New Employee Orientation and Integration Guide

Southeastern Community College
Succeeding Together.
MESSAGE from the President

Welcome to Southeastern Community College!

We are excited that you are here. You have been selected to join our team because you have demonstrated two things that we value at SCC: a passion for students and a willingness to try new things and accept new ideas. We are confident that you will be a valuable member of our team and help us positively impact our students and Columbus County and its surrounding region.

We have selected “Succeeding Together” as our slogan to communicate how we will achieve a number of our goals. First, it conveys to students that we will work with them to help them to be successful in their studies and reach their goals. Second, it conveys to employees that we will work with them so that they can continue to grow and learn in their jobs and careers. Third, it conveys to the employers, citizens and organizations within Columbus County that SCC is here to work with them for the success of Columbus County and its region. Fourth, it also conveys to employees that we must work together within the College to accomplish the first three goals. Finally, it conveys that the success of our students, employees, and the employers, citizens and community organizations within Columbus County is our success.

So, I welcome you to Southeastern Community College and hope that you will find your career here to be challenging and rewarding. We do important work here at SCC that positively impacts the educational attainment and economic development of Columbus County and its region. We are excited that you will help us accomplish this work.

Succeeding Together

Dr. Anthony Clarke,
SCC President
**TABLE of Contents**

Introduction ................................................................................................................ 5  
  Welcome  
  Welcome Event  
  For More Information  

SCC Organizational Overview .................................................................................... 6  
  Our Mission  
  Values & Commitments  
  The Administration  
  The Leadership Team  
  Organizational Chart  
  Accountability  
  Accreditation and Membership  
  What is FTE?  

Human Resources ......................................................................................................... 11  
  Benefits  
  Work Hours  
  Compensation  
  Vacation/Sick Leave  
  Holidays  
  Employment Perks  
  Training and Development  
  Leaves of Absence  

Policies and Information ............................................................................................ 23  
  Where to Find Policy and Rule Information  
  SCC Policies and Procedures  
  Infonet  
  Workplace Guidelines  
  Key Policies  

Committees, Associations and Clubs ......................................................................... 29  
  Institutional Committees  
  Standing Committees  
  Work Groups  
  Faculty Senate  
  Staff Association  
  On-campus Clubs  

Information Systems Access & Usage ......................................................................... 31  
  Policies & Procedures  
  Use of Information Systems
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groupwise Space Usage</td>
<td></td>
</tr>
<tr>
<td>Bulletin Board</td>
<td></td>
</tr>
<tr>
<td>Graduation Information</td>
<td>35</td>
</tr>
<tr>
<td>Graduation Protocol</td>
<td></td>
</tr>
<tr>
<td>Academic Regalia</td>
<td></td>
</tr>
<tr>
<td>College Mace</td>
<td></td>
</tr>
<tr>
<td>College Medallion</td>
<td></td>
</tr>
<tr>
<td>Chadbourn Bell</td>
<td></td>
</tr>
<tr>
<td>Full-time &amp; Part-time Faculty</td>
<td>37</td>
</tr>
<tr>
<td>Getting Started: Academic Freedom</td>
<td></td>
</tr>
<tr>
<td>Faculty Office Assignments/Set-up</td>
<td></td>
</tr>
<tr>
<td>Office Hours</td>
<td></td>
</tr>
<tr>
<td>Bookstore and Textbook Requisitions</td>
<td></td>
</tr>
<tr>
<td>Course Syllabi</td>
<td></td>
</tr>
<tr>
<td>First Day Handout</td>
<td></td>
</tr>
<tr>
<td>Faculty Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Faculty Appraisal</td>
<td></td>
</tr>
<tr>
<td>Retention of Student Records</td>
<td></td>
</tr>
<tr>
<td>Class Rosters</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
</tr>
<tr>
<td>Withdrawals</td>
<td></td>
</tr>
<tr>
<td>Grades for Deployed Military Students</td>
<td></td>
</tr>
<tr>
<td>Final Exam Schedule</td>
<td></td>
</tr>
<tr>
<td>Advising</td>
<td></td>
</tr>
<tr>
<td>Placement Assessment Center</td>
<td></td>
</tr>
<tr>
<td>Classroom Instruction</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
</tr>
<tr>
<td>Meeting Classes and Absences</td>
<td></td>
</tr>
<tr>
<td>Substitutes</td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td></td>
</tr>
<tr>
<td>Student Discipline</td>
<td></td>
</tr>
<tr>
<td>Copyright</td>
<td>45</td>
</tr>
<tr>
<td>College Security</td>
<td>46</td>
</tr>
<tr>
<td>Conference and Meeting Facilities</td>
<td>47</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>Campus Map</td>
<td></td>
</tr>
</tbody>
</table>
INTRODUCTION

The comprehensive Employee Integration Program is important, because we believe that it lays a foundation for your new career at Southeastern Community College by:

- providing you with information that will ease the transition into the workplace;
- painting a precise picture of the department and the institution as a whole; introducing you to departmental goals, policies and procedures, as well as customs and traditions;
- conveying the college’s expectations;
- relieving your anxieties about starting a new job; and
- inspiring you to have a positive attitude toward SCC and your new job.

We want to ensure that you:

- are clear on expectations from day one;
- are empowered to start your job; and
- see that we care about your development and success.

We will be covering:

- History, mission and goals of the department and of the institution
- Systems and procedures
- Position description and responsibilities
- Expectations of the supervisor
- Performance standards and evaluation
- Career development
- Safety precautions
- Responsible computing policies; and
- Benefits and other human resources policies

Welcome

Welcome to Southeastern Community College. You are working for one of North Carolina’s premier community colleges with a reputation for excellence.

The New Employee Orientation and Integration Guide contains information that you need to know as you begin your employment with SCC. This includes key policies, how to obtain benefits, how to get your Staff ID card and parking permit, and survival information in general.

The SCC New Employee Orientation and Integration program is available online at the Human Resources site.
This Guide is not meant to be a substitution for reading and understanding the SCC Policies and Procedures located on the SCC website. In fact, SCC Policies and Procedures will serve as a reference tool that you should utilize during your employment with Southeastern. This handbook represents a brief summary of some of the more important policies relative to employment. The College retains the right in its judgment to modify, suspend, interpret, or cancel in whole or part at any time, and with or without notice, any published or unpublished policies or practices. The contents of this handbook does not constitute an expressed or implied contract of employment.

Welcome Event

New employees are welcomed at a New Employee Orientation Session, which is scheduled over the course of three sessions each year. Representatives from various departments will be present to answer your questions.

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC History</td>
<td>Academic Affairs</td>
<td>Student Services</td>
</tr>
<tr>
<td>Mission and Values</td>
<td>Administrative Services</td>
<td>Early College HS/CCA</td>
</tr>
<tr>
<td>Human Resource</td>
<td>Career &amp; College Promise</td>
<td>Talent Search</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>SACSCOC</td>
<td>RSVP</td>
</tr>
<tr>
<td>Funding Mechanisms</td>
<td>Enrollment Management</td>
<td>NCWorks</td>
</tr>
<tr>
<td>Workforce/ConEd</td>
<td>Employee Development</td>
<td>Employee Development</td>
</tr>
<tr>
<td>Tour of Cartrette &amp; T Bldg</td>
<td>Technology</td>
<td>Resource Acquisition/Use</td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
<td>Culture/Visioning</td>
</tr>
<tr>
<td></td>
<td>Tour HHS &amp; R Bldg</td>
<td>Tour A, B &amp; M Bldg</td>
</tr>
</tbody>
</table>

For More Information

Contact the Human Resources office.

SCC ORGANIZATIONAL OVERVIEW

As an SCC employee, you have joined a community of professionals who support the college’s mission by providing critical services to students, faculty, staff, our local community, and beyond.

Our Mission

Southeastern Community College promotes career and educational success for all our students and growth for our community and state through excellence in teaching and
learning, student access and completion, economic development and cultural opportunities.

September 2015

Values & Commitments

To accomplish the College’s mission, the faculty and staff of Southeastern Community College values and commits to:

- Integrity in all that we do
- Lifelong learning
- Respect for diversity
- The effective application of technology
- Substantive relationships and partnerships

The Administration

Board of Trustees – The Board has authority for and oversees the operation of SCC. Its twelve members are appointed by local, county and state government to establish major policies and programs and to review administrative matters.

Mr. Henry Edmund (Chair) of Lake Waccamaw, appointed by the Columbus County Board of Education 7/15/14.

Dr. Maudie Davis (Vice Chair) of Tabor City, appointed by the Columbus County Commissioners 7/16/13.

Ms. Theresa Blanks (Secretary) of Lake Waccamaw, appointed by the Columbus County Commissioners 7/20/16.

Mr. Randy Britt of Fair Bluff, appointed by the Columbus County Board of Education 9/19/16.

Mr. Mark Carteret of Whiteville, appointed by the Governor 7/15/14.

Mr. Bobby Ezzell of Whiteville, appointed by the Columbus County Commissioners 7/18/16.

Mr. Harry Foley of Lake Waccamaw, appointed by the Columbus County Commissioners 7/15/14.

Mr. Jack Hooks of Whiteville, appointed by the Whiteville City Board of Education 7/16/13.

Mr. Brendon Jones of Tabor City, appointed by the Governor 7/20/15.
Mr. Terray Suggs of Whiteville, appointed by the Governor 7/18/16.

Mr. Charles Lytle of Whiteville, appointed by the Governor 9/17/13.

Mr. Joseph Hooks of Whiteville, appointed by the Whiteville City Board of Education 7/20/15.

Student Trustee, also president of SCC’s Student Government Association, serves as a non-voting member of the Board.

The Leadership Team

Dr. Anthony Clarke
President

Lauren Cole
Vice President of Academic Affairs

Beverlee Nance
Vice President of Workforce and Community Development

Daniel Figler
Vice President of Administrative Services/CFO

Sylvia Cox
Executive Dean of Student Services
Organizational Chart

Board of Trustees

Mr. Henry Edmund, Chair
Dr. Maudie Davis, Vice Chair
Ms. Theresa Blanks, Secretary
 Mr. Harry Foley
 Mr. Randy Britt
 Mr. Jack Hooks
 Mr. Joseph Hooks
 Mr. Bobby Ezzell
 Mr. Mark Carteret
 Mr. Brendon Jones
 Mr. Terray Suggs
 Mr. Charles Lytle
 Student Trustee

Dr. Anthony Clarke
President

Beverlee Nance
Vice President of Workforce & Community Development

Basic Skills
Business Dev Center
Business & Industry Skills Training
Continuing Education
Healthcare Training
Human Resources Dev NCWorks
Public Safety & Prison Education
Retired & Senior Volunteer Program
Small Business Center

Lauren Cole
Vice President of Academic Affairs

Academic Skills Lab
Allied Health & Medical Technologies
Arts & Sciences
Business & Technical Programs
Childcare Resource & Referral
College & Career Promise
Computer Lab
Early Childhood Education
EDUCable
Institutional Research
Learning Technologies

Daniel Figler
Vice President of Administrative Services

Bookstore
Business Office
Copy Center
Food Services
Foundation
Information Technology
Human Resources
Library
Maintenance
Mailroom
Research & Reporting
Security
Shipping & Receiving
Switchboard

Sylvia Cox
Executive Dean of Student Services

Admissions
Athletics
Counseling
Financial Aid
Registrar (Student Records
Student Affairs
Student Activities
Student Discipline & Grievances
Talent Search
**Accountability**

Southeastern Community College is a community college within the North Carolina Community College System (NCCCS), which means:

- We are accountable to tax payers in how we use our resources.
- The state legislature provides funding and establishes laws that govern the operation of SCC.
- We operate on an annual budget basis. (Fiscal years runs from July 1 through June 30.)
- The College’s budget comes from the county and state, from federal funding, and from other public and private sources.
- Some departments are 100% state funded, and some have no state funding.
- Any funds SCC receives are subject to North Carolina fiscal regulations.

**Accreditation and Memberships**

Southeastern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award certificates, diplomas, and associate degrees.

In addition, the Nursing programs (Associate in Applied Science, Practical Nursing, Nursing Assistant/Nurse Aide II certificate) are approved by the North Carolina Board of Nursing, Post Office Box 2129, Raleigh, North Carolina 27602-2129, 919-782-3211 (July 1997). The Nursing Assistant/Nurse Aide I certificate program is approved by the Division of Facility Services, Nurse Aide I Training & Registry Administration, Health Care Personnel Registry Section, 2709 Mail Service Center, Raleigh, North Carolina 27699-2709, 919-733-2786 (May 1992).

The Phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Science, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631, 773-714-8880 (October 2005).

The Cosmetology program is approved by the North Carolina State Board of Cosmetic Arts (August 1995).

The Basic Law Enforcement program is accredited by the North Carolina Department of Justice Criminal Standards Division. (Post-secondary Criminal Justice Certification by the North Carolina Criminal Justice Education and Training Standards Commission (November 1994).

The Medical Laboratory Technology program is accredited by the National Agency for Clinical Laboratory Science, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631, 773-714-8880 (October 1997).
Institutional memberships include:
- American Association of Community Colleges
- North Carolina Association of Colleges and Universities
- Southern Association of Colleges and Schools
- Southern Association of Community, Junior and Technical Colleges
- North Carolina Chapter of the National Junior College Athletic Association
- Rural Community College Alliance
- North Carolina Citizens for Business and Industry
- Association of Community College Trustees
- North Carolina Center for Public Policy

What is FTE?

FTE (Full-time Equivalent) funding is a standard measure used to fund public higher education nationwide. (Strayer Report, 1948). The College is budgeted categorical funds based upon a variety of FTE formulas.

States use FTE as a uniform measure to:

- Formulate state budgets and allocate state general fund (i.e., funding).
- Select peer institutions for quality comparisons (e.g., accreditation).
- Qualify cost in terms of the number of students served (e.g., cost analysis).
- Identify capital construction needs (physical capacity analysis).
- Monitor enrollment patterns, especially increases in student enrollment.
- Measure faculty workload.

FTE Definition

**When Talking about Employees:**
The full-time-equivalent (FTE) of staff is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) component.

You have three employees and they work 50 hours, 40 hours, and 10 hours per week - totaling 100 hours. Assuming a full-time employee works 40 hours per week, your full time equivalent calculation is 100 hours divided by 40 hours, or 2.5 FTE.

**When Talking about Students:**
The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full-time and part-time students.

IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.
Instructional activity is used to determine FTE at SCC

\[
FTE = 512 \text{ contact hrs}
\]

\[
16 \text{ contact hrs/wk} \times 16 \text{ wks/sem} \times 2 \text{ sem} = 512 \text{ contact hrs/yr}
\]

\[
\text{POL} - 120 = 3 \text{ contact hrs/wk}
\]

\[
3 \times 16 = 48 \text{ contact hrs/semester}
\]

\[
48/512 = .9 \text{ FTE}
\]

\[
.9 \times 20 \text{ students} = 18 \text{ FTE}
\]

**Accountability of FTE**

The State Auditor’s Office will conduct compliance audits on a regular basis.

---

**HUMAN RESOURCES**

The mission of Human Resources Department is to work strategically with the diverse Southeastern Community College community in identifying and responding to its changing needs. We will provide leadership and guidance in the development, implementation, and equitable administration of policies and procedures and enhance the recruitment, selection, compensation, development and retention of staff and faculty in accordance with state and federal laws and regulations.

We offer the following services: Benefits, Compensation and Employment Practices, Policy Administration, Health & Safety, Training and Development.

**Benefits**

**Retirement**

The North Carolina Retirement System provides the foundation of retirement income for employees who have a career in public service. The mandatory contribution by an employee to help pay for the benefit is 6% each pay period. To be eligible for retirement benefits the employee must contribute to the plan for at least five years to receive a monthly benefit at age 60. Employees who contribute for 20 year are eligible to receive benefits at age 50 and those contributing for 30 years are eligible to receive benefits at any age.

Retirement is based on a Defined Benefit Plan 401(a) where employee benefits are sorted out based on a formula using factors such as salary history and duration of employment. Investment risk and portfolio management are entirely under the control of the State Retirement Plan. There are also restrictions on when and how you can withdraw these funds without penalties.
Full-time employees must participate in the teachers' and state employees' retirement plan. Temporary full-time personnel employed for at least one month may have the option of choosing to participate in the fringe benefits program. Employees obtain information relative to provisions of the North Carolina Teachers' and State Employees’ Retirement System (Retirement System) from the Business Office.

**Included in the plan is:**

1. Guaranteed monthly lifetime benefits based on a defined formula: 1.82% of average final compensation X years and months of creditable service
2. Unused sick leave can be used to complete years of service. Plus vacation leave in excess of 240 hours can be transferred to sick leave balance (reduction factors apply for early retirement).
3. Last four years include salary, leave payout and longevity
4. Monthly payment is based on payment options
   a. Maximum payment
   b. 100% joint and survivor
   c. 50% joint and survivor
   d. Social Security Leveling
   e. Modified Joint and Survivor (6-2 and 6-3)

**Early Retirement** – employee between the age of 60 – 65 with less than 25 years are entitled to benefits at a reduced amount: 64=97%, 63=94%, 62=91%, 61=88%, 60=85%

**State Health Plan**

Medical – NC State Health Plan
   a. Hired before Oct 1, 2006 years of service
to be eligible for State paid health insurance
   b. Hired on or after Oct 1, 2006 years to be eligible for paid insurance
      yrs but less than 10 – member pays full cost
      10 yrs but less than 20 – member pays 50% of cost

**Supplemental Benefits (Optional)**

Dental – Employee pays full cost
Vision – Employee pays full cost
Voluntary Life – Employee pays full cost
Contributory Death Benefit – Lump sum death benefit = $10,000 provided all contributions are made for 24 full months
Death Benefit

An employee may qualify for a death benefit upon completion of a full calendar year of creditable service. If an individual dies after this period of time, the state pays the beneficiary a death benefit equal to the salary earned during the calendar year preceding the year in which the employee’s death occurred; however, this amount may not be less than the sum of $25,000 or greater than $50,000.

Supplemental Retirement

Deferred Compensation Plan

Provides state supplemental long term retirement benefits under Section 457 of the Internal Revenue Code.

401k Retirement Plan

Supplemental Retirement Income Plan of North Carolina which provides for a pre-tax automatic contribution by employees

Contact NC Supplemental Plans at (866) 627-5267 (NC401K1) or Clay Thompson by e-mail at clay.thompson@prudential.com

Website: www.nc401k.prudential.com

Medical and Hospital Insurance

Medical and hospital insurance under the State of North Carolina Comprehensive Health Plan is available to all full-time employees. Employees interested in and desiring such insurance should contact the human resources office.

Supplemental Benefit Plan

Southeastern Community College offers all eligible employees a comprehensive Flexible Benefits Program. The products described below are voluntary, employee paid benefits and eligible employees have the opportunity to select the programs in which they wish to participate.

Flexible Benefits Plan

A flexible benefits plan consists of two components: a premium conversion plan and flexible spending accounts. Both plans are a result of Section 125 of the Internal Revenue Code created in 1978 to make benefits more affordable. The results are that employees pay for benefits with pre-tax dollars thus increasing spendable income and making benefits more affordable.
Spending Accounts

1. Medical Reimbursement allows employees to pre-tax out-of-pocket medical expenses not covered by insurance plans. The medical reimbursement maximum is $4,200 per year.

2. Dependent Care Reimbursement allows employees to pre-tax expenses for dependent care. The dependent care reimbursement maximum is $5,000 per year.

Enrollment in both programs is required on an annual basis. Failure to enroll annually will result in the benefit ending beginning the next calendar year. Enrollment is conducted one time each year, usually in the month of September.

Supplemental Benefits

1. DENTAL
   Carrier: Blue Cross Blue Shield of NC (pre-tax)

   Coverage:
   100% for Class A - preventive services
   80% for Class B – restorative services
   50% for Class C – major restorative
   Orthodontia – Children under age 19

2. VISION
   Carrier: Evolve (pre-tax)

   Coverage:
   Vision Low Option
   Hardware Only—Lens every 12 months
   Frames every 24 months
   Contacts every 12 months

   High Option (pre-tax)
   Includes eye exam plus hardware

3. BASIC LIFE
   Carrier: Companion Life

   Basic Life: $10,000 for each active full time employee working 30 hours or more per week. Reduced by 50% at age 70. Terminates at retirement.

4. OPTIONAL & DEPENDENT LIFE
Employee: Option of $10,000 to $500,000 in increments of $10,000. 
Guarantee issue amount under age 60 is $100,000. Maximum age 75.

Spouse: Option of $10,000 to $500,000 in increments of $10,000 
Guarantee issue amount under age 60 is $20,000. Maximum age 75.

Dependent: 14 days to 6 months - $1,000
6 months to 25 yrs - $2,500 - $10,000

5. COLONIAL INSURANCE PROGRAMS

a. Pre-tax: Cancer 1000
b. Intensive Care
c. Accident Care
d. Medical Bridge 3000
e. Post-tax: Disability – Educator Income Plan
f. Critical Illness
g. Term Life 1000
h. Universal Life 1000
i. Whole Life

The plan year for Colonial Insurance products and Spending Accounts as well as Blue Cross Blue Shield of NC Dental, Companion Term Life and Evolve Vision last from January 1 through December 31.

Elections made during the open enrollment period cannot be changed after the enrollment period unless there is an eligible family status change as defined by the Internal Revenue Code. Examples of family status changes include: marriage, divorce, death of a spouse or child, birth or adoption of a child, termination or commencement of a spouse’s employment or transition of spouse’s employment from full-time to part-time or vice-versa.

State Employees’ Credit Union

The state employees’ credit union is available to any permanent employee of the college. Employees may borrow on the amount they have invested in their retirement fund.

SEANC

Membership is available in the State Employees Association of North Carolina.
Workers’ Compensation

Workers’ Compensation covers all employees. This coverage requires that the college report all accidents occurring during working hours to the Industrial Commission within five days after occurrence or knowledge of any injury to an employee when the employee receives medical treatment. Liability under this act applies only to injuries or death caused by an accident arising out of and in the course of employment during regular college hours and which occurs at the college or in connection with college activities away from the physical college plant. In case of an accident covered by Workers’ Compensation, employees may obtain the necessary forms from the human resources office to report such accidents. Completed forms require the signature of the human resources administrator.

Compensation

Direct Deposit

All full time and part time regular employees are required to sign an Authorization Agreement for Direct Deposit.

Contracts

All college employees receive written contracts that specify their terms of employment. These contracts include the employee’s position title, rate of pay, source of funding, and beginning and ending dates of the employment period. Pay may be based on an hourly wage or a monthly salary, and employment may be full-time or part-time, depending upon the nature of the position. The type of contract issued depends on several factors, including the staffing process used, whether the employee is new to the college, budgetary constraints, and the nature of the position.

- Provisional - All new full-time and salaried part-time employees are issued a provisional contract and serve probationary periods of twelve months from the date of initial employment. Any employee serving a probationary period following initial employment may be terminated at any time during the probationary period, and such termination is not subject to the employee grievance and appellate procedure. Following successful completion of the probationary period, a regular contract may be issued to the employee.

- Regular – A regular contract employs an individual on an annual (twelve months or less) basis for full-time service. All fringe benefits offered by the college are available under this contract. Generally, the contract is awarded only after the full staff selection process. Employees may receive payment based on an hourly or monthly rate with a specified contractual total.
Supplemental – Within budgetary limitations and legislative guidelines, the college may offer to instructors on less than twelve month contracts supplementary contracts, depending on workload and financial conditions. Division deans and the appropriate vice president make every effort to accommodate instructors’ wishes regarding assignments in accordance with college needs.

Temporary – A temporary contract may be awarded in lieu of a regular contract for one or more of the following reasons:

- Insufficient time is available to complete the full staff selection process. Funds in support of the position do not derive from a regular funding unit or are otherwise tenuous in nature.
- No long term need exists for the position.
- The employee does not currently meet all employment standards.

Work Hours

The standard workweek is 40 hours per week (2,080 hours per year). The workweek for all college employees runs from the start of work on Monday (7:00 a.m.) to the start of work (7:00 a.m.) on the next Monday.

1. The normal operating hours of the College are 8:00 a.m. until 5:00 p.m., Monday through Thursday and 8:00 a.m. until 3:00 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 during the evenings or on weekends. The President may adjust the 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 and one half hour workday, Monday through Thursday, and a six hour workday on Friday during Fall and Spring semesters or a modified schedule during the Summer Semester. Sick leave will be charged to faculty members based upon a standard eight hour workday, Monday through Friday.
2. Non-instructional employees should follow the work hours described above.
3. Full-time faculty are responsible for the assigned teaching hours, office hours, time for student advisement, professional development, program development, committee work, and other scheduled college activities. Faculty work load is outlined in Procedure 3.1.15: Curriculum Faculty Workload.
4. 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.
5. 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.
6. Employees whose principal duty stations require them to be at their desks or confined to their offices are entitled to a fifteen (15) minute break in each half of the workday. Supervisors are to schedule the break time, and at no time is a break period to interfere with a service to be provided or completion of an assigned duty. Break times are considered as paid time worked.

7. 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 at the discretion of the President.

**Compensatory Time**

Temporary employees may be full or part time. In most instances, full-time temporary employees are entitled to all fringe benefits of a regular contract.

The college’s policy on overtime work complies with the Fair Labor Standards Act (FLSA). Classified Personnel - The normal workweek is 38 hours.

Compensatory time off is given at a rate of 1.5 hours off for each hour of over time worked in excess of 40 hours per week.

Full Time Hourly Paid Personnel - These employees are paid 1 ½ times per hour for all hours worked in excess of forty hours a week

Faculty, Directors, Administrators, and Other Professional Staff - Normally, these employees do not receive any compensatory time or overtime pay for hours worked in excess of forty hours per week.

**Vacation/Sick Leave**

**Leave Accrual**

Employees must be on paid status the working day before a holiday in order to receive pay for that holiday. All leave accrues at the end of the month in which it is earned and cannot be used before it is accrued. If an employee works less than full time, leave accrual is prorated according to the employee’s percent time. Each department has its own leave approval requirements. Talk with our supervisor regarding your work group’s protocol for arranging leave.

**Annual/Vacation Leave**

All regular full- and part-time staff accrues vacation leave. The amount of vacation leave accrued increases based on length of service, up to an established maximum. Classified staff accrues vacation from their date of hire
but must complete six months of employment before vacation leave can be used. Professional staff may use vacation after completing one month of employment with the College.

**Sick Leave**

Full-time employees earn eight hours of sick leave per month. When using sick leave, it is essential to follow departmental procedures for absence notification. Sick leave is used for bereavement.

**Holidays**

The College’s holiday schedule provides 14 days with pay. They usually are:

- New Year’s Day
- Martin Luther King Day
- Easter (2)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (3)
- Christmas (4)
- Holidays

**Bonuses**

Longevity - Full-time or regular part-time employees receive longevity pay if they meet the requirements of total qualifying service set forth in Title 23 Subchapter 2D Section.0109 of the *North Carolina Administrative Code*.

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

<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>1.50 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>4.50 percent</td>
</tr>
</tbody>
</table>

**Raises**

Annual - All employees paid from state funds may receive annual salary increases if mandated by the North Carolina Legislature and if funding is available. Employees paid from federal or local funds may receive pay increases as allowed by the appropriate budgets and, where possible, at
least equal to the salary increases approved by the state. The president must approve other salary considerations.

Promotion - Salary increases associated with promotions are determined by the difference in base salaries for the old and new positions on the salary formula or the classified salary schedule. For example, an employee promoted from Processing Assistant IV at a 2001-2002 base salary of $23,988 to Administrative Secretary II at a base salary of $24,864 receives an annual salary increase of $876.

**Employment (Ram Perks)**
- 10 percent Discount at Bookstore
- 20 percent Discount on Cosmetology and Esthetics Services
- $1,500 Interest-free Computer Loan
- Professional Development/Tuition Assistance
- On-site Day care Facility
- Free Parking
- Free I.D. & Library Card

**Training and Development**

**Employee Development**

The Board of Trustees recognizes the responsibility of the College to provide opportunities for employees to develop skills and abilities in their current assignment and encourage them to obtain skills, knowledge and abilities to enhance career advancement within the College.

Providing employees with training and development opportunities not only contributes to the quality and effectiveness of the College, but also serves to motivate and retain employees.

The Workforce and Community Development Division provides an array of course offerings during the year through Continuing Education and the Small Business Center.

Curriculum courses are also offered to students/employees during the spring, summer and fall semesters.

Enrollment in these programs during regularly scheduled work hours is subject to Division Vice President approval.

Course cost may or may not be reimbursed through the Professional Development Program.
• **SCC Small Business Center seminars**  
  Refer to the current schedule available on the Internet at [www.sccnc.edu](http://www.sccnc.edu).

• **SCC Continuing Education classes**  
  Refer to the current schedule available on the Internet at [www.sccnc.edu](http://www.sccnc.edu).

• **SCC Curriculum classes**  
  Refer to the current schedule available on the Internet at [www.sccnc.edu](http://www.sccnc.edu).

**Professional Development Assistance**

SCC’s Professional Development Assistance Program recognizes the need for continued professional growth and development of all SCC employees while also recognizing the varied roles of personnel within the college. The current source of funding for the Professional Development Assistance Program is the SCC Foundation (when available). There are many acceptable ways of achieving professional growth, knowledge, and skills. Participation in this program is subject to approval and continued funding.

**Online Compliance Training**

The college has adopted an online learning management system to deliver training modules to meet federal and state compliance program training.

Each month employees will receive an email notification informing them of the training topic(s) for the month.

All full time/part time regular employees are expected to complete the training within the month it is assigned.

**Leaves of Absence**

Regular SCC classified and professional staffs are eligible for a variety of types of leave consistent with the provisions of their employment program and College Policy. The following is a brief, general overview of certain leave provisions.

Professional staff should review the leave provisions as explained in the SCC Policies and Procedures. If you have prior SCC service or other North Carolina State service, complete the Longevity Eligibility Determination form. The Employee Handbook contains detailed information about leave use.
Civil Duty Leave

An employee receiving notice of required attendance in court or at an Administrative hearing shall advise his/her supervisor immediately by submitting a copy of the notice/subpoena.

Absence due to required court/administrative hearing attendance related to Institutional concerns shall not be deducted from any leaves (sick leave, annual, etc.) accrued by the employee.

An employee attending court on voluntary or involuntary non-institutional business (other than jury duty) will be required to take personal leave, annual leave, or make other accommodations for work.

Disability Leave

Disability leave is granted for a reasonable period when an employee is prevented from working because of a disability.

Education Leave

A leave of absence without pay may be granted for educational leave for the duration of attendance in the educational program.

Family and Medical Leave Act

Each calendar year, eligible employee are entitled to up to 12 weeks of leave for an FMLA defined serious health condition, a parent’s, spouse’s, or child’s serious health condition, or for parental leave following the birth of a child or following the placement of an adoptive or foster child.

Military Leave

Military leave is granted in accordance with state and federal law.

Parental Involvement Leave

The College believes that parental involvement is an essential component of school success and positive student outcomes. Therefore, in accordance with the provisions of North Carolina General Statute 95-28.3, the College grants four (4) hours per academic year of unpaid leave to any (regardless of employment status) employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or be otherwise involved in non-athletic activities at that child’s school, regardless of the number of children.
POLICIES AND RULE INFORMATION

Where to Find Policy and Information

SCC Policies and Procedures

The main body of Southeastern Community College policy on a wide variety of organizational and administrative topics can be found on the website under Policies and Procedures. SCC Policies and Procedures outlines the structure of the College, delegation of authority for academic and business matters, and contains the college’s academic rules. It is divided into nine sections which include:

• General Information
• Board Governance
• General Policies
• Educational Programs and Services
• Student Programs and Services
• Human Resources
• Business Operations
• Technology

Infonet

Infonet is Southeastern Community College’s secured network that is reserved for Southeastern Community College and its authorized users. To access the information contained on this site, go to http://inonet.sccnc.edu. This will take you to a security page on which you will click that you are an authorized user. When the login screen appears, enter the following information:

User Name = your network user name
Password = your network password (case sensitive)

For more in depth information, you may click on the following link to view a 15-minute PowerPoint presentation at:\\CGSECC01\SYS\PUBLIC\InfonetIntroduction.pps. If you continue to have problems accessing Infonet after viewing the presentation, you may contact one of the Information Systems technicians.

The purpose of Infonet is to enhance college-wide communications through the application of technology. It allows authorized users the ability to access, view, print, and retrieve information while on and off campus.
Workplace Guidelines

As an SCC employee, it is important to know the policies and rules that govern your employment in order to be successful in your job.

This section highlights SCC policies that all employees should be familiar with. Please review this information carefully and consult with your supervisor if you have any questions.

College employees are prohibited from engaging in activities that may result in personal gain, that conflict with their College appointment, or that result in personal use of state resources. The following summarizes the relevant information.

**Kickbacks**

Kickback is defined by federal regulations as any money, fee, commission, credit, gift, gratuity, thing of value or compensation of any kind that is provided directly or indirectly to any prime contractor, prime contractor employee, subcontractor or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment. College employees are prohibited under federal and state laws from accepting or offering kickbacks.

**Secondary Employment**

Full-time employees, under contract, realizing their primary responsibility to the college, must first receive written approval through the president before engaging in other employment. The Board of Trustees shall approve or disapprove any secondary employment of the president; the president or any member of the college’s senior administration designated by the president shall approve or disapprove secondary employment of all full-time employees. Secondary employment agreement forms can be found on Infonet.

**Personal Use of State Resources**

College facilities and resources, including telephones, facsimile machines, photocopiers, computers and e-mail, may not be used for non-college work.

**Confidentiality**

SCC employees may have access to information or materials that are considered confidential. Employees should use discretion and care with confidential information or documents.
If you are not certain about what information – that you may have access to – is considered confidential, please consult with your supervisor or your vice president.

**Drug-free Workplace**

To help ensure the safety and well-being of faculty, staff, students, and the general public, the College is committed to maintaining a campus environment that is free of illegal drugs and of drugs and alcohol that are used illegally. Accordingly, the College prohibits the consumption of alcoholic beverages on College property, except in accordance with state of North Carolina liquor license procedures. The College also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances on College property or during College-sponsored activities. Violation of the College’s alcohol and drug prohibitions is cause for disciplinary or other appropriate action.

These provisions are in accordance with the requirements of the federal Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Workplace Act of 1988. Each new employee is required to complete the Drug-Free Workplace Policy Acknowledgement form.

**Tobacco-free Campus**

The SCC Tobacco-free policy was developed within the framework of the wellness concept. The major focus of the policy supports the worksite and academic setting as a tobacco-free environment fostering the health, comfort and welfare of students, faculty, staff, administrators and campus visitors.

1. Use of tobacco is prohibited by students, staff, faculty or visitors:

   In all campus buildings, facilities or property owned or leased by SCC and in vehicles that are the property of the college.

   For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff which includes smoking, chewing, dipping or any other use of tobacco products.

2. The sale or free distribution of tobacco products, including merchandise, on campus or at college events is prohibited.

3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:

   Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on
campus. All tobacco advertising, such as billboards and signs in/on athletic facilities owned and operated by SCC.

4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by SCC.

5. SCC will provide accessible resources for tobacco cessation programs.

It is the responsibility of all members of the campus community to comply with this policy. Department supervisors are responsible for workplace administration of the policy. Complaints regarding employee non-compliance should be directed to the violating employee’s immediate supervisor. Non-compliant students are in direct violation of the policy. Complaints regarding students should be filed with the director of student services.

Firearms & Weapons

According to North Carolina General Statute #14-269.2, persons carrying, either openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by the college shall be convicted of a Class I felony.

Persons carrying, either openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property or to a curricular or extracurricular activity sponsored by the college may be convicted of a Class G felony.

However, effective October 1, 2013, a firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; and
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; and
3. The handgun remains in either: a closed compartment or container within the permit holder’s locked vehicle; or a locked container securely affixed to the permit holder’s locked vehicle; and
4. The vehicle is only unlocked when the permit holder is entering or exiting the vehicle; and
5. The firearm remains in the closed compartment at all times.

ID Badges
All full-time/part-time curriculum faculty and regular full-time/part-time staff must obtain SCC photo identification (ID) cards. Cards are issued in the Student Activities Office.

Faculty/staff ID’s have no expiration date and must be surrendered to the supervisor at employee check out, when no longer employed.

SCC ID cards must be displayed visibly on the outer clothing at all times while on campus, and under no circumstances should they be altered or lent to another person.

Key Policies

Equal Opportunity

Southeastern Community College is an equal opportunity/affirmative action institution. As outlined in NC GS 115D-77, Southeastern Community College offers equal employment opportunities to all qualified applicants and to all employees (including student employees) of the college without regard to race, religion, color, creed, national origin, gender, age or disability except where specific age, gender or physical or mental requirements constitute bona fide occupational qualifications. (NC GS 115D-49)

These opportunities include all phases of employment and benefits, including but not limited to recruiting, hiring and placement, rate of pay, promotion, transfer, demotion, and termination. SCC will remain in compliance with all applicable federal and state laws and regulations concerning equal employment opportunity. The college supports a work environment that fosters respect and values all people. It will promote equal employment opportunity, diversity, fair and impartial treatment of all employees in all terms and conditions of employment throughout all aspects of the workforce.

Anti-Harassment

The college strives to create and maintain an environment in which individuals are treated with dignity, decency and respect. The environment of the college should be characterized by mutual trust and the absence of intimidation, oppression and exploitation.

Employees/students should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the college. For that reason, the college will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees/students, the college will seek to prevent, correct and discipline behavior that violates this policy.

Title IX
Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” The college does not discriminate on the basis of sex in educational programs or activities, recruitment, admission or employment consideration or selection, whether full-time or part time, under any educational program or activity operated by the college receiving or benefitting from federal financial assistance.

**Clery Act**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” commonly referred to as the “Clery Act,” requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community. The purpose of this procedure is to establish the parameters for compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (commonly referred to as the “Clery Act” which is part of the Higher Education Act of 1965).

**Campus SaVE**

“Southeastern Community College reaffirms the principle that students and employees have a right to be free from any form of sexual offense, both forcible and non-forcible. Sexual offenses are unlawful and prohibited. The college provides programs to promote the awareness and prevention of dating violence, domestic violence, sexual assault and stalking throughout the year. In compliance with federal law, the College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as defined in the procedures which follow.

**COMMITTEES, ASSOCIATIONS AND CLUBS**

**Institutional Committees**

This information can be found on the college’s Infonet. Two structures exist at the college: an administrative structure to execute the organization’s policies and a committee structure to formulate, revise, and recommend institutional procedures.

Serving on any institutional committee is both a privilege and a responsibility. Employees should indicate to their respective vice presidents a desire to serve on a
particular committee. Assignments to committees honor preferences when possible. In addition to the committees listed below, employees may serve on ad-hoc committees or task forces as the need arises.

**Membership**

Committee members are appointed by the College Leadership Team and/or the President. Employees can request release from a committee through the individuals who appointed them. Generally, employees serve on one institutional committee. At the discretion of the vice presidents or the president, employees may serve on other committees according to their desires or interests or according to the needs of the college. Administrative officers, including division chairs, may serve on more than one committee based on the requirements of their position.

Each committee member’s attendance is a part of the employee’s job responsibility and is mandatory. Committee participation plays a role in an employee’s evaluation. Only a supervising vice president can excuse a committee member from attendance at a meeting. The committee member should then inform the chairman of the approved absence. The committee member is responsible for knowing what action(s) was/were taken by the committee in the missed meeting.

**Operational Guidelines**

Each committee has chair appointed and the committee elects a recording secretary except for instances when there is a designated chair. Each committee performs according to specific assigned functions and roles. The members should devote the first meeting of the year to developing objectives and plans for the committee’s work.

The chair plans each meeting in advance when possible and prepares an agenda to give to members before a meeting. The chair’s plans may be based on suggestions and requests of committee members, the president, or other administrative officers. Each committee keeps accurate minutes of all meetings. The committee chair is responsible for sending copies of these minutes to be posted on the Infonet where they are available to all employees. The committee chair brings recommendations from the committee to the attention of the administration. The committee lists items for which it wants specific answers in memoranda to appropriate administrative officers.

**Standing Committees**

- Campus Health & Safety
- Curriculum
- Development Education
- Distance Education
- Fine & Performing Arts, Literary and Cultural Events
- Information Technology
SCC Foundation Professional Development  
Student Success/Enrollment Management  
T. Elbert Clemmons Award

**Work Groups**

ADA Compliance  
Earth Day  
Excellence in Student Learning  
General Education Assessment  
Outreach  
Staff Professional Development  
Student Learning Outcomes  
Assessment  
Student Services Learning Institute

**Faculty Senate**

The Faculty Senate is empowered to speak and act for the faculty in college affairs with particular responsibility in the areas of curriculum, academic programs, faculty salary, faculty status, scholarly activities, and all matters relating to the welfare of faculty, the education of students, and academic mission of the college. The president of the Faculty Senate attends the bi-monthly meetings of the college’s Board of Trustees.

**Staff Association**

Under review

**On-Campus Clubs**

The Student Government Association oversees all campus clubs and organizations. They include:

Ambassadors  
Art Club  
College Choir  
Cosmetology  
Criminal Justice Club  
Drama/Creative Arts  
Early Childhood Leaders  
Environmental Action Club  
Medical Laboratory Technology Club  
National Student Nurse Association  
Phi Beta Lambda
INFORMATION SYSTEMS, ACCESS AND USAGE

Information Systems (IS) at Southeastern Community College (SCC) is currently defined as data and voice communications. It is the intent of the college to assure that its information systems meet the needs of its students, patrons, and employees. The following policies and procedures were established with this purpose in mind.

Policies and Procedures

Information systems access and usage is defined by the college’s Information Systems: Policies and Procedures located at http://infonet.sccnc.edu. This document includes policies and guidelines to assure healthy information systems. The following is a brief synopsis of the included policies:

The Information Systems Access Policy provides for secure and equitable use and management of IS resources at SCC. This policy is intended to be flexible enough to meet employee needs while maintaining the integrity and security of IS systems.

Basically, all full-time employees receive access to the data network, an e-mail account, and a long distance telephone with voice mail. IS access for others is requested by vice presidents and requires the approval of the vice president of Student Development and Technology Services.

The Information Systems Network Security Policy provides the guidance for maintaining a secure college network. To address this policy, the college installs systems and develops procedures that minimize network perimeter intrusion and internal incidents, detect intrusions and incidents that occur, and respond appropriately to each.

The Information Systems Security Policy provides the framework for assuring that mission critical data is secure and available on demand to authorized users.

The Allocation of Information Systems Policy encourages effective use of information systems resources so that the college can provide adequate resources consistent with available funding. The policy guidelines provide the procedures for prioritizing IS resource needs.
The Use of Information Systems Policy defines the appropriate use of information systems for authorized users at SCC. You must sign a copy of this policy verifying that you have read, fully understand, and will abide by the policy.

The Information Network Access for College Visitors Policy defines what you as the college’s representative must do to mitigate the potential threat that visiting computers present to the college’s network. The GroupWise Space Usage Policy limits the amount of space for each user’s e-mail mailbox to 100 MB.

The Information Systems Hardware and Software Policy states that SCC strives to maintain hardware and software at a level that meets users’ needs. However, it also states that although it is desirable to have the most current hardware and software, the economics of the state do not normally provide enough resources to meet this objective.

The Risk Assessment and Management Policy states that the college must implement risk assessment to ensure the timely delivery of critical business functions and services to its customers. The guidelines provide the procedures for the identification, classification, prioritization and mitigation processes necessary to sustain the operational continuity of mission-critical functions and services.

The Disaster Prevention and Recovery Policy provides the blueprint for sustaining the operational continuity of information systems mission-critical functions and services.

**Training**

If you are authorized to use the college’s information systems, you will be given introductory training to the systems as they are installed. You will be provided with your user IDs and walked through setting your passwords. The trainer will walk you through accessing and give you a brief introduction to the various resources that you are authorized to use. He/she also will make you aware of some best practices for using the information systems.

Since we are aware that this is a lot of information at one time, the trainer also will provide you with some handouts and a CD that include various —how-to— documents and other support information for future reference.

**Use of Information Systems Policy**

Access to information systems, including the Internet and World Wide Web, computer systems, and computer networks at Southeastern Community College, is granted to authorized users as long as the accessing of these systems and networks is in
compliance with the stated purposes, policies, and guidelines of the institution. This use is granted subject to state laws, including, but not limited to, North Carolina General Statutes, Article 60, Computer-Related Crime, Chapter 14:453, 457; and federal laws, including, but not limited to, Computer Fraud and Abuse Act of 1986, Computer Fraud and Abuse Act of 1994, Computer Matching and Privacy Protection Act of 1988, Computer Security Act of 1990, and subsequent amendments to these laws.

Appropriate use must be ethical, reflect academic honesty, and demonstrate restraint in the use of shared resources. Use must be respectful of intellectual property; ownership of data system security mechanisms; and individual rights to privacy, freedom from intimidation, harassment, and unwarranted annoyance. Violations of this policy and/or accompanying guidelines result in appropriate disciplinary action through college judicial procedures, which may include, but not be limited to, suspension of computing and information system access privileges, termination of employment, and suspension or expulsion. SCC will contact state or federal authorities for prosecution for violation of state or federal laws.

This policy applies to students, faculty, support staff, administrators, and other authorized users. The president of the institution and/or his/her designee makes the initial determination of violations under this policy. Unauthorized users are subject to prosecution under relevant state and federal laws. Students will be made aware of the IS Use Policy through the Student Handbook and by posting of the policy in all student labs and access points.

Employees will confirm that they have read and understand the IS Use Policy by signing a copy of the policy annually. This is coordinated with the Human Resource Department’s annual payroll verification. New employees will sign the policy as part of their indoctrination to the IS systems. The IS staff will maintain the most current signed policy.

**Guidelines**

All users must be aware that the college cannot guarantee the absolute privacy of files and electronic messages. The IS staff has the ability to view files and messages on the networks. It is not the policy of the institution to routinely view such files and messages, but privacy cannot be guaranteed.

To ensure appropriate use of information systems, computer systems, and information networks, users must do the following:

1. Use resources only for authorized purposes.
2. Protect USER ID’s and/or passwords. Users are responsible for any activity using their USER ID’s or passwords.
3. Access only files and data that are their own, that are publicly available, or to which they have been given authorized access.
4. Use only legal versions of copyrighted software in compliance with vendor license requirements.
5. Be considerate in their use of shared resources. Users should refrain from monopolizing systems, overloading networks with excessive data or downloads, wasting computer time, wasting or excessively using connect time to internal or external networks, abusing disk space, and excessively using printer paper or other resources.

Users must NOT do any of the following:
1. Use another person’s USER ID or password.
2. Use another person’s files, system, or data without permission.
3. Use computer programs and algorithms to decode passwords or access control information.
4. Use computer resources without the supervision of college personnel.
5. Attempt to circumvent, subvert, or damage system security measures.
6. Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files.
7. Use the college’s systems for partisan political activities, such as using electronic mail to solicit support for a candidate.
8. Make or use illegal copies of copyrighted software, store such copies on college systems, or transmit them over college networks.
9. Use mail messaging systems to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, sending unwanted mail, propagating chain mail, or causing the sending of unwanted mail.
10. Waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
11. Use systems for personal purposes.
12. Use systems for downloading, sending, or receiving information which contains obscene, indecent, or lascivious material or other material that explicitly or implicitly refers to sexual conduct. The college reserves the right to judge if material meets the criteria for the above.
13. Use systems for downloading, sending, or receiving information that is bigoted or sexist. The college reserves the right to judge if material meets criteria for the above.
14. Use systems for downloading, sending, or receiving copyright music, video, or data without adhering to the appropriate copyright laws.
15. Use systems for live multimedia (music/video) feeds that are not directly related to instruction or work.
16. Create, modify, execute, or retransmit any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as messages, including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.
Groupwise Space Usage

Policy
The amount of space for each user's mailbox is limited to 100MB. The IS staff encodes this limitation at the time users are given access to GroupWise. Users can request additional space through their vice presidents if they are having problems performing their job tasks within this limitation.

Bulletin Board

Employees are able to e-mail all SCC Groupwise users by addressing a new e-mail to: Bulletin Board on the -To: line. Employees access Bulletin Board mail through —School News on Groupwise. This is the preferred method for mass communication to SCC employees. As an SCC employee, you are required to read your —School News daily when at work.

GRADUATION INFORMATION

Graduation Protocol

Commencement is a significant occasion in the life of any student. It marks the completion of a period of studying, learning, developing, adapting, accomplishing, and contributing. All of these activities prepare SCC graduates for successful careers and for service as leaders in our society. The commencement ceremony itself is a moment of collective pride and shared joy as well as recognition of significant accomplishment. Therefore, we require that all full-time faculty and staff participate in the spring SCC commencement exercises by robing and marching. If a member of the faculty or staff is unable to attend graduation, that member must inform his/her supervisor and vice president. Further, the vice president must approve this absence. Faculty and staff should represent themselves and the college with dignity, decorum and pride.

Southeastern requires proper regalia attire to participate in graduation ceremonies. Separate gowns are for bachelors, masters, and doctoral graduates. Further, participants are requested to dress in proper graduation attire. Anything visible should be dark (i.e. dark shoes, dark socks, dark pants, dark skirts, etc.) Flip-flops, tennis shoes, open-toed shoes, and white shoes should not be worn.

The processional is led by the SCC Marshals. The recessional will be led by the platform party and faculty.

The first SCC Commencement Exercises were held in 1965.
Academic Regalia

According to the World Book Encyclopedia, during the 1100s men and women wore gowns and hoods to show that they were individuals of learning, dignity, and maturity, not affected by passing fads and changing tastes. Today, collegiate caps, gowns, and hoods are black. The cut of the robe and its sleeves, as well as trimming, indicate various academic degrees. The color of the hood’s silk lining indicates the school that conferred the degree (e.g., red and white -- North Carolina State University; blue and white -- University of North Carolina at Chapel Hill). The velvet binding of the hood indicates the graduate’s field of study (e.g., white -- liberal arts, blue -- education).

Doctors wear robes with full, round sleeves and velvet facings. Three velvet bars decorate the sleeves. The color of the velvet trim indicates the field of study. Masters wear robes with full, square sleeves with a crescent-shaped piece hanging from each sleeve. This gown does not have velvet trim. Bachelors wear robes with long, pointed sleeves with no velvet trim.

The cap is worn with the mortar board lying flat on top of the head with the tassel hanging on the left side. (Robed students march in with the tassel hanging on the right side and move the tassel to the left side after graduating.)

The College Mace

The tradition of the mace, a metal weapon consisting of a club head attached to a shaft, can be dated to Middle Ages kings, whose bodyguards used the mace as an element of protection. It came to symbolize strength and authority. Gradually, universities adopted the use of a mace to show the right of academic institutions to grant degrees to graduates. The ceremonial academic mace is an historical amalgam of the regal scepter of rulers with the weapon-like instrument known as a mace. The first dated record of the ceremonial academic mace goes back to 1385 at the University of Vienna. An academic mace is traditionally carried in processions and mounted on stage whenever degrees are granted or when the faculty is assembled in formal academic dress.

As part of Southeastern Community College’s commemoration of its fortieth anniversary, Dr. Brantley Bixley, president, commissioned artist David McCune to design and construct a mace for the college. In consultation with instructors in the Forest Management Technology program, the artist selected wood from a crepe myrtle tree native to the campus. Mounted on the crepe myrtle base is the official seal encompassed by a brass flame, which symbolizes the college’s commitment to enable area citizens to explore...discover...learn...grow...
The College Medallion

The college medallion, a symbol steeped in academic tradition, signified membership in religious orders in the Middle Ages. During the Renaissance, members of elite orders of knighthood and high-ranking government officials wore medallions. Today, colleges and universities use medallions to commemorate important achievements and events. On ceremonial occasions, such as installments and commencements, the college president wears the medallion, symbolic of the highest office of the campus.

The Historic Chadbourn Bell

The bell used in the Commencement Exercises was given to Southeastern Community College by the Columbus County Board of Education as an historic artifact for the community. Since 1924, the bell had been a part of the old Chadbourn High School, were the college offered classes from 1965 to 1967. In a ceremony on the Southeastern Community College campus in August 1980, the bell was dedicated in honor of Arthur W. Williamson, Sr., who donated the land for the current campus.

FULL-TIME AND PART-TIME FACULTY

Full-time faculty of Southeastern Community College should have a copy of the current SCC Instruction Manual, which includes the Academic Advising Handbook, the Annual Curriculum Class Schedule, Individual Graduation Plans, and Transfer Information.

You also will find information on registration, the steps in student admissions process, the graduation application process, how to advise students interested in distance learning courses, all necessary forms, course grade policies, as well as, your responsibilities as an instructor.

Getting Started: Academic Freedom

Purpose: All members of the instructional faculty are entitled to academic freedom.

Procedures:

1. Instructors are entitled to academic freedom in the classroom in discussing their subject but should be careful not to introduce into their teaching controversial matter that has no relation to their subject.
2. College instructors are citizens, members of a learned profession, and members of an educational institution. When they speak or write as citizens they should be free from institutional censorship or discipline, but their special position in the
community imposes special obligations. As educators they should remember that the public may judge their profession and their institution by their utterances. Hence, they should try to be accurate at all times, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate they are not speaking for the institution.

**Faculty Office Assignments/Set-up**

The respective Division Dean is responsible for recommending initial assignment of office space for new full-time faculty to the Vice President of Curriculum Instruction who will notify the Vice President of Operations and Finance. Additionally, the respective Division Dean is responsible for providing the following set-ups:

- Computer, E-mail and Telephone
- Signage
- Keys
- Mail
- Furniture
- Business Cards
- Name Tag
- ID Card

**Office Hours**

It is recognized that teaching positions require 40 or more hours per week and that much work is accomplished off-campus. However, for full-time instructors, a minimum of 30 clock hours per week is to be spent on-campus in positive interaction with students and/or colleagues, or available for such interaction.

A minimum of five office hours is to be included in the 30 hours described above. These five office hours are to be identified and adhered to throughout the semester.

If more than five hours are identified as office hours, it is expected that the instructor will be in his/her office at those time also. Set office hours are intended to foster availability at specified times. Full-time faculty who teach additional courses beyond the 16 credit hour load are to increase their office hours by a minimum of one additional hour for each three hours of load taught beyond normal load.

Instructors who find it necessary to leave their office for extended periods during their set office hours should inform the Division Secretary of their whereabouts. In order to maximize availability, office hours should be distributed as evenly as possible throughout the workday and workweek.
Bookstore and Textbook Requisitions

In addition to textbooks, the SCC Bookstore stocks educational supplies, sundries, soft goods, and gift items. Consult the Ram-O-Gram for current bookstore hours.

The Bookstore’s philosophy is to operate as efficiently and economically as possible. Therefore, all employees should cooperate in following the established policies and procedures.

The bookstore staff recommends adherence to the following procedures when ordering textbooks and teaching supplies:

a. Placement of Orders
   a. The instructor completes the —Textbook Requisition Form. The requisition form is submitted to the Division Chair for approval.
   b. The requisition form is sent to the Bookstore.
   c. A list of courses not requiring a textbook is submitted to the Division Chair for transmission to the Bookstore.

b. The Textbook Requisition Form
   a. One requisition form must be completed for each textbook, study guide, and teaching supply (such as dissecting kits)
   b. All spaces on the requisition form are to be completed.
   c. The requisition form must indicate whether the textbook or supplies are required or recommended.

c. Deadlines
   a. The instructor is responsible for submitting the requisition forms to the Division Chair prior to the deadlines.
   b. The Division Chair is responsible for ensuring that all requisition forms are completed, approved, signed, and forwarded to the bookstore by the set deadlines.

Course Syllabi

A course syllabus for each Southeastern Community College course is to be on file with the appropriate Division Dean. These syllabi comprise the officially approved bank of courses offered at the college. Division Deans have the approved format to follow.

No course may appear in the Catalog, the class schedule, or undergo revision without being processed through the Curriculum Committee.

Each community college credit course shall be designated by three alphabetical characters identifying the subject area and three numerical characters.
First Day Handout

The first day course handout is considered a contractual agreement between the instructor and the student. All information found in the official course syllabus is to be included in the first day handout. Each student enrolled is to receive a hard copy of the course outline/first day handout.

Faculty Responsibilities

The primary responsibility of faculty is to prepare people to be lifelong learners and to develop learner mastery of knowledge, skills, and attitudes relative to particular courses of study and general education.

A Full-time SCC Faculty Member is expected to:

- Model lifelong learning by active involvement in professional development and scholarship
- Build and enhance the spirit of collegiality
- Strive to help each learner realize his/her full potential
- Prepare and teach assigned courses, labs, practica, clinicals
- Identify student learning outcomes; develop process and tools for assessment; incorporate results in order to modify instruction and materials in general education, degree program, in coordination with colleagues.
- Engage in curriculum and instructional development
- Recruit and advise students
- Maintain accurate records and submit in timely manner
- Promote college advancement through participation in committees, task forces, student and college activities, partnerships, and community outreach
- Establish and maintain relationships with SCC’s partners
- Post and maintain office hours
- Assist in the registration of students
- Attend department, division, and general faculty and staff meetings
- Comply with applicable state and federal laws as well as college policies and procedures
- Perform related duties as assigned

Faculty Appraisal

Purpose: Faculty appraisal is a process whereby all full-time faculty are evaluated on their performance.
Records and Reports

Retention of Student Records

Grade records are to be retained for at least one calendar year from the date of issuance. Grade records are to be retained within each respective instructional division. Full-time faculty are responsible for retaining grade records. Should a faculty member leave the college, grade records are to be turned in to the respective Division Chair as part of the check-out policy.

Class Rosters

Faculty are to assist in determining accurate enrollments in respective courses through verification of names on Class Rosters. Rosters are issued periodically during the semester. Students who continue to attend classes but whose names are not listed on Class Rosters may not be properly enrolled for such courses. Therefore, faculty are to direct these students to the Registrar’s Office to verify enrollment records. Students who fail to complete the registration process cannot be allowed to continue attending classes. If students fail to properly enroll, these students’ names will not appear on the Final Grade Rosters and instructors are unable to issue grades to those students. Faculty who have questions regarding the enrollment procedures policy should contact the Registrar’s Office, their respective Division Dean, or the Vice President of Academic Affairs. It is imperative that faculty submit rosters in accordance with the due dates.

Attendance

Students are expected to attend every session of class in which they are enrolled.

Withdrawals

After the designated add/drop period and through the first three quarters of the course, or as specified by the Registrar, students may withdraw from one or more classes and receive a grade of —W— on their official academic record. Classes lasting less than an entire semester may have a different withdrawal period. The date a withdrawal notification is received in the Registrar’s Office is considered the student’s last date of attendance in the specified class.

Grading Policies

System I:

A - 4 grade points per hour
B - 3 grade points per hour
C - 2 grade points per hour
D - 1 grade point per hour
E - 0 grade point per hour System II:
CR - Credit (not computed into the GPA)
NC - No Credit (not computed into the GPA)

To earn credit —CR, a student must have achieved an equivalent grade of —C or better for the course. No prerequisite requirement will be satisfied by a grade of —F.

Additional grade symbols included in both systems but not calculated into the grade point average are:

- AU - Audit
- I - Incomplete
- W - Withdrawal
- NS - No Show. Student never attended class.
- R - Repeat
- IP - In Progress

Grades for Deployed Military Students

In reference to deployment or reassignment of military personnel and the assignment of final grades, each case should be individually handled. Faculty members should consider issuing an —I (Incomplete) grade to those military enrollees who are deployed or reassigned on a temporary basis, but who are able to complete the work at a later date. For military personnel who are deployed or reassigned and indicate that they are unable to complete the required work at a later date, an administrative withdrawal should be considered.

Final Exam Schedule

All faculty members are required to administer final examinations and must require all students to take examinations at the time and day they are scheduled. Final examinations may be in the form of a paper and pencil test or any activity that demonstrates students' levels of competence in relation to course objectives.

Final examinations are an essential and integral component of students' classroom experiences and all students are required to take them. Times and dates of final examinations are published in the Ram-O-Gram and students must attend their final examinations as scheduled.

Before the last class meeting, students who are scheduled for more than two examinations on a given day may request permission from one of the instructors to arrange an alternative time for testing. Otherwise, requests for rescheduling an examination must be made in writing and submitted to the instructor and the Division Dean for approval.
Advising

Advising is a core ingredient for student success and is an inherent responsibility of faculty members. Advisement is coordinated with Student Development Services.

Placement Assessment Center

Admission to SCC is not based upon an admission test. However, all students entering the college are required to take a placement assessment through the Admissions/Counseling Center in A-Building. Scores are used to place students into the appropriate course levels based on the students’ academic skill levels. All students are required to take the keyboarding, reading, English, and math assessments. Vocational students take the reading and math assessments unless otherwise specified.

Exemptions are granted to certain applicants according to the following guidelines:

- A score of 480 or above on the SAT writing and 480 on the reading will exempt students from taking the English and reading placement assessment and will allow students to enter ENG 111.
- A score of 450 or above on the SAT math, in addition to the completion of high school Algebra II and Geometry, will exempt students from the math placement assessment and allow students to enter MAT 171 or a lower level math course.
- Completion of a college-level English or mathematics course with a C grade or better will exempt students from taking the placement assessment.
- A score of 3 or higher on the high school English Advanced Placement Exam will award students ENG 111 credit (CR) on their SCC transcripts upon enrollment at the college.

The placement assessment is given weekly throughout the academic year and on registration days. There is no charge for the assessment.

Classroom Instruction

Suggestions for a Successful First Class

1. Check your class roster and ask students who are not on your class list to verify their enrollment. If your class has a prerequisite, check to ensure your students have met the prerequisite(s).
2. Identify yourself and offer some personal remarks such as preparation and experience in the subject area and/or reasons for teaching.
3. Pass out and discuss the course outline and syllabus. Make clear the rules and policies of your class. You should provide a written handout that includes due dates
of major assignments and tests, policies for late work and attendance, and policies for grading.
4. Identify the required text(s) and the major expectations of the course. Encourage discussion of student concerns about these expectations.
5. Announce the location and time you are available to assist students.
6. Announce the procedure by which students may contact you. It could be a home or office phone or even a message left with your Division Chair, Program Coordinator, or Vice President of Academic Affairs.
7. Make your first class interesting and keep the students for the full session. Encourage your students to get to know each other because they can be resources to each other during the duration of the class. The learning climate for the entire semester is set with this most important first meeting.

**Assessment**

Assessment is an ongoing process aimed at understanding and improving student learning. It involves making our expectations explicit and public; setting appropriate criteria and high standards for learning quality; systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations and standards; and using the resulting information to document, explain, and improve performance. When it is embedded effectively within large institutional systems, assessment can help us focus our collective attention, examine our assumptions, and create a shared academic culture dedicated to assuring and improving the quality of higher education.


**Meeting Classes and Absences**

It is important that faculty meet all scheduled classes or make arrangement for coverage due to an illness or emergency. If a faculty member is unable to meet a class, the Division Chair, Program Director, or Vice President of Academic Affairs is to be informed of the situation prior to the scheduled class. A two-hour minimum notification is extremely helpful. The Division Dean will seek coverage from other full-time faculty within the Division as appropriate or arrange for a substitute instructor if the scheduled faculty member has an extended absence.

**Substitutes**

When an instructor is temporarily absent from the College, arrangements are to be made for coverage of all classes. Faculty are encouraged to solicit coverage from colleagues in their area. In case of an emergency, the appropriate Division Chair will make the necessary arrangements.
Long-term substitution assignments are defined as those in excess of two weeks which are comprehensive in nature, requiring lesson preparation, delivery of instruction, preparation of exams, and evaluation.

**Field Trips**

Field trips can provide powerful opportunities for engaging students in learning. There are many practical, legal and financial elements that need to be addressed in advance planning. Consult your Division Chair.

**Student Discipline**

It is useful to communicate your expectations of behaviors to students in your course outline. You need to be familiar with the Southeastern Community College Code of Conduct in the Student Handbook. Also encourage your students to be familiar with the Code of Conduct.

---

### COPYRIGHT

**Purpose:** All employees will comply with the amended U.S. Copyright Revision Act of 1976.

**Procedure:**

1. **Definitions**
   
   1.1 The Copyright Act is law giving the owner the copyright the exclusive rights to do and to authorize the following, in whole or in part, as it pertains to the copyrighted work reproduce the work, prepare the derivative versions of the work, distribute the copies of the work, perform the work publicly, display the work publicly.
   
   1.2 Fair Use in the copyright law allows the use of a copyrighted work, including such use by reproduction or other means for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. In determining whether any particular case constitutes fair use the following factors must be considered:
   
   1.3 The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
   
   1.4 The nature of the copyrighted work
   
   1.5 The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
   
   1.6 The effect of the use upon the potential market for or value of the copyrighted work.
2. The SCC employee should check the Copyright Law before engaging in any activity that might be construed as violating the Copyright Law.

---

**COLLEGE SECURITY**

**Security of College Property**

*Purpose:* Security of all College property is to be maintained.

**Procedures**

1. **Responsibilities of College employees**
   - It will be the responsibility of each employee to ensure the security of his/her assigned work area(s) and/or classroom(s).
   - Division Chairs and other supervisory personnel are responsible for the security of buildings and equipment within their areas of responsibility during the College’s normal business hours.
   - Division Chairs and other supervisory personnel will ensure that each member of that division or department is made aware of the necessity for the security of buildings and equipment and their responsibility toward that end.

2. **Security of buildings and equipment**
   - Keys will be provided to employees upon authorization by an appropriate Vice President.
   - Room or building keys are not to be loaned or otherwise given to students, student employees, or nonstudents. Certain part-time employees may require access to building keys and these cases will be handled on an individual basis and must be approved by the appropriate Vice President.
   - Equipment will not be left unattended in classrooms, laboratories, work areas, or vehicles. Equipment will be locked. Personnel using classrooms, laboratories, or work areas may be assigned keys to these rooms in order to help safeguard this equipment.

3. **Security of vehicles**
   - Vehicles, keys, and credit cards will be assigned to individuals with submission of Travel Request approved by the appropriate Vice President and forwarded to the Business Office.
   - College vehicles will be locked at all times when not occupied.
   - Authorized users of vehicles and credit cards are not permitted to lend vehicles or credit cards to any unauthorized person(s).
4. Responsibilities of Campus Security

- Campus Security is responsible for the security of all college buildings, equipment, and vehicles.
- Campus Security will ensure the security of all buildings and rooms between the hours of 10 p.m. and 7 a.m. Monday through Thursday and all day Friday through Sunday. Access to buildings and classrooms Friday afternoon through Sunday is provided by Campus Security.

CONFERENCE AND MEETING FACILITIES

A-Building

**Boardroom**, which can accommodate up to 24 people (16 seated at the conference table), is scheduled through Kathy Britt at ext. 271.

**Room A-211**, which can accommodate 12–15 people is scheduled through Sharon Williams at ext. 210.

**Faculty/Staff Lounge**, which can accommodate up to 22 people (10 seated at the conference table), is scheduled through Sharon Williams at ext. 210.

D-Building

Auditorium, which can accommodate up to 276 people, is scheduled through Sharon Williams at ext. 210.

Nesmith Building

The Nesmith Student Center, which can accommodate up to 100 people, is scheduled through Sharon Williams at ext. 210.

The Nesmith Student Center conference room, which can accommodate up to 12-15 people, is scheduled through Meg Sellers at ext. 416.

L-Building

All rooms are scheduled through Kay Houser at ext. 219.

R-Building

All rooms in R-Building are scheduled through Sharon Williams at ext. 210.

T-Building

All rooms in T-Building are scheduled through Annette Dorman at ext. 296.

Cartrette Building

All rooms in the Cartrette Building are scheduled through Sharon Williams at ext. 210.
Health and Human Services Building
All rooms in the Health and Human Services Building are scheduled through Frances Ward at ext. 425.

All classrooms
With the exception of those in R-Building, T-Building and HHS-Building, are scheduled through Sharon Williams at ext. 210.
Teachers open the door. You enter by yourself. 

-- Chinese Proverb

The best of all things is to learn. Money can be lost or stolen, health and strength may fail, but what you have committed to your mind is yours forever.

-- Louis L’Amour (1908-1988)

Tell me, I’ll forget.
Show me, I may remember.
But involve me, and I’ll understand.

-- Chinese Proverb

I’d like for every student to experience a moment of learning that is so delicious that they want to hold on to it forever and never leave it behind.

-- Ruth Simmons, President of Brown University (Quote in Time magazine, Sept. 17, 2001)

If I were asked what education should give, I would say it should offer breath of view, ease of understanding, tolerance of others, and a background from which the mind can explore in any direction.

-- Louis L’Amour

Saber es poder.
Knowledge is power.

Spanish Saying