottom of the page the name and e-mail address of the person who is responsible for the content.
D. Personal Web Pages for Faculty, Staff, and Students: A personal web page is a site hosted by or linked to the Blue Ridge Community College web or Intranet that contains personal information regarding an employee or student such as position duties, educational background, personal interests, photographs, contact information, etc. Any full-time Blue Ridge Community College employee may post a personal web page; however, the employee's supervisor is responsible for approving its content as well as the content of any external Web site that is linked to a personal web page. The following conditions shall apply:

1. Personal web pages shall conform to Blue Ridge Community College style and content guidelines defined in the Handbook, as well as current copyright laws and applicable local, state, and federal laws. Web page creators using copyrighted material must obtain written permission from the copyright holder.

2. Personal web page material should be informative and in concert with the mission of the College and not reflect detrimentally upon the College.

3. Personal web pages may not be used for commercial gain or private profit.

4. Personal web pages shall not include fraudulent, false, misleading, or obscene material; libel or defame any person or entity; nor may a personal web page contain an active link or reference to a web page that contains any similar material.

5. All such personal web pages must include the following disclaimer:

   “The material located on this site is not sponsored or endorsed by Blue Ridge Community College. “

E. Use of Instant Messaging: [This section reserved]

Revised October 2, 2006
8.1.6 Internet Use

A. Responsibility of Internet Users: Internet services are provided for Blue Ridge Community College students, faculty, and staff to support professional and educational needs. All users are responsible for using the Internet in an effective, efficient, ethical, and lawful manner. Internet access is a privilege, not a right, and as such, can be withdrawn from those who misuse it. There is no guarantee of the validity or accuracy of information accessed from the Internet.

B. Internet Privacy: Blue Ridge Community College Internet service users should be aware that files are not private, and that the College may be compelled to share any files requested as a result of a legal process or as otherwise required by law.

C. Subject to Laws: Internet-related materials, such as web pages, are considered publications in an electronic format and are subject to all applicable local, state, and federal laws, as well as Blue Ridge Community College policies and procedures regarding publications. Users should be knowledgeable of the Digital Millennium Copyright Act of 1998 and other applicable laws which address copyright issues and the Internet, among other matters.

D. Blocking Web Sites: The College may block access to any Blue Ridge Community College computer of any Web site which:

1. Contains pornographic or obscene material
2. Tends to use a large amount of bandwidth
3. Offers material whose purpose is in direct conflict with the mission of the College.

The blocking of such sites shall not be in conflict with Section 3.17 (Academic Freedom and Responsibility). The IT Director shall keep an up-to-date listing of such blocked sites. Faculty or staff members who feel they need access to a blocked site should first consult the IT Director.

E. Wireless Internet Connections: Wireless Internet access provided to Blue Ridge Community College students, faculty, staff, and authorized visitors of the Blue Ridge Community College campuses is free of charge. Its use is limited to Web and e-mail access to off-campus hosts and Web access only to on-campus hosts.

Users are required to agree to the “Terms and Conditions of Use” statement before gaining access to the wireless network.

Revised October 2, 2006; December 5, 2012
8.1.7 Voice Communications

A. Telephone Usage: Blue Ridge Community College telephones, voice-mail, fax machines, and similar equipment are intended for educational or business purposes only. Personal calls should be kept to a minimum. Blue Ridge Community College telephones provide direct local access between the Henderson County Campus and the Transylvania County Campus. Charges incurred for personal long distance calls, either placed directly from a Blue Ridge Community College telephone or charged to a Blue Ridge Community College calling card, are the responsibility of the caller.

B. Personal Communication Devices: The College may provide personal communications devices (cell phones, pagers, etc.) for the sole purpose of performing essential job duties. The President or his/her designee shall identify positions that require such devices. At no time shall such devices be used by anyone other than a Blue Ridge Community College employee. Those who are issued devices are responsible for their safekeeping and may be charged for the cost to replace them if lost or stolen.

C. Adding or Moving Telephones: All requests for new telephone lines or the relocation of desk set units for staff and faculty must be approved by the appropriate College Vice President before a new line is added or the current desk set is relocated. Requests are submitted to the IT Department using an Information Systems Access Request form.

D. Voice-mail Accounts: Employee voice-mail accounts and passwords are assigned by the IT Department. Voice-mail messages can be accessed by an employee from a remote location. Guidelines for the use of voice-mail are available in the Handbook. Voice-mail greetings should be brief and shall not contain any language which would reflect unfavorably upon the College. Employees should update voice-mail greetings when they will be unavailable to reply to calls for an extended period.

E. Faxing: Blue Ridge Community College facsimile transmission (fax) machines are intended for educational or business purposes only. Fax machines are maintained by the IT Division.

F. Telephone Service for the Hearing Impaired: A telecommunication system for the hearing impaired will be maintained by the College at designated locations.

G. Blue Ridge Community College telephones shall not be used to send unwanted, threatening, abusive, harassing, obscene, or pornographic messages. These actions may also be considered workplace harassment (Ref. P&P Sec. 3.15.1).

Revised March 10, 2010
8.1.8 Distance Learning Technology

A. Distance Learning is defined as the use of one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interactions between the students and the instructor, either synchronously or asynchronously. This includes courses offered strictly online (Internet), courses delivered in the classroom with partial delivery online (hybrid), and courses whose primary delivery is through Interactive Television (ITV) which may also include Internet-delivered content or interaction.

B. Online and Distance Learning Instruction: Faculty members may be asked to develop an online or distance learning course by their Department Dean or they may, themselves, request to do so. Such requests must be approved by the appropriate Vice President. Courses shall be developed using designated instructional software selected by the College. Technical assistance and instruction in delivery techniques will be provided by the Instructional Technologies and Distance Learning Support Department.

C. Free Works: A wide variety of multimedia resources such as graphics, photographs, video clips, or text is legally available from the Internet and royalty free. Before downloading such material, users should secure approval for use by the publisher or otherwise follow the guidelines stated on the host Web site. A listing of acceptable sites for such resources is contained in the Handbook.

D. Copyright Law for Distance Learning: The TEACH Act amended the U.S. Copyright Act in 2002 to allow educators at accredited institutions to transmit portions of legally acquired audiovisual works over distance learning networks without having to first obtain permission from the work’s copyright owner. Faculty who teach online courses should become familiar with the provisions of the TEACH Act. Links to the Act are in the Handbook.

Revised March 3, 2010
8.1.9 Copyright Issues

A. Copyright Requirements: Because electronic information is easily reproduced, respect for the work and personal expression of others is critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violations may be grounds for discipline or sanctions against users. All Blue Ridge Community College faculty, staff, and students must understand and abide by all copyright laws of the United States and must understand and follow the guidelines for fair use as defined in the statutes.

B. Software Copyright Guidelines: Most software is licensed and/or copyrighted. Employees should consult the Blue Ridge Community College Help Desk regarding issues dealing with software licensing. Users shall not distribute copyrighted or proprietary material without the written consent of the copyright holder, nor violate copyright or patent laws concerning computer software documentation or other tangible assets.

C. Where to Find Help with Copyright Issues: Guidelines to assist employees in complying with copyright law are available at the College Library, Digital Media Center, Print Shop, and on the Blue Ridge Community College Intranet. The guidelines do not attempt to provide legal advice, but only aid in identifying reasonable conduct in accordance with the principles of fair use. Because instructors must make individual decisions concerning use and reproduction of materials, each employee or student is responsible for adhering to copyright laws and for seeking appropriate legal advice when questions arise. Blue Ridge Community College assumes no liability for the presentation of the material in this section.

D. Fair Use: Copyright law begins with the premise that the copyright owner has exclusive rights to many uses of a protected work, notably rights to reproduce, distribute, make derivative works, and publicly display or perform the work. Key statutes make specific allowances for concerns such as distance learning, backup copies of software, and some reproductions made by libraries. The best known and most important exception to owners' rights is “fair use,” which is not itself an infringement of copyright. Section 107 of the Copyright Act of 1976 cites four factors to be considered in determining fair use:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit, educational purposes.
2. The nature of the copyrighted work (such as whether published or unpublished, fiction or nonfiction, commercial audiovisual or printed work, consumable or not consumable).
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. Both length (amount) of the excerpt and how important the excerpt is to summarizing the creative essence of the work are important.
4. The effect of the use upon the potential market for or value of the copyrighted work.

A court of law may use any or all of these factors to determine whether the fair use law has been violated, and there is no formula that will always apply. Examples of court deliberations and conclusions are available from many sources, several of which are listed on the Blue Ridge Community College Web site, Intranet, and available at the Blue Ridge Community College library. Fair use guidelines provide a framework in which to test the application of images,
recordings, videotapes, films, published printed materials, and other audiovisual material that may be used in the instructional setting in higher education. Links to these guidelines are found in the *Handbook*.

### E. Intellectual Property

Intellectual property means any product of the human intellect that is unique or novel and has some value in the marketplace. Intellectual Property may be protected under applicable federal or state law, including copyrightable works, ideas, discoveries, and inventions. The College encourages the development, writing, invention, and production of intellectual property designed to enhance the educational process, and to improve the productivity and image of the College.

### F. Works for Hire

Works for hire are forms of “intellectual property” ownership under the federal Copyright Act, as amended. Works for hire include works prepared by employees within the scope of their employment or works that have been specifically ordered or commissioned for use as a contribution to a collective work. Works for hire include works created through direct and significant allocation of institutional resources to a specified project or work created under a contractual agreement.

### G. Examples of Works That Can Be Copyrighted

Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, course material (traditional, distance learning, or online courses, inventions, etc., are deemed “intellectual property.”

### H. Ownership of Intellectual Property

In general, a Blue Ridge Community College employee or student owns all rights to copyrightable or patentable independent works created by that employee or student without College support. Unless otherwise provided by formal agreement, the College owns all rights to a copyrightable or patentable work created by an employee with College support and resources. More specifically, the ownership of a copyright or patent resulting from the development of intellectual property, and any rewards or recognition attributed to the copyright or patent, will be determined according to the following conditions:

Ownership resides with the **employee** or student if the following criteria are met:

1. The work is the result of individual initiative, not requested by the College.
2. The work is not the product of a specific contract or assignment made as a result of employment with the College.
3. The work is not prepared within the scope of the individual’s College duties.
4. The work involves insignificant use of College facilities, time, or other resources and is not derivative of any other College-owned copyright.

Ownership resides with the **College** if the above criteria are not met or if the following criteria apply:

1. The work is prepared within the scope of an employee’s job duties.
2. The work is the product of a specific contract or assignment made in the course of the
employee’s employment with the College.
3. The development of the work involved significant facilities, time, or other resources of the College including, but not limited to, release time, grant funds, College personnel, salary supplement, leave with pay, equipment, resources in amount and kind over and above those customarily provided to the employee, or other materials or financial assistance, or is derivative of any other College-owned copyright. Occasional use of office or classroom space, libraries, or general computer resources will not typically constitute significant use of resources.

Disputes among students or employees regarding ownership are addressed in subsection “P” below.

I. Portfolio Rights: Notwithstanding these provisions, a student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work.

J. Promotional Materials: In the area of fine arts, the College may elect to retain one student piece per course to include in its permanent collection. The College also retains the right to use any student work in promotional materials produced by the College or its designee. Student work may include artwork, written material, musical composition, video, digital media, or web page design.

K. Agreements: The College may enter into an agreement with either the employee or the student for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support. If it is foreseen that commercially valuable property will be created, the affected parties should negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, such agreement shall provide that the College will have a perpetual license to use the work without compensation to the employee or student. In the absence of such an agreement, the provisions of ownership stated above shall apply.

L. Release Time and Grants: If an employee is granted full or partial leave with pay (e.g., release time or educational leave) to write, develop, produce, or invent intellectual property, the employee and the College will share in any financial gain, and the college’s share will be negotiated prior to the time the leave is taken. In cases where a grant is accepted by the College, the ownership provisions of the grant shall prevail.
M. Lab Notes: Student class notes or lab notes may only be used for personal educational purposes. Publication of such notes may not be made without the express written permission of the instructor of record for that course.

N. Virtual Learning Community: Individuals employed or commissioned by Blue Ridge Community College are required to adhere to the NCCCS Intellectual Property Policy for the Virtual Learning Community (VLC), as applicable to the use of VLC core courses and core materials.

O. Disciplinary Action: Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the College including expulsion from the College and/or termination of employment.

P. Dispute Resolution of Ownership: Prior to creating works using College resources, employees and students should direct intellectual property ownership questions to the CIO.

1. Employees - If issues related to ownership of intellectual property arise and cannot be resolved informally, College employees may seek resolution through the Employee Due Process Procedure (Sec. 3.12.1).

2. Students - If issues related to ownership of intellectual property arise and cannot be resolved informally, College students may seek resolution through the Student Grievance and Due Process Procedure (Sec. 4.16.1).

Q. Copyright and Peer-to-Peer File Sharing Requirements

Peer-to-peer (P2P) A method of distributing files over a network where all computers are treated as equals (in contrast to a client/server architecture). Using P2P software, a client can receive files from another client. Some P2P file distribution systems require a centralized database of available file (Napster, while other distribution systems are decentralized. These networks can be used to illegally share copyrighted material like movies and music. They can also be used in a positive way to allow users to share files and resources without the need for a centralized server.

H.R. 4137, The Higher Education Opportunity Act (HEOA) is designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. Blue Ridge Community College will comply with HEOA in the following manner:

Annual Disclosure

Blue Ridge Community College views awareness as a very important element in combating illegal sharing of copyrighted materials. The Division of General Administration uses a wide variety of methods to inform the faculty, staff, and students of the law and the response of Blue Ridge Community College to copyright infringement.

1. All members of the Blue Ridge Community College community must comply with the Computer Use Policy that includes a section on copyright compliance and P2P file sharing.
3. Notices of acceptable computer use and compliance with copyright laws are posted in student computer labs and elsewhere to discourage illegal file sharing.
4. The Division of General Administration support staff, including student workers, are regularly trained on College policies regarding copyright issues.
5. Periodically, all employees and students will receive an e-mail regarding copyright infringement and related issues.

**College Plan to Combat the Unauthorized Distribution of Copyrighted Material**

The College monitors bandwidth use on its computer networks. Internet usage as well as the downloading of files is heavily monitored and logged. Any infraction of the peer-to-peer policy will be assessed and reviewed to determine if a violation of copyright material has occurred. Users who violate stated policies in the College Computer Use Policy (8.1.3) will be subject to the consequences defined in the Student Misconduct Policy (4.15.1) or the Employee Disciplinary Action Policy (3.10.1) and to federal authorities responsible for copyright violations. Penalties for repeat offenders will result in loss of network access, and could result in fines, suspension, expulsion, or termination.

**Offering Alternatives to Illegal File Sharing**

Educause, a nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology, maintains a comprehensive list of Legal Downloading Resources (http://www.educause.edu). Blue Ridge Community College encourages members of the campus community to take advantage of these legitimate sources of digital content.

**Periodic Review of Plan and Assessment Criteria**

1. The Chief Information Officer and Vice President for Student Services will do an annual review of the number and severity of illegal file sharing violations during the past year. They will determine if changes in disciplinary procedures or educational materials are needed.
2. Information Technology staff, under the direction of the Chief Information Officer, will review technical deterrents annually to determine if these deterrents remain effective in limiting undesirable traffic.

*Revised March 2, 2011*
A. 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.

B. Blue Ridge Community College recognizes an electronic signature as a valid signature from faculty, staff, and students.

C. Faculty and staff use electronic signatures for submitting grades, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the college, etc.

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

E. An electronic signature is considered valid when one of the following conditions is met:

1. Student/Employee Log in ID and Student/Employee/Personal Identification Number (PIN)
   a. Institution provides student or employee with a unique PIN
   b. Student or employee sets his or her own PIN
   c. Student or employee logs into a secure site using both the Log in ID and PIN

2. Campus Network Username and Password
   a. Institution provides student or employee with a unique username
   b. Student or employee sets his or her own password
   c. Student or employee logs into the campus network and secure site using both the username and the password

F. It is the responsibility and obligation of each individual to keep his/her PIN and his/her password private so others cannot use their credentials.

G. Once logged in, the student or employee is responsible for any information he/she provides, updates, or removes. Blue Ridge Community College will take steps to ensure both the PIN and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

H. This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

*Adopted February 1, 2012*
8.1.11 Social Media Sites

A. Social media is a form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. The most common examples are Facebook, Twitter, YouTube, LinkedIn, and Flickr. The Director of Marketing and Communications is responsible for posting content on primary Blue Ridge Community College social media sites. Primary sites are:

- Blue Ridge Community College Facebook page (www.facebook.com/BlueRidgeCommunityCollege)
- Blue Ridge Community College Twitter Page (www.twitter.com/BlueRidgeCC).

B. Employees who want to establish a new social media site using the College's name and/or is administered by a College employee to support or promote a College program or area must follow the following steps:

1. The employee will submit the completed Blue Ridge Community College Social Media Notification Form. The form will need approval from the appropriate dean/director, vice president, and the Director of Marketing and Communications.
2. Those administering social media sites should have at least one other college employee designated with secondary user access to the site in the event site access needs to be gained and the primary user and/or creator is not available.

C. Responsibilities of Social Media Site Administrators:

1. Social media sites must be monitored and updated on an ongoing basis by the responsible administrator to enable rapid response to any problems that may arise and to ensure an engaging, interesting environment for visitors. Minimally, pages should be reviewed on a daily basis.
2. Administrators should assure that communications on social media made on behalf of Blue Ridge are consistent with institutional values, administrative policies, the Student Code of Conduct, and all applicable laws concerning privacy (i.e. FERPA), confidentiality, and copyright or trademark infringement.
3. Administrators are expected to follow each social media site's respective rules.
4. All administrators should remember that communication through College-approved social media is considered a public record under G.S. 132 and is subject to public records requests. Any content maintained in a social media format related to college business, including communication posted by the College and communication received from citizens, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for social media content.
5. If something needs to be deleted from a social media site, a copy of the removed post, removal reasons listed, and removal date should be kept on file with the Department maintaining the site and a copy provided to the Director of Marketing and Communications.

Adopted: February 4, 2015
8.1.12 Glossary of Technology Terms

The following is a glossary of technology terms used in Chapter 8:

**Active Directory Account**: Also referred to as a ‘BRCC Net Account’: an individually assigned information system user account which consists of an assigned username and a password that is controlled by the individual to which the account is assigned.

**Administrative Systems Accounts**: Accounts which provide the user access to administrative data including financial, student records, and employee information. The Datatel/Colleague software program is an administrative system.

**Broadband**: A signaling method which includes or handles a relatively wide range of frequencies which may be divided into channels or frequency bins.

**CD**: A compact disc, an optical disc used to store digital data. Standard CDs are 12 centimeters in diameter.

**Chat room**: An online site in which people can communicate with each other by broadcasting messages to people on the same site in real time.

**Data network**: Infrastructure that facilitates communication between computer systems.

**Diskette**: A data storage device that is composed of a disk of thin, flexible ("floppy") magnetic storage medium encased in a square or rectangular plastic shell.

**Events Management System**: Software that is dedicated to planning and managing events (e.g., banquets, seminars, conferences, meetings, class sections, etc.) and used to manage scheduling of locations for events, resources (both human and otherwise), and on-site operations (e.g., setup, takedown, etc.). The events management system is also capable of handling online registration and payment for events, content management for descriptive information concerning events, and public calendar functionality to promote events. 25Live is an example of an events management system.

**Fiber optic cable**: Glass or plastic fiber designed to transmit data along the length of the cable by total internal reflection.

**Hardware**: Usually refers to computer hardware, the physical part of a computer, including the digital circuitry, as distinguished from the software which executes within the hardware.

**Instant messaging**: A form of real-time communication between two or more people based on typed text. The text is conveyed via computers connected over a network such as the Internet.

**Multimedia**: Media that uses multiple forms of information content and information processing (e.g., text, audio, graphics, animation, video, and interactivity) to inform or entertain the viewer.

**Multifunction device**: An all-in-one device (copier, printer, and scanner) usually designed for office use.

**Online**: In technology parlance, a user is online if he/she is connected to the Internet.
PDA (Personal Digital Assistant) - a small, hand-held electronic device designed to store data for easy recovery. PDAs can include some of the functionality of a computer, a cell phone, a music player, or a camera.

Portfolio - In education, portfolio refers to a personal collection of information describing and documenting a person’s achievements and learning. A portfolio may also be a digital or electronic portfolio, also referred as an “ePortfolio.”

Router - A computer networking device that forwards data packets across a network toward their destinations, through a process known as routing.

Server - a computer that provides services to other computers, or the software that runs on it.

Software - A program that enables a computer to perform a specific task, as opposed to the physical components of the system (hardware).

Switch (Network switch) - a computer networking device that connects and selects from among different network segments.

Text messaging - sending short messages between mobile phones, other handheld devices, and even landline telephones.

URL (Uniform Resource Locator) - a uniform syntax for global identifiers of network-retrievable documents. On a web browser, the URL usually begins with “http://www.” In popular usage it is a synonym for Uniform Resource Identifier (URI).

USB flash memory cards - a data storage device that can easily be connected to most computers. USBs are also known as memory sticks, thumb drives, and flash drives. They are typically small, lightweight, removable, and rewritable. USB memory cards typically have a large data storage capacity.

Virus - a self-replicating computer program written to alter the way a computer operates and distributed via the Internet without the permission or knowledge of the user. Viruses infect or corrupt files on a targeted computer.

Worm - a self-replicating software program. Unlike a virus, a worm does not need to attach itself to an existing program. Worms harm a network usually by consuming bandwidth.

Revised January 29, 2008; May 1, 2013; December, 2015
8.2 The Education Channel (BRCC-TV)

The Education Channel is to serve as a local outlet for educational television programming to the cable viewers in Henderson County. The programs offered through the channel will be consistent with and support the mission of Blue Ridge Community College. The procedures for programming and use of the channel shall be developed by the Educational Television Coordinator and the CIO with input from the BRCC-TV Advisory Committee, and submitted to the President or a designee for final review and approval.

Adopted March 14, 2011
8.2.1 Education Channel (BRCC-TV) Program

A. Programs must be originated or sponsored by program areas of Blue Ridge Community College and consistent with the mission of the College. Agencies within Blue Ridge Community College’s service area may be resources for programming under the direction of the appropriate BRCC department.

B. Ideas for new programs should be submitted to the BRCC Educational Television Coordinator. A submission form can be obtained from the Educational Television Coordinator office. Final approval for programming will be made by the President. All submissions must be submitted at least 6 months in advance of the requested target air date.

C. Programs will be offered at the time of day that is most appropriate for the target audience of that particular program. The Educational Television Coordinator will create the program lineup in conjunction with the Education Channel Committee and the Media Services Department. Program frequency, the number of times a program airs per week, will be determined by the Educational Television Coordinator and will be based on program priorities and time and space available.

D. The content of all programs should meet the test of appropriate community standards for Henderson County and be consistent with and support the mission of Blue Ridge Community College. This means that programming should not include profane language, pornographic images or content, extreme violence or graphic content that would be unacceptable for general audiences. The purpose of programming on this channel is to educate and inform people within the College’s Service Area; therefore, most programs should have significant educational content.

E. Televised classes in the form of “Telecourses” are appropriate and encouraged. These courses are usually offered for college credit but may be offered for the benefit of our viewers as non-credit enrichment programs. Blue Ridge Community College Interactive Video Courses (ITV) may also be offered either “live” or taped. Pre-recorded demonstrations or features that support face-to-face classes may also be offered.

F. Programs can be developed for cultural enrichment purposes. These programs may take the form of live or taped performances, dramatic presentations, concerts, readings, interviews with visiting scholars or artists, or other formats that appropriately present the content of the show.

G. At times program partners may work with the College to create or acquire programming. A partner could be an external organization, patron, or unit of local government who shares or supports the educational mission of the College in this process. Program partners must provide all releases and certification of permissions and copyright for all material submitted for inclusion in BRCC Programs including: images, music, videos and text.

H. Information about events and activities to be aired on BRCC-TV should be submitted at least two weeks in advance of the desired air date. Message may be submitted from the BRCC-TV website at www.brcctv.org.

I. The programs offered by Blue Ridge Community College on The Education Channel should be nondiscriminatory. Programs on the channel will not discriminate against people of any race, age, sex, ethnic, cultural, or social background. Disparaging or harassing language will not be tolerated in any form.
J. BRCC-TV does not air political programs that promote any candidate or party. It may, from time to time, offer structured debates or general informational programs that provide an opportunity for a balanced presentation from all parties and points of view on issues of public importance.

K. The College President and/or designee reserve the right to review all programs before broadcast to determine compliance with the above guidelines, objectives, and restrictions.

L. BRCC-TV is not a public access channel.

M. All material submitted for broadcast must meet BRCC-TV technical standards for audio and video. Programs submitted may be rejected if they are deemed not to be technically worth airing.

N. Copyrighted material will not be broadcast unless appropriate clearances have been obtained, and written proof of such clearance can be presented to BRCC-TV.

O. BRCC-TV will accept underwriting for selected programs or for the general support of the Channel. BRCC-TV shall strictly adhere to the Federal Communications Commission’s (“FCC”) adopted rules and published policies and opinions concerning commercial underwriting for noncommercial, educational broadcasting. The BRCC-TV Underwriting Guidelines shall be available online and revised at least once per year under the direction of the CIO.

P. Public Service Announcements (PSAs) from public or governmental agencies and from Blue Ridge Community College program partners may be accepted and aired.

*Adopted June 1, 2011; Revised November 9, 2012*
8.3 Media Services

A. Media Services exists to provide audiovisual equipment for faculty and staff use, to maintain equipment, to provide production services for faculty and staff, and to provide technical support/facilitation of college-hosted events, conferences, videoconferences, and other classes. Some multimedia equipment is available for checkout through the media services office in the TEDC Building.

B. Faculty may reserve equipment, if available, 24 hours in advance. The public may not reserve equipment.

C. Breakdowns in equipment should be reported immediately so that repairs can be made.
8.4 Electronic Information Management and Storage

A. Data Storage: College owned data classified as sensitive or confidential may only be stored on equipment or data services owned by and under the control of the College. No College owned sensitive or confidential data may be stored on an employee’s personal equipment or within any third party service not controlled by the College. All data stored on College owned equipment including server, desktop, laptop or tablet computers, data storage devices (diskettes, USB memory devices, DVD’s, etc.) or residing within an affiliated online service are the sole property of the College. Such ownership of data, however, shall not be inconsistent with the College’s Intellectual Property policies.

B. Data backup: It is the responsibility of the IT Department to maintain an adequate backup of data stored on administrative systems, servers, and network workgroup and home folders for business continuity and disaster recovery purposes. It is the responsibility of each employee and their supervisor to ensure their work data is stored in the proper location to ensure the security and availability of the work data. Data Ownership: The sole data owner of all College data is the College President. Custodianship of College data has been designated by the data owner as follows:

- Vice President for Student Services: Student Administrative Records including but not limited to transcripts, records of disciplinary action, emergency contact information, admissions and pre-admissions related documents and information.
- Chief Academic Officer: Curriculum Student Academic Records including but not limited to course materials, grades and academic achievement and progress reports.
- Vice President for Economic and Workforce Development/Continuing Education: Economic and Workforce Development/Continuing Education Student Records including but not limited to course materials, grades, academic achievement and progress reports.
- Chief Financial Officer: Financial and payment processing records including but not limited to College financial transaction records, financial statements, credit card payment information, and related financial accounting data.
- Vice President for General Administration: Human Resource and College Operations records including employee payroll, disability, medical and related records.

C. Information Classification: All data Owned by the College shall be considered classified into one of the following categories based on the nature of the data and in accordance with North Carolina General Statute Chapter 132 – ‘Public Records’.

Sensitive or Confidential: Data should be classified as Sensitive or Confidential when the unauthorized disclosure, alteration or destruction of that data could cause a significant level of risk to the University or its affiliates. Examples of Restricted data include data protected by state or federal privacy regulations and data protected by confidentiality agreements. The highest level of security controls should be applied to Sensitive or Confidential data.

Public: Data should be classified as Public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the University and its
affiliates. Examples of Public data include press releases, course information, research publications and directory information. While little or no controls are required to protect the confidentiality of Public data, some level of control is required to prevent unauthorized modification or destruction of Public data.
8.5 Allocation of Information Technology Equipment

A. The information technology equipment budget will be prepared in conjunction with the preparation and submission of the annual budget as outlined in Procedure 5.2.1.

B. Technology needs will be assembled from inputs from individual division budget requests, President’s Council priorities, and NCCCS initiatives.

C. The President, in consultation with the Vice President for General Administration and CIO, will establish priorities for information and instructional technology.

D. The same process will direct replacement and reallocation priorities for information technology equipment.

E. Information technology equipment that is unable to be upgraded to run software currently being used at the college and equipment not cost effective to repair is disposed of as surplus property under Procedure 5.7.1 Sale, Trade and Disposal of Inventoried Assets (including High Risk).

Approved October 1, 2002
Chapter 9 – Health, Safety, and Law Enforcement

9.1 Emergency Response

A. Blue Ridge Community College is committed to providing a safe learning and working environment in its facilities and on its grounds.

B. The President shall develop guidelines and procedures dealing with emergency response at the College. These procedures shall be in concert with the College’s Business Continuity Plan.

Adopted by the Board of Trustees May 11, 2009
9.1.1 Emergency Response Procedures

A. The Campus Emergency Response Plan (CERP) is a document prepared both for the Henderson County Campus and the Transylvania County Campus to address campus emergencies. Each Plan shall be reviewed and updated annually by the Director or Public Safety.

B. A copy of the Emergency Procedures shall be kept in visible holders in designated office areas and classroom areas. The Procedures shall also be accessible on the College’s Web site.

C. Students, faculty, staff, and visitors are expected to adhere to the provisions of this plan.

Approved May 11, 2009
9.2 Health

A. Blue Ridge Community College is committed to providing a healthy learning and working environment in its facilities and on its grounds.

B. The President shall develop guidelines and procedures dealing with health matters at the College.

Approved
9.2.1 Campus Health

A. The College has developed procedures and guidelines designed to protect the health of employees, students, and visitors on the campus of Blue Ridge Community College and to mitigate any problems associated therewith. These procedures are contained in a document titled Blue Ridge Community College Pandemic Influenza Plan. Items in this handbook are deemed a part of the Blue Ridge Community College Policies and Procedures Manual and carry the same weight as other policies and procedures. This handbook shall be available on the Blue Ridge Community College Web site and all Blue Ridge Community College employees should become familiar with the location and contents of this handbook.

B. The Vice President of General Administration in conjunction with the Crisis Management Team (CMT) is responsible for administration of the Pandemic Influenza Plan. The Plan shall be reviewed annually by the Blue Ridge Community College Safety Committee.

Adopted November 4, 2009
9.3 Safety

A. The President shall require inspection of all College-owned facilities at least once during each fiscal year to determine compliance with standards of sanitation and safety as prescribed by law. Such inspections shall be conducted by the College or by representatives of appropriate state or local public agencies.

B. If major deficiencies are noted in any inspection, the President shall require corrective action to be performed to eliminate the deficiency or withdraw the facility or portion of the facility from use until such time as the unsafe or unsanitary conditions are corrected or removed.

C. The personal safety of students, visitors, and employees is of primary importance. The administration will provide the needed mechanical and physical facilities to assure that the institution is a safe place to work and learn.

D. The College will maintain a safety and health program conforming to the best practices. This program will encourage cooperation on the part of staff and students in developing proper attitude toward accident and illness prevention. The goal of this program is zero accidents and injuries.

E. The President shall develop and enforce proper safety procedures to achieve these items.

Revised May 11, 2009; September 15, 2015
9.3.1 Campus Safety

A. The College has developed safety procedures and guidelines designed to enhance the protection of lives, health, and property on the campus of Blue Ridge Community College. These procedures shall apply to all College faculty, staff, visitors, and contractors on College property or in any buildings owned, leased or operated by the college. These procedures are contained in a document titled *Blue Ridge Community College Safety Handbook*. Items in this handbook are deemed a part of the Blue Ridge Community College Policies and Procedures Manual and carry the same weight as other policies and procedures. This handbook shall be available on the Blue Ridge Community College Web site and all Blue Ridge Community College employees should become familiar with the location and contents of this handbook.

B. Individual safety rules or protocols may be established by College Vice Presidents or Department Directors for instructional or operational programs or may be established by instructors for use in their classrooms or labs however such rules shall not be inconsistent with established College-wide safety procedures.

C. Safety procedures are applicable to students when they are involved in a specific class or lab activities (welding, chemistry, automotive systems, etc.) or are participating in a campus activity whereby safety requirements are called for. In such cases, it is the instructor’s responsibility that the student is informed and understands the requirements of the applicable procedure.

D. The Human Resources Department is responsible for safety training for employees. Instructors are responsible for training students in safety practices necessary for their respective classes and labs.

E. The safety policies and procedures and the *Safety Handbook* shall be reviewed annually and revised as necessary. Such review is the responsibility of the Blue Ridge Community College Safety Committee.

*Adopted November 4, 2009*
9.4 Campus Law Enforcement

A. Blue Ridge Community College is committed to providing a secure learning and working environment in its facilities and on its grounds.

B. The President shall establish a campus police department as authorized by the Board of Trustees and described in N.C.G.S. §115D-21.1. The police department shall have all the powers and authority described in said statute. The police department is authorized to enter into agreements with other law enforcement agencies for the purpose of mutual assistance as described in N.C.G.S. §160A-288 and §90-95 and shall have all the power and authority described in said statute.
9.4.1 Campus Law Enforcement

A. The Director of Public Safety will also serve as the Chief of Police and shall meet the requirements of Chapter 17C of the General Statutes.

B. The Director of Public Safety will establish general orders, policies and procedures that govern the daily operation of the police department that are in addition to the policies and procedures of the College.

C. Campus police officers, security officers and any law enforcement officers contracted to provide law enforcement services to the College will report to the Director of Public Safety.
Blue Ridge Community College prohibits the possession of weapons on its grounds, in its facilities or in its buildings. The president shall develop procedures for defining unlawful weapons. Any employee violating this policy will be subject to disciplinary action up to and including dismissal.

Approved January 12, 2004
9.5.1 Weapons on Campus

A. It is unlawful for any person to possess, or carry, whether openly or concealed any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, in any College building or vehicle or otherwise on any College property.

The aforementioned prohibition will not apply to the following limited circumstances:

1. The firearm is a handgun;
   a. the individual has a valid concealed handgun permit or is exempt from the law requiring a permit;
   b. the handgun remains in either a closed compartment or container within the individual with the permit’s locked vehicle or a locked container securely affixed to the individual with the permit’s locked vehicle;
   c. the vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; and
   d. the firearm remains in the closed compartment at all times.

2. The weapon is used solely for educational or College sanctioned ceremonial purposes, or used in a College approved program conducted under the supervision of an adult, whose supervision has been approved by the College.

3. Fire fighters, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by the College, when acting in the discharge of their official duties.

4. Those persons exempted by N.C.G.S. § 14-269(b) including, but not limited to
   a. civil and law enforcement officers of the United States
   b. officers of the State, or of any county, city, or town, charged with the execution of the laws of the State, when acting in the discharge of their official duties
   c. any person who is a qualified retired law enforcement officer as defined in G.S. § 14-415.10
   d. sworn off duty law enforcement officers

B. As a safety and security measure, individuals who are statutorily exempt, if not in uniform, should make all reasonable efforts to carry their firearm inconspicuously on their person out of public view or have their badge clearly visible so that the officer is immediately identifiable as a sworn law enforcement officer.

C. Information regarding any individual who may be in violation of this procedure should be immediately reported to a Supervisor, a Vice President, or to Campus Law Enforcement and Public Safety.

Approved January 12, 2004; Revised October 2, 2013; February 4, 2015
9.6 Visitors on Campus

The President shall establish guidelines and procedures for dealing with all categories of visitors to campus.

Approved August 24, 1992
9.6.1 Visitors on Campus

A. Classes should not be interrupted by visitors except in cases of emergency or by permission of the instructor.

B. To ensure all representatives of business and industry are given equal and adequate opportunity to supply goods and services to the College, all salespersons shall be referred to the Chief Financial Officer. Salespersons shall not be permitted to call on any employee during the workday for the purpose of soliciting the individual's personal contract.

C. Visitors seeking permission to do any kind of solicitation are to be directed to the College’s Event Coordinator and are subject to approval by the President, based on the criteria listed in Policy 5.8-College Facilities.

D. Visitors coming to see students are to be directed to the Division of Student Services.

E. The College encourages visitors to its campus, but due to certain hazards that may exist on campus, children must be supervised at all times by a responsible adult who shall be deemed responsible for the children's actions. Children who are unsupervised must be considered to be in a dangerous position. An administrator should be alerted immediately. Students are directed not to bring children with them to class. College staff should inform students of the College’s policy. Faculty members should enforce this in their classrooms.

F. College faculty and staff should not be discouraged from occasionally bringing family members to the College to broaden their exposure to the educational process. Such visitations, however, should be infrequent and of a short duration. Visitations should not cause disruption of normal College activities nor be a substitute for child care arrangements.

G. Dogs or other domestic pets must be kept under control by their owners. Refer to Sec. 2.14.7 Animals on Campus.

H. Any visitor who causes a disturbance may be asked to leave the campus immediately by any employee. If the visitor does not leave immediately, the employee should first notify the on-duty law enforcement or campus security officer and subsequently notify the most available Vice President.
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<th>Blue Ridge Community College</th>
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Stalking, as defined in G.S. 14-277.3, is the following or being in the presence of someone without legal purpose, with the intent to cause emotional distress by placing that person in fear of death or bodily injury. Such activity is illegal and should be reported to the Director of Public Safety, Director of Human Resources, or Vice President for Student Services.

Revised January 29, 2008; April 10, 2013; June 3, 2015
9.7 Emergency Closings and Disruptive Activities

A. Blue Ridge Community College will remain open as scheduled unless the following emergencies exist: (a) severe or inclement weather conditions that would endanger the adult population while traveling to and from places of employment such as in business, industry, and service agencies; (b) quarantines or epidemics declared by medical authorities for public health purposes; (c) critical power failure that would prevent normal operation of the school plant; (d) declared national or state emergencies or restrictions imposed by civil authorities; (e) bomb threats, conveyed by phone or other communications; (f) fire emergencies; (g) tornadoes; (h) disruptive activities; (i) financial emergency. All emergency closings will be authorized by the President or a designee.

B. The President shall develop a set of procedures, which will govern the operation of the College in the event of emergency closings, disruptive activities or threats against students or employees.

Revised January 12, 2004
9.7.1 Closings Resulting from Inclement Weather or Emergencies

A. The President or a designee will authorize all closings because of adverse weather or emergencies. Notice of closings will be made using radio, television messaging, telephone recordings, and Internet postings. Announcements will specify openings, closings, and delayed schedules for both day and evening classes, and for both the Henderson County Campus and the Transylvania County Campus. Morning announcements should be made by 6 a.m. A separate announcement about evening classes will be made by 2:00 p.m.

B. When the College closes, delays opening, or closes early, such times may not always coincide with announced closings of local public schools, colleges or governmental agencies. It is also possible, for example, that classes at the Transylvania County Campus may be held while the Henderson County Campus is closed. In some cases, off-campus instruction may continue when safety permits and when those class locations are deemed operational by other agencies. Examples include: Health Sciences Program clinical sites, and training sites at business and industry locations. In cases when the Colleges announces a delayed opening, if any portion of a scheduled class or lab can be held after the opening time, then that remaining portion of the class must be held.

C. When the College is officially closed, other groups or organizations meeting or working on campus will keep the same hours as the College faculty and staff. Cancellation or rescheduling of public performances held on campus for which tickets are pre-sold will be announced separately.

D. The following employees working in essential positions may be asked by the President to perform duties on days when the College is closed or its opening is delayed: vice presidents, deans, directors, custodians, groundskeepers, security personnel, switchboard operators, or employees whose services may be needed to ensure proper operation and maintenance of College functions during the period of closure.

E. It is the responsibility of each employee to make a good faith effort to come to work during times of adverse weather. Employees not working in essential positions listed above, who anticipate travel difficulties may use vacation (or bonus) leave to cover such absences. Similarly, vacation leave may be used in situations where the College has remained open and where impending adverse weather may make travel from work to home difficult.

F. In those rare circumstances when the College closes, delays opening, or closes early because of adverse weather or emergencies, employees on prearranged vacation or sick leave will receive the same benefit afforded those employees in work status, however no partial days will be so afforded. Full-time employees are not required to report time not worked as an absence. Non-exempt employees, who are required to work, shall receive compensatory time at a later date approved by the employee’s supervisor as provided for in Section 3.6.2 Compensatory and Overtime Hours.

G. When the College is closed for inclement weather or other emergencies, instructors must properly document how any instructional time was made up. The documentation must be attached to the class roster at the end of the semester. If the number of instructional days missed due to inclement weather or other emergencies exceeds five days in a semester, make-up days will be scheduled. Recommendations to schedule make-up days for classes missed because of inclement weather or other emergencies will originate with the Vice President for Instruction and must be approved by the President. If specific days are designated as make-up days, all traditional classes will meet on those days as regularly scheduled class days. Hybrid and Web-assisted classes may meet on those days or...
Options for making up class time are as follows:

1. Hybrid or Web-assisted classes: Classes listed on the schedule as hybrid or Web-assisted may use Moodle to provide instruction to students when the College is closed. This instruction should be equivalent to the time missed and may include online discussions, PowerPoint presentations, video lectures, or other means approved by the Vice President for Instruction. Assignments normally occurring as part of the class would not be an acceptable means to make up time. In addition, instruction may be made up by adding sufficient extra time to other class meetings or by scheduling additional class meetings that do not conflict with room schedules or student schedules. This option must be approved by the appropriate dean.

2. Traditional (face-to-face) classes: Classes listed on the schedule as traditional (face-to-face) may use discussion groups, video lectures, research assignments, or other means approved by the Vice President for Instruction to provide instruction to students when the College is closed. This instruction should be equivalent to the time missed. Assignments normally occurring as part of the class would not be an acceptable means to make up time. In addition, instruction may be made up by adding sufficient extra time to other class meetings that do not conflict with room schedules or student schedules. This option must be approved by the appropriate dean.

3. Clinical classes: Any clinical time missed due to inclement weather must be made up in order to meet the requirements of the various accrediting boards. The Dean of Health Sciences and Emergency Services (for nursing, surgical technology, and EMS) will work with the clinical agencies to reschedule any missed clinical time and submit a report to the Vice President for Instruction.

H. If a part-time temporary instructor being compensated on a per-hour basis misses classes due to emergency closing of the College and does not make up actual time, the reported student hours in membership and instructor compensation must be adjusted.

I. For traditional and hybrid classes, if the census date needs to be adjusted due to inclement weather, the new census date will be no earlier than the first actual face-to-face meeting after the inclement weather period.

Revised March 10, 2010; November 12, 2012; March 5, 2014; February 1, 2017
9.8 AIDS and Other Communicable Diseases

The President or a designee shall develop and implement procedures designed to deal with the problem of AIDS and other communicable diseases in a humane and educational manner, applicable to both employees and students.

Approved August 24, 1992
9.8.1 AIDS and Other Communicable Diseases

A. Blue Ridge Community College will assume responsibility for conducting an ongoing educational campaign designed to provide basic information about AIDS (also known as Human Immunodeficiency Virus) and other communicable diseases.

B. Persons infected with the AIDS virus or other communicable diseases will not be excluded from enrollment or restricted in their access to College facilities or services, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or to the welfare of other persons within the College.

C. Persons who know that they are infected by the AIDS virus or other communicable diseases are urged to share that information confidentially with the Human Resources Director in order that the College can respond appropriately to the health and educational needs of the individual.

D. Persons who have knowledge of or a reasonable basis for believing that they are infected with the AIDS virus or other communicable diseases are expected to seek expert advice about their health situation and are obligated, both ethically and legally, to conduct themselves responsibly with consideration for the protection of other members of the community.

E. The College will widely publicize and carefully observe the safety guidelines for the handling of blood and other body fluids and secretions established by the federal or state Departments of Labor, the United States Public Health Service, and other federal or state agencies issuing regulations applicable to Blue Ridge Community College in all health care facilities maintained on campus, and, where applicable, in other institutional contexts in which such fluids or secretions may be encountered.

F. The College will cooperate with the Henderson County or Transylvania County Health Department in all endeavors concerning AIDS or other communicable disease education and information.

G. The Vice President for General Administration will be responsible for implementation of these procedures.

Revised November 10, 2003
9.9 Clery Act Requirements

Blue Ridge Community College is committed to providing a safe and secure environment for all members of the College’s community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
9.9.1 Clery Act Requirements

A. To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

1. Submit crime statistics to the United States Department of Education;
2. Maintain a daily crime log (open to public inspection);
3. Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;
4. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.
5. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies and counts crime reports and crime statistics. The Annual Security Report is available on the College’s website and hard copies are available through the Office of Student Services for inspection.

B. Campus Security Authority ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution’s police department or campus security department;
2. Any individual(s) who has responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College’s property);
3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, these people include: a Vice President, the Human Resources Director, the Director of Public Safety or any individual identified by the College as a Campus Security Authority.
4. An official who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College’s behalf.

C. Campus Security Authority Reporting: Campus Security Authorities (CSA) have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Office of Student Services to ensure statistical inclusion of all Clery Act Crimes in the College’s Annual Security Report, when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all
designated CSA’s. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim’s identity may remain anonymous.

D. Clery Act Crimes are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College’s Annual Security Report:

1. Murder and non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible, including rape, fondling, incest, and statutory rape); robbery; aggravated assault; burglary; motor vehicle theft; arson; dating violence; domestic violence; sexual assault and stalking.

2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny/theft; simple assault; intimidation; or destruction/vandalism of property that were motivated by bias on race, religion, ethnicity, national origin, gender, sexual orientation, gender identity or disability; and

3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc); drug abuse violations and liquor law violations.

E. College Property is all the following property:

Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support or, or in a manner related to, the College’s educational purposes; and any building or property that is within or reasonably contiguous to such buildings or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.

F. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support or, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.

Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

G. Annual Security Report - The Blue Ridge Community College Police and Public Safety Department will prepare and publish an Annual Security Report by October 1 of each year. This report will provide readers with important information about safety, security, and statistics regarding crime on campus. Campus crime, arrests, and referral statistics, including those reported to Blue Ridge Community College Police and Campus Security Authorities will be highlighted in the Annual Security Report. Blue Ridge Community College also requests statistics for crimes on or near our campuses and non-campus properties that are reported directly to other law enforcement agencies. The Annual Security Report will be published and distributed no later than October 1 of each year in order to be compliant with the Clery Act. The report will be made available to students and employees through the College website. A paper copy of the report will also be available upon request, through the Blue Ridge Community College Police Department.
9.9.2 Clery Act Requirements − Timely Warning Notices

A. To help prevent crimes or serious incidents, the Blue Ridge Community College Police and Public Safety Department, in collaboration with other departments on campus, will issue a Blue Ridge Alert or Notice in a timely manner to notify the campus community about certain crimes in and around our community that potentially constitute an ongoing or continuing threat. For the purpose of this policy, “timely manner” generally means 48 hours after an incident has been brought to the attention of a “campus security authority” as defined in the Clery Act.

B. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Police and Public Safety Department so the Department can make a determination regarding issuing an alert.

C. If community members report crimes or serious incidents to other College Administrators, those administrators should notify the Police and Public Safety Department. Representatives of this office will promptly notify and collaborate with the appropriate college officials to issue a Blue Ridge Alert, if one is appropriate.

D. Upon receiving notice of a crime requiring the issuance of an alert and without divulging the identity of the victim or any student, an administrator within the Police and Public Safety Department will consult with other key departments to assist in the dissemination of such information.

E. Depending on the particular circumstances of the crime or other incident, specifically in those situations that could pose an immediate threat to members of the campus community, A Blue Ridge Alert will be issued.

F. The Police and Public Safety Department distributes Blue Ridge Alerts in various ways. Once the College determines that an alert will be issued, the department e-mails the announcement and may send out a message using the Blue Ridge Alert system, which may send sms text messages or phone calls. Blue Ridge Community College may also post alerts on the College’s Web Site (www.blueridge.edu.edu) or, depending on the situation, may post alerts on bulletin boards throughout the campus.

G. The Blue Ridge Community College Police and Public Safety Department is responsible for overseeing the implementation of this vital procedure.
9.10 Reporting Crimes on Campus

A. Criminal Activity Reporting – In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

Known and suspected violations of federal and state criminal laws should be reported to the Director of Public Safety, Associate Vice President Finance for the Vice President for Student Services, the Vice President for Economic and Workforce Development/Continuing Education, the Vice President for General Administration, or the Vice President for Instruction for appropriate action. The assigned administrator will, upon notification of criminal activity, involve the appropriate law enforcement agency and file the required documentation to the College administration. Responsible administrators will review campus crime reports to ensure that the data required by the Crime Awareness and Campus Security Act is compiled and disseminated to the college community.

B. Campus Law Enforcement – Blue Ridge Community College provides uniformed law enforcement officers or security officers to the College.

C. Criminal Activity at Off-Campus Student Organizations – Criminal incidents occurring off-campus involving students participating in a College function should be reported to the law enforcement agency having jurisdiction and to the Campus Police and Public Safety Department. The Vice President for Student Services should be informed of the incident as soon as possible if a student is involved.

D. Reporting emergencies – Immediately after first responders have been notified of an emergency situation on campus (usually by dialing 9-1-1), all faculty and staff are required to report such emergency situations to one of the following locations:

- Henderson County Campus: report to the main switchboard
- Transylvania County Campus: report to the reception desk

The switchboard personnel or receptionist will, in turn, notify the respective law enforcement or emergency personnel, the safety officers and the President. Details regarding the emergency should, if known, be included in the report and include the nature of the incident, how it began, the parties involved, the current situation status, and who has already been notified. Sharing information with any parties external to the College other than law enforcement officers shall be in compliance with Sec. 2.27.1 of Policies and Procedures Manual (Release of Public Information).

Revised February 20, 2006; April 2, 2014
9.11 Emergency Medical Assistance

The President or a designee shall develop procedures to deal with medical emergencies of employees, students, or visitors while on College premises.

Approved March 10, 1997
A. Blue Ridge Community College has no facilities for medical treatment.

B. Blue Ridge Community College personnel and/or individuals present will contact emergency services at 9-1-1 and request first responder services in the event of a medical emergency.

C. All accidents involving College employees are to be reported to the Director of Public Safety. Appropriate accident report forms must be completed within 24 hours and submitted to the Director of Public Safety.

D. Students who are covered under student accident insurance should notify the Vice President for Student Services or a designee within forty-eight (48) hours. If the accident occurs in a classroom or lab, the appropriate faculty should file the Blue Ridge Community College Accident Report Form with copies to the Vice President for Instruction and the Vice President for Student Services or the Vice President for Economic and Workforce Development/Continuing Education, if appropriate. The Vice President for Student Services or a designee will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute medical conditions to the Registrar’s Office and to their instructors. The above information will be held in confidence.

E. If emergency medical services are required off campus, i.e., firing range, defensive driving course, etc., established emergency medical procedures for that location should be followed in conjunction with the aforementioned procedures.

F. The following procedures should be followed if an accident occurs involving a College vehicle:

1. Dial 9-1-1 if emergency services or an ambulance is needed;
2. Contact the appropriate law enforcement agency to obtain a report;
3. Obtain as much information as possible from any other parties involved in the accident; and
4. Contact the Director of Public Safety.
G. Medical first aid kits are located in each building. A list of locations is available from the Director of Public Safety.

See also Section 5.6.6 – Workers’ Compensation

Revised November 10, 2003
9.12 Access Control and Identification

The President or a designee shall develop and implement procedures designed to control access to campus buildings and facilities and to identify employees and students on campus.
9.12.1 Access Control and Identification

A. Access to Campus Facilities

1. Blue Ridge Community College campus facilities are open to faculty, staff, students, and visitors during normal operating hours. Security of College facilities is a shared responsibility of all access device key holders and building occupants.

2. Access during closed hours will be governed by prior arrangements with the General Administration Division for community groups and with the appropriate supervisor for employees.

3. All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct.

4. Persons in violation of the above will be subject to any action deemed appropriate by competent authority.

B. Distribution of Keys

1. Keys will be distributed by Facilities Services Key Master.

2. All locks and access devices are the property of the College. Any keys or access device issued to faculty, students, employees, visitors or contractors remain the property of the College.

3. Unauthorized duplication of keys for any College facility is prohibited. Unauthorized access or tampering with the security network is also prohibited.

4. Persons obtaining unauthorized keys or tampering with electronic access control are subject to disciplinary action.

5. The holder of a key to any College facility assumes responsibility for the safekeeping of the key and its use.

6. Financial responsibility for keys, re-keying, and loss of keys is the responsibility of the person responsible for the key when it is lost or stolen.

7. The loss of keys shall be immediately reported to the Director of Public Safety, the appropriate supervisor and the Facility Services Key Master.

8. Prior to leaving employment at the college, all key holders must return the keys and/or access devices in their possession to their supervisor or the Director of Human Resources who will return the key to the Key Master to be logged in as returned. If not returned, the College will pursue available remedies to recover the keys.
Adjunct Instructors not teaching in a following semester or term shall return all keys and/or access devices in their position to their supervisor or the Director of Human Resources. Keys will then be returned to the Key Master and logged in as returned.

C. Identification Badges

1. As a public institution, Blue Ridge Community College recognizes that its buildings, facilities and property should be readily accessible. However, to promote security and help with the identification of individuals in certain areas on our campus, identification cards are issued to all employees and students.

2. All Blue Ridge Community College employees and students are required to carry their campus-issued identification cards with them at all times in College owned or leased buildings or facilities, on College owned or leased property and while conducting official College business. Individuals may be asked to present their identification card for various College purposes such as accessing buildings, prior to using computer resources or to attend certain events. If an individual is unable to present a Blue Ridge Community College identification card as requested, the individual may be denied access to the applicable College facilities, resources, benefits, and events for which the identification card was requested.

3. All Blue Ridge Community College employees are required to wear an identification badge during work hours while on the College grounds unless it is deemed to be unsafe to wear it due to working conditions at the time.

4. Blue Ridge Community College contractors or other designated visitors may be required to wear identification badges or suitable company identification while working at the College for extended periods unless deemed to be unsafe to wear it due to working conditions at the time.

5. Badges worn by employees shall be clearly visible to others. They shall be affixed to one’s upper chest or worn on a lanyard. The wearing of badges off-campus when on official business is optional.

6. Identification badges will be issued by the College and any loss or damage should be reported immediately.

7. The College may assess a $10.00 replacement fee in certain cases.

8. Badges will contain the employee’s name, title, division, and a photograph of the employee.

9. A new badge will be issued when there is a change in an employee’s name, title or division.

10. Badges are the property of Blue Ridge Community College and must be returned upon leaving employment with the College.
9.13 Traffic Control

A. The President shall establish rules and procedures to ensure the orderly control of traffic, safety and well-being of people, protection of property, and emergency situations.

B. The program shall include, but is not limited to, traffic regulations, directive signs, parking decals, and penalties for warning and non-warning violations and shall apply to and be in effect on the streets, roads, alleys, sidewalks, walkways, parking spaces, parking areas, and parking lots on all parts of the campuses of Blue Ridge Community College in accordance with N.C.G.S. §115D-21.

C. Fines or penalties associated with this program shall be approved by the Board and displayed in the College Catalog and Policy and Procedures Manual.

D. Employees or students with outstanding traffic fines will be subject to the same restrictions and/or disciplinary actions as those with other forms of indebtedness to the College. The clear proceeds of all civil penalties collected pursuant to this section shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with G.S. 115C-457.2.

Revised January 14, 2002
9.13.1 Campus Parking and Traffic Regulations

A. The responsibility for administering this procedure, including the placement of appropriate signs and markings and the development of parking areas, shall rest with the Vice President for General Administration. The designation of “No Parking” and “Restricted” parking areas and spaces shall be the responsibility of the Vice President for General Administration in consultation with the President and the Director of Public Safety.

B. All faculty, staff and students parking on campus must display a valid Blue Ridge Community College parking decal. All faculty, staff and students in good standing with the College are eligible for a parking decal. Visitors may park in visitor parking areas. Vendor partners and other individuals who need to park on campus on a regular basis that do not fall into the above categories will be issued a Blue Ridge Community College parking decal. Parking permits are for the exclusive use of the person that the permit is issued to. Faculty and staff permits only need to be renewed if worn or illegible. Parking decals are available from the Student Services’ office or the Police and Public Safety Department. Parking permits become invalid under the following conditions:

1. Ownership of the vehicle is transferred to another person or entity.
2. The permit holder's association with the college ends.
3. The permit holder is issued another permit relating to the same vehicle.
4. The permit holder’s parking privileges are forfeited as a result of disciplinary sanctions.
5. The permit holder commits three (3) or more traffic or parking violations in an academic year.

C. Parking: All faculty, staff, and students who park on campus are required to display a parking permit decal issued by the College. Parking decals must be displayed on the driver-side rear window of the vehicle. Students, staff and faculty are required to park in designated parking spaces and not in spaces designated for visitors or other restricted parking areas or around shops and driveways. Parking will be on a first-come, first-served basis unless otherwise posted. “No Parking” areas include: fire lanes, driveways, lawns, and spaces designated by “No Parking” signs or marked such as walkways, fire hydrants, loading zone, on roadways onto campus, etc. Vehicles parked in these areas may be towed away at the owner's expense without warning.

D. Handicapped Parking: A limited number of spaces will be reserved for handicapped persons. Vehicles parking in such spaces must have a valid and visible handicapped placard or plate. Handicapped placards may be obtained from the NC Division of Motor Vehicles (documentation from a physician required).

E. Rules and Regulations: Faculty, staff and students are subject to discipline in accordance with the provisions of this ordinance and Blue Ridge Community College policy and procedure. The provisions of the regulations shall apply to the operators of all vehicles operated on any Blue Ridge Community College campuses and shall be in effect 24 hours a day. The following rules and regulations shall apply: 
1. No vehicle shall be driven in a careless or reckless manner or in a direction opposite to that indicated by appropriate signs or markings on roadways that are designated as one-way streets.

2. Blue Ridge Community College campuses shall have a speed limit of 15 miles per hour unless otherwise posted.

3. All vehicles must be properly parked in an approved marked parking space.

4. Pursuant to G.S. 20-37.5 vehicles parking in a designated handicapped parking space must display a valid handicapped placard or distinguishable license plate issued to the operator or passenger.

5. Parking is prohibited on sidewalks or walkways, in the driving lanes of parking areas, in loading or unloading areas, in fire lanes, on grass or landscaped areas, and in approaches or other portions of parking areas that are not clearly marked for parking.

6. No faculty, staff or student's vehicle may be parked in spaces specifically reserved for designated persons or functions.

7. Agents authorized by Blue Ridge Community College administration have authority to remove to a place of storage, at the vehicle owner's expense, any vehicle illegally stopped, parked, or abandoned.

F. Enforcement: The College shall reserve the right to revoke any parking privileges and to remove a repeat offender's valid parking permit for flagrant violation of the Traffic Rules and Regulations.

G. Repeat offenders may be required to park off campus.

H. Towing: The Director of Public Safety is authorized to have towed any vehicle, at the owner's expense, in violation of rules and regulations as follows:

a. Unauthorized parking in a handicap space.

b. Unauthorized parking in a reserved space.

c. Parking in an area not designated for parking.

d. Parking in a manner that creates a hazard.

e. Abandoned vehicles.

Appeal of Towing and Traffic Violations: An employee or student Grievance and Due Process policy and procedure outlined in the Policy and Procedures manual. In addition, G.S. 20-219.11 provides the following:

Whenever a vehicle with a valid registration plate or registration is towed as provided in G.S. 20-219.10, the authorizing person shall immediately notify the last known registered owner of the vehicle of the following:

1. A description of the vehicle;

2. The place where the vehicle is stored;
3. The violation with which the owner is charged, if any;

4. The procedure the owner must follow to have the vehicle returned to him; and

5. The procedure the owner must follow to request a probable cause hearing on the towing.

The owner or any other person entitled to claim possession of the vehicle may request in writing a hearing to determine if probable cause existed for the towing. The request shall be filed with the magistrate in the county where the vehicle was towed. The magistrate shall set the hearing within 72 hours of his receiving the request. The only issue at this hearing is whether or not probable cause existed for the towing. If the magistrate finds that probable cause did exist, the tower's lien continues. If the magistrate finds that probable cause did not exist, the tower's lien is extinguished. Any aggrieved party may appeal the magistrate's decision to district court.

I. Abandoned Vehicles: A motor vehicle that has remained parked for more than 10 days will be determined to be derelict under G.S. 20-137.7 and may be towed away at the expense of the owner. Automotive restoration students may make arrangements with their instructor to leave vehicles for longer periods and instructors should notify the Director of Public Safety if arrangements have been made.

J. Speed Limit: The speed limit on College Drive is 25 miles per hour as set by the North Carolina Department of Transportation. On all other interior roads, the speed limit of 15 miles per hour must be observed.

K. Suspension of Parking Privileges: The Director of Public Safety, along with the Vice President of Student Services or, if an employee, the employee’s Vice President may suspend for up to one year the parking privileges of any individual found to be a repeat offender in flagrant violation of these policies.

Revised November 10, 2003
9.14 Trespass

A. Blue Ridge Community College is a public institution of higher education that is open to the general public. Even though Blue Ridge Community College is an open campus, the College has the ability to determine the expectations and parameters for a person's presence on College property. Limitations may be imposed on the time, place, manner and types of activities for which access to College property may be allowed. In addition, the College has the ability to restrict, withhold, or remove a person's access to or presence on College property due to safety considerations relating to the College community.

B. Persons who violate College policies, regulations, or rules or pose a risk to campus safety or security have no “right” to be on College property and may be advised to leave by the President or a designee. Such persons may be trespassed from College property by use of a trespass warning pursuant to N. C. Gen. Stat. §14-159.12 or 14-159.13 or as authorized by this regulation.

C. A person has been “trespassed” when a no trespassing notice is posted on property, or when an authorized College official has provided oral or written notice to a person that the person should not be on certain property. A trespass warning may include notice that the person is not to be within a certain distance of one or more other persons, as well as notice to not be present on College property. A person also commits trespass upon entering property that is enclosed or secured in a manner that indicates the person should not be there (e.g., a locked building; laboratory that has been closed for safety inspection).

Approved March 10, 1997
9.14.1 Trespass

A. Definitions

1. College Property – College property means any property owned or controlled by Blue Ridge Community College.

2. Designee – for purposes of this policy “designee” or “designated College official” means any law enforcement officer employed or contracted by Blue Ridge Community College, any Vice President of Blue Ridge Community College or any other individual authorized to have such duties by the President.

B. Procedures

1. Trespasses may be issued by Campus Law Enforcement officer or by any other designated College official as defined above.

2. Persons may be directed to leave or may be prohibited from entering College property or prohibited from contacting or being near another person and/or given a trespass for reasons including but not limited to the following:
   a. Commission or conviction of any criminal offense on or off College property;
   b. Violation of College policies, regulations, or rules;
   c. Engaging in behavior or conduct that presents a threat to College property or a member of the College community including faculty, staff, students and visitors;
   d. Presence on College property without satisfactory explanation; and
   e. Otherwise behaving in a suspicious or disorderly manner while on College property.

3. A trespass is to be limited in scope to that which is reasonably necessary for the protection of the College.

4. The duration of a trespass is one year unless otherwise specified or as modified during appeal.

5. Campus Police and Public Safety will maintain a listing of trespassed individuals.

6. Designated College officials must notify the Campus Police and Public Safety in writing when they issue a trespass.

7. If a Designated College Official lifts a trespass, they shall provide written notice to Campus Police and Public Safety so that records may be updated. The person subject to the trespass should not return to the restricted area until he/she has been notified by the Campus Police that the trespass has been lifted.
C. Appeal Process

1. A person who has been given a trespass warning may appeal by following standard appeal and grievance procedures outlined in the Blue Ridge Community College Policy and Procedures. The warning remains in effect during the appeal.

D. Trespass Arrest

1. Any law enforcement officer may arrest a person who refuses to leave College property after being asked to leave by the President or a designee.

2. In areas that are properly posted “no trespassing,” Campus law enforcement officers are authorized to issue a citation or make an arrest, where appropriate, for 2nd Degree Trespassing.

3. Court orders and College disciplinary order/decisions remain in effect for the duration stated in the order/decision, and may result in arrest for violations during that time period.

4. If an arrest for trespass cannot be substantiated at the time of response, the Campus Law Enforcement should give the person another warning and escort the person from College property. If a later review of the incident by Campus Police and Public Safety indicates the individual was trespassing, officers may obtain a warrant for trespassing.