



Southeastern
COMMUNITY COLLEGE

Employee Handbook

Orientation & Integration Guide

MESSAGE from the President



I would like to personally welcome you to the Rams family of Southeastern Community College! You are embarking on a journey with SCC that will not only impact your life, but also those that will seek education and training here at the College. SCC has a rich history in Columbus county and throughout the southeast region. Since its inception in 1964, SCC has always been known as the “crown jewel” of the southeast.

You are now among a community college team that focuses on student success and workforce development for Columbus County. The SCC family prides itself on the work we do every day that has a significant impact on our citizens. Our top priority here at SCC is to bring about economic development and cultural prosperity for the citizens of Columbus County through focused education and training. Everything we do is for Workforce Development!

At SCC, we incorporate a One College Model that allows for both personal and professional growth through strategic internal collaboration and student-centered instruction. SCC employees embrace the notion of collaboration and collegiality among our divisions, departments, units, and teams. We are excited about the work we do and look forward to your impact on SCC, students, and Columbus County.

Best regards,

A handwritten signature in black ink, appearing to read 'C. English', written in a cursive style.

Dr. Chris English
SCC President

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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 Employee Handbook, Orientation and Integration Guide contains information that you need to know as you begin your employment with SCC and as a reference guide for those who have been employed for a while. This includes key policies, how to obtain benefits, how to get you Staff ID card, and survival information in general.

The SCC New Employee Orientation and Integration program is available online on our Onboarding page on the Human Resources site. This Handbook is not meant to be a substitution for reading and understanding the SCC Policies and Procedures found on

the SCC website. In fact, SCC Policies and Procedures will serve as a reference tool that you should use during your employment with Southeastern. This handbook is a summary of some of the more important policies relative to employment. The College retains the right in its judgment to change 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 are not an expressed or implied contract of employment.

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

Opening doors for our community through powerful partnerships that provide student-centered learning, workforce development, and cultural enrichment opportunities.

Vision

Developing an educated workforce that ensures our community is a thriving place to live, work and play.

Role & Scope

Southeastern Community College is an open-door higher education institution that is a part of the North Carolina Community College System. The College exists to improve the lives of Columbus County citizens, businesses, and industry through affordable, accessible, student-centered education and training. Offerings include pre-baccalaureate programs and applied technical diplomas, and certificates associated with business, health, public service, and engineering technologies. Over 100 occupational and liberal arts curriculum certificates, diplomas, and degrees are offered by the college. The College partners with local secondary education systems to offer early college and technical education to qualifying high school students. We also offer online classes and a variety of academic and support services as well as basic skills and literacy education for students who need developmental work prior to or while attending the college.

Our one-college model means that every student we work with has the opportunity to go as far as he or she can. We're not limited by the silos of degree-seeking or workforce continuing education classes. Instead, we offer personalized career counseling to our students and craft individual paths that help them achieve their goals, whatever they are. That means students are heard, known, and served in ways that change lives and impact our community.

Southeastern Community College is the heart of Columbus County, which is why our community is the heart of everything we do. Our vision is to develop an educated workforce that ensures our community is a thriving place to live, work and play. We work towards this vision by offering meaningful programs and services to our community beyond the exceptional educational opportunities we offer our students.

Our investments both on and off-campus create a cycle of positive impact for this place we all call home. We're constantly striving to innovate and evolve to reach this community and every person in it. Ultimately, we want the value we offer to increase over time, so we choose to think beyond today's perception of community college to what Southeastern can be tomorrow and beyond. This means we aren't confined to conventional thinking and can create the kind of college that will best serve our students and our community.

To promote economic development in Columbus County, the college offers customized education and training for local businesses and industries through credit and continuing education, and a variety of workforce training programs.

As a part of the service to Columbus County, the College offers a variety of cultural enrichment opportunities through continuing education that improve the quality of life by focusing on continuous learning at any age.

Chartered on February 6, 1964, SCC is a public, comprehensive community college providing accessible educational, cultural, and social opportunities. The 251-acre campus is on the Chadbourn Highway between Whiteville and Chadbourn in southeastern North Carolina. SCC is a one-hour drive from the historic cities of Wilmington and Fayetteville, North Carolina, as well as the beaches of both North and South Carolina.

Board of Trustees

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

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

Ms. Emma Shaw (Secretary) of Riegelwood, appointed by the Governor 9/20/17.

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

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

Ms. Theresa Blanks 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.

Dr. Gary Lanier of Whiteville, appointed by the Governor 9/6/18.

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

Mr. Dan Strickland of Whiteville, appointed by the Columbus County Commissioners 7/19/22.

Ms. Crystal Frink of Chadbourn, appointed by the Governor 7/1/19.

Dr. Timothy Lance of Chadbourn, appointed by the Governor 11/9/20.

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

College Administration - The Leadership Team

Dr. Chris English

President

The president of the college, the chief executive officer, reports directly to the Board of Trustees through the Board chair. The president is given broad scope to administer Board policy within the best interests of the college. The president directly supervises the Vice President of Education & Training, the Chief Operating Officer/Vice President of Administrative Services, the Executive Vice President/Chief Academic Officer, and the Director of Marketing and Outreach.

Dr. Sylvia Cox

Executive Vice President/Chief Academic Officer
Under Review

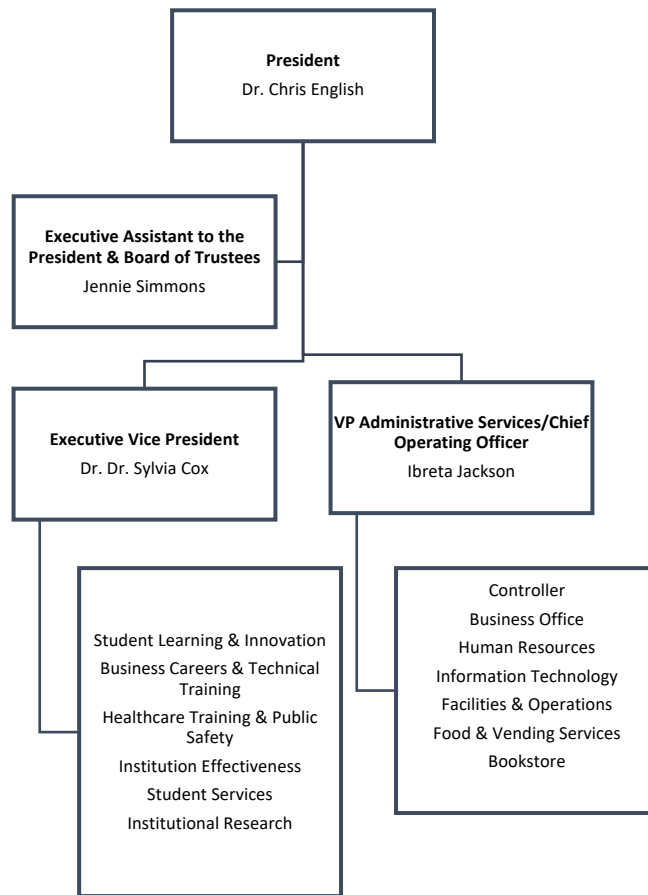
The Executive Vice President/Chief Academic Officer following divisions:
Student Learning & Innovation, Business Careers & Technical Training, Healthcare Training & Public Safety, Institutional Effectiveness, Student Services and Institutional Research.

Ms. Ibreta Jackson

Vice President of Administrative Services/Chief Operating Officer

Administrative Services provides managerial and/or administrative support to meet the needs of the college's employees, students, and community to ensure the effective and efficient management of the college's financial resources and its facilities. The Vice President of Administrative Services supervises the following areas: Controller, Business Office, Human Resources, Information Technology, Facilities Maintenance, Bookstore, and Food Service/Vending.

Accountability



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

- We are accountable to taxpayers 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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certifications, diplomas, and associate degrees. Questions about the accreditation of Southeastern Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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).

SCC is an approved delivery agency of training through the North Carolina Office of Emergency Medical Services and the North Carolina Office of Fire Marshall.

Institutional memberships include:

- American Association of Community Colleges
- North Carolina Association of Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- 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
- North Carolina Office of Emergency Medical Services
- North Carolina Office of Fire Marshall

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 (Full Time Equivalent).

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 (Integrated Postsecondary Education Data System) data products currently have two calculations of FTE (Full Time Equivalent) 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 contact hrs.

$\frac{16 \text{ contact hrs./wk.} \times 16 \text{ wks./sem} \times 2 \text{ sem}}{512} = 1 \text{ FTE}$

POL-120 = 3 contact hrs./wk.

$3 \times 16 = 48 \text{ contact hrs./semester}$

$\frac{48}{512} = .09 \text{ FTE}$

$.09 \times 20 \text{ students} = 1.8 \text{ FTE}$

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 following 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 take part in the teachers' and state employees' retirement plan. Temporary fulltime personnel employed for at least one month may have the option of choosing to take part in the fringe benefits program. Employees obtain

information compared 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. Vacation leave more than 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%

Death Benefit

An employee may qualify for a death benefit upon completion of a full calendar year of creditable service. If an employee dies after this period, 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

Provides state supplemental long term retirement benefits under **Section 401k and 457** of the Internal Revenue Code.

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 Matt Dominelli by e-mail at matthew.dominelli@prudential.com

Website: www.nc401k.prudential.com

Medical and Hospital Insurance - State Health Plan

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

Medical – NC State Health Plan

Hired before Oct 1, 2006 years of service to be eligible for State paid health insurance

Hired on or after Oct 1, 2006 years to be eligible for paid insurance.

5 yrs. but less than 10 – member pays full cost.

10 yrs. but less than 20 – member pays 50% of cost.

Supplemental Benefit Plan (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

Southeastern Community College offers all eligible employees a comprehensive Flexible Benefits Program. The products described below are voluntary, employee paid benefits and eligible employees can 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

Medical Reimbursement allows employees to pre-tax out-of-pocket medical expenses not covered by insurance plans. The medical reimbursement maximum is \$2,700 per year.

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 September.

Supplemental Benefits

DENTAL

Carrier: Blue Cross Blue Shield of NC (North Carolina) (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

VISION

Carrier: Superior (pre-tax)

Coverage:

Eye exam plus hardware

Lens every 12 months

Frames every 24 months

Contacts every 12 months

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.

OPTIONAL SUPPLEMENTAL LIFE

Employee:

Option of \$10,000 to \$500,000 in increments of \$1,000. Min \$10,000 to 5 x salary to \$500,000

Spouse:

Option of \$5,000 to \$500,000 in increments of \$10,000. Spouse cannot exceed employee coverage.

Dependent: Up to age 26

Live birth to 6 months - \$1,000

6 months to 26 yrs. - \$1,000 - \$10,000

PRE-TAX & POST TAX BENEFIT PROGRAMS

Pre-tax:

Flexible Spending Accounts - Ameriflex

Medical Reimbursement Maximum: \$2,700

Dependent Care Reimbursement Maximum: \$5,000

Cancer – Colonial Life

Accident – Colonial Life

Medical Bridge – Colonial Life

Dental – Blue Cross Blue Shield

Vision – Superior

Post-tax:

Short Term Disability – Colonial Life

Long Term Disability – Colonial Life

Critical Care – Colonial Life

Life Insurance – Colonial Life

a. Term Life

b. Whole Life

c. Group Term 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 Superior 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.

Notice of Employment

Upon hiring, all college employees receive a Notice of Appointment that specifies their terms of employment. This notice includes the employee's position title and rate of pay. 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 Notice of Appointment renews automatically without notice and continues to renew until Southeastern Community College or the employee elects to end the employment relationship, thereby terminating the agreement. Absent a mutual agreement indicating otherwise, all employees are employed "at-will". Employment with Southeastern Community College is on an "at-will" basis which means the employee, or the College are free to terminate the employment relationship at any time for any reason. The Notice of Appointment does not create any contractual or legal right to, guarantee of, or expectancy of a term of employment or future employment. The College's personnel policies and procedures found in SCC Policies and Procedures, provide information of the general expectations of employee performance as an employee of the College.

At the onset of hiring a president, it is understood the president will be at-will until a contract has been approved by the full Board. The Board, at their discretion and as voted upon, can offer a contract to the president on a yearly or multi-year status.

- Probationary - All new full-time employees serve a probational periods of twelve months from the date of first employment. Any employee serving a probational period following initial employment may be ended at any time during the probational period, and such termination is not subject to the employee grievance and appellate procedure.
- Regular – A regular position is one which is budgeted on an annual basis contingent upon demonstrated need and funding. Regular positions can be for a 9, 10, 11 or 12 month period depending on the position classification. Full or prorated benefits are provided based on the full-time or part-time status of the position. Regular positions are filled through an established employment screening process.
- Temporary – A temporary position is established to meet a short-term or intermittent need. An appointment of this type is granted for no more than six months. Should the position be required beyond six months, a request for extension will be submitted or a request will be submitted to move the position from temporary to regular status. Persons appointed to temporary positions will not be eligible for benefits.

An appointment of a temporary position may be authorized 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.

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 follows 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 more than 40-hours per week.

Full Time Hourly Paid Personnel - These employees are paid 1 ½ times per hour for all hours worked more than 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 more than forty hours per week.

Wage & Salary Increases

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 decided by the difference in base salaries for the old and new positions on the salary formula or the classified salary schedule as outline in the Faculty & Staff Salary Plan

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 workload 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.

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.

Bereavement Leave

A full-time employee will be allowed up to three working days of bereavement leave without salary reduction if a member of the immediate family dies.

- The immediate family means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.
- Leave for the death of an individual not a member of the immediate family must be approved by the immediate administrator and will be without pay.
- The provisions covering bereavement leave shall not apply during an employee's scheduled vacation or any other paid leave.

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 employees 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 following state and federal law.

Parental Involvement Leave

The College believes that parental involvement is an essential part of school success and positive student outcomes. Therefore, following 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.

Personal Observance Leave

Southeastern Community College supports a work environment that fosters respect and values all people regardless of their race, color, religion, sex (including pregnancy), national origin, age, genetic information, disability, sexual orientation,

gender identity and expression, or veteran or National Guard status. The College is committed to seeking opportunities to promote diversity and inclusion at all occupational levels of the workforce through Equal Employment Opportunity ("EEO") initiatives.

The College strives to be an employer of choice, including recruiting and retaining a diverse workforce and creating an inclusive environment. The College employs a robust and diverse workforce and because of the diversity of SCC employees, there are many different days of cultural or religious significance in our workforce. Moreover, some employees may have days of personal significance that are their own, outside of any cultural or religious tradition. Southeastern Community College seeks to ensure that employees have an opportunity to observe these days of personal, cultural, or religious importance. As such, the Southeastern Community College Board of Trustees authorizes one day (8-hours) of Personal Observance Leave to all eligible employees.

Vacation/Sick Leave

Leave Accrual

Employees must be on paid status the working day before a holiday 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 about your work group's protocol for arranging leave.

To clarify and simplify how leave is calculated for reporting purposes, leave must be taken for the actual hours missed at work and is calculated on an hour for hour basis. All days of the week (Monday – Friday) equal eight (8) hours of leave. Employees who take a full day of leave (Monday – Friday) will be charged eight (8) hours of leave. Leave must be taken in increments of one (1) hour.

Examples:

If an employee takes a full day of vacation or sick leave, he/she must report eight (8) hours of leave.

If an employee takes a half day of vacation or sick leave, he/she must report four (4) hours of leave.

Annual/Vacation Leave

All regular full-time staff accrues vacation leave. The amount of vacation leave increases based on length of service, up to an established maximum. Annual leave is taken only upon authorization of the proper supervisor. Employee preferences should be considered, and schedules worked out, bearing in mind individual and institutional

needs. Annual leave must be approved in advance by the immediate supervisor. Employees who earn annual leave will have to submit a leave request form to their immediate supervisor for approval at least ten (10) days in advance except for extenuating circumstances. If advance notice is not practical, for example because the employee does not know when the leave will be required to begin, or in the case of changed circumstances, notice must be given as soon as practical. In this case, the employee will need to work directly with their supervisor.

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 may also be requested for 1) medical appointments, 2) illness of a member of the employee's immediate family, and 3) death in the employee's immediate family if the absence extends beyond three (3) days. Sick leave is non-convertible to any other type of leave.

Holidays

The College's holiday schedule provides 12 days with pay. They usually are:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (2)
- Christmas (3)

Longevity Pay

Longevity - Full-time or regular part-time employees receive longevity pay if they meet the requirements of total qualifying service 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 proper percentage, rounded to the nearest dollar, by the following table:

Years of Total State Service	Longevity Pay Rate
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent

25 or more years	4.50 percent
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Employment (Ram Perks)

10 % Discount at Bookstore
 10 % Discount on Cosmetology and Esthetics Services
 \$1,500 Interest-free Computer Loan
 Professional Development/Tuition Assistance
 Discounted rate at SCC On-site Child Care Center
 Free access to Fitness & Sports Facilities
 Unlimited access to Williamson Library
 Vehicle Registration/Free Parking

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.

All faculty and staff should participate and engage in professional development activities on a regular basis. A minimum of eight (8) documented hours of professional development are required annually, outside of compliance related and legally mandated training requirements. The professional development activities should address both the College's need and the needs of the individual as a professional by being closely aligned with the following: the SCC strategic plan, program/department needs and enhancements, faculty/staff interest, etc. Ongoing communication between the employee and supervisor is essential in understanding the needs of both. Supervisors will consult with employees to identify opportunities for individuals to attend conferences, meetings or training sessions that will result in the acquirement of the knowledge and skills identified in the individual's professional development plan. Employees may also request to attend conferences, meetings or training sessions that will further their personal career development.

Higher Education Assistance

SCC's Higher Education 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 Higher Education Assistance Program is the SCC Foundation. There are many

acceptable ways of achieving professional growth, knowledge, and skills. Participation in this program is subject to approval and continued funding.

Study Toward Advanced College Degrees

The College encourages its employees to advance their education by pursuing and achieving advanced degrees. Full-time staff employees in regularly allotted positions who earn an academic degree higher than the one held at the time of employment may be eligible to receive an increase in compensation in accordance with Procedure 5.40.02.

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.

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
 - Safety and Health

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 <https://sites.google.com/a/sccnc.edu/infonet/> 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:

Username = your network username Password = your network password (case sensitive)

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 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 or the human resources department 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

In order to ensure compliance with SBCCC 200.94, full-time employees, must first receive written approval from 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.

Personal Use of State Resources

College facilities and resources, including telephones, fax machines, copiers, 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.

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.

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.

Non-Discrimination and Anti-Harassment

Southeastern Community College is committed to providing a learning, working, and living environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of unlawful harassment and discrimination. 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 College considers unlawful discrimination and harassment in all its forms to be a serious offense. Accordingly, the College does not practice or condone unlawful harassment or discrimination in any form, against students, employees, or applicants on the grounds of race, color, national origin, ethnicity, religion, gender, gender identity, sexual orientation, genetic information, age, disability, or political affiliation, or any

other legally protected classification. 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 look to prevent, correct, and discipline behavior that violates this policy. The College supports the protection available to members of its community under all applicable Federal Laws, including Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities ACT of 1990, and Executive Order 11375.

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 based on 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 run by the college receiving or benefitting from federal financial aid.

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 adjoining 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.

Consensual Relationships

The college's educational mission is promoted by professionalism in the following relationships: student-faculty, employee-supervisor, and student-supervisor. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of college employees that harm this atmosphere undermine professionalism and hinder fulfillment of the college's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violates their duty to the college community.

Supervisors are responsible for ensuring that the institution's anti-harassment policy is followed and for maintaining an environment free of harassment.

Student Specific

Faculty and/or staff members with professional or supervisory responsibility can exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies, future employment, or conferring any other benefits on them. The college views intimate, amorous relationships between faculty and/or staff members and students in these instances as wrong when the faculty or staff member has professional or supervisory responsibility for the student. Voluntary consent by the student in such a relationship is suspect given the fundamentally asymmetric nature of the relationship. Moreover, other students, faculty and/or staff members in these instances may be affected by such unprofessional behavior because it could place the faculty and/or staff member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the college views it as unethical if faculty or staff members engage in intimate, amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. The college does not tolerate the involvement of faculty and/or staff members in such intimate, amorous relationships.

Consensual Relationships in the Instructional/Supervisory Context

No faculty or staff member should have an intimate, amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose work is being supervised by the faculty or staff member.

Consensual Relationships Outside the Instructional/Supervisory Context

Intimate, amorous relationships between faculty and/or staff members and students occurring outside the instructional or supervisory context may lead to difficulties. Particularly when the faculty member and the student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be abusive. Furthermore, in such situations (and others that cannot be predicted), the faculty and/or staff member may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that may reward or penalize the student with whom the faculty and/or staff member currently has or had in the past an amorous relationship. The college strongly discourages these relationships.

Drug-free Workplace

The drug and alcohol policy of the college is required by the Drug-Free Workplace Act. The act requires that agencies receiving federal grants certify that they are providing a drug-free workplace. The use of drugs or alcohol may impair the well-being of employees, students, and the public at large; drug and alcohol use may also result in damage to college property. Therefore, the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities.

Any employee or student violating this policy is subject to disciplinary action up to and including referral for prosecution, expulsion, or termination. This policy applies to both students and college employees.

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 used by SCC.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by SCC.
5. SCC will provide accessible resources for tobacco cessation programs.

It is the responsibility of all members of the campus community to follow this policy. Department supervisors are responsible for workplace administration of the policy. Complaints about employee non-compliance should be directed to the violating employee's immediate supervisor. Non-compliant students are in direct violation of the policy. Complaints about 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.

Also, persons carrying, either openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack or metallic knuckles, razor and razor blades (except solely for personal shaving), fireworks, or any sharp-pointed or edged instrument except instructional supplies,

unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on educational property may be convicted of a Class I misdemeanor.

Exceptions to the above are described in G.S. 14-269.2(g) (including weapons used in school approved programming, see Policy 3.10). It is the individual's responsibility to know and understand the law and Southeastern Community College's policies and procedures prior to bringing any weapon onto campus. Failure to follow the law and SCC's policies and procedures, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

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 stays 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 always stays in the closed compartment.

No person is guilty of a criminal violation of this section if both of the following apply:

1. The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon.
2. The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement authorities.

COMMITTEES/WORK GROUPS, 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 committee. Assignments to committee's 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. 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 chairperson 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
- Distance Education
- Scholarship
- Fine & Performing Arts
- SCC Foundation Professional Development
- T. Elbert Clemmons Award
- Information Technology

Work Groups

- ADA Compliance
- Budget
- Earth Day
- Excellence in Teaching & Learning
- Internships & Apprenticeships
- General Education / Student Learning Outcomes
- Student Success / Advising
- President's Council
- Professional Development (Customer Service)

Faculty Senate

The Faculty Senate exists to provide an open forum for faculty discussion on any issue of academic or professional concern to the institution, to serve as the official voice of the faculty to the administration and through the president to the Board, and to enhance the professional growth of the faculty.

All full-time faculty are eligible for membership and all part-time faculty are eligible for associate membership. Membership is contingent upon payment of annual dues, which will be set annual by the Faculty Senate based upon need. The Faculty Senate will select an executive committee consisting of the Faculty Senate President, Vice President, Treasurer, Secretary, three representatives from the Arts & Sciences Division, three representatives from the Nursing and Health Technologies, Business and Technologies Division and two At-Large representatives. The Faculty Senate President (or designee) will serve on the President's Council and attend Board of Trustee meetings. Further information about the Faculty Senate is available in the Faculty Senate Constitution.

Staff Association

Under review

On-Campus Clubs

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

Under Review

SCC Athletics

SCC is proud to be a part of the North Carolina Chapter of the National Junior College Athletic Association (NJCAA), Region 10, Division II. The college participates in Men's Baseball and Women's Softball.

There are many ways to support Southeastern Community College Athletics. One of the more popular ways is through membership in our booster club. The Rams Club is a

great way to connect with student athletes and foster a supportive community around the programs. We are always looking for new members. If you're interested, please inquire by contacting Karlyn Stephens at karlyn.stephens@sccnc.edu.

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 found at <http://infonyet.sccnc.edu>. This document includes policies and guidelines to assure healthy information systems. The following is a brief synopsis of the included policies:

Information Systems Security

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.

Information systems (IS) are constantly being challenged worldwide with security breaches occurring at an ever-increasing rate. The security objective of Southeastern Community College is to have an IS network that is free of security breaches. To address this objective, the college will install systems and develop procedures that

minimize network perimeter intrusion and internal incidents, detect intrusions and incidents that occur, and respond appropriately to each.

The foundation of network security is based on the premise that all equipment attached to the network adheres to proper security procedures. To carry out this objective, it is necessary that only Southeastern owned, configured, and updated equipment exist on the network. Any non-college owned equipment destined for network connectivity must have institutional approval (president or vice president of administrative services) and its' configuration approved by the IT (Informational Technology) department prior to installation. It is also especially important to make sure that any college owned equipment that has been connected to another network is free of any malwares (virus, trojan, adware, etc.) it may have picked up from the other network. It is essential that employees take the time to scan and clean the equipment with antivirus software BEFORE it is connected back to the campus network.

Information Systems Access

The Information Systems (IS) Access Policy provides secure and equitable use or management of IS resources at Southeastern Community College (SCC). For the purposes of this policy, IS services currently include data and voice communications. This policy is intended to be flexible enough to meet users' needs while maintaining the integrity and security of IS systems. SCC adheres to the "least privileged" access philosophy, which means that users get access only to what they must have to complete their assigned task and nothing more.

All information systems access must be requested through the proper vice president or the president. Full-time employees at Southeastern Community College will be assigned a desktop computer in a standard work configuration. The vice president of administrative services and another individual on the president's administrative team (generally the individual's supervising vice president) must approve all other access

and any other or special configurations required for completion of job responsibilities. If a laptop computer is approved for an individual, they will receive a laptop computer, docking station, monitor, keyboard, and mouse in place of a desktop computer. Other equipment purchased for the college by other funding sources may be assigned to college personnel, but funding (or recognition of in-kind support) must be provided for maintenance/upkeep of these items. Items purchased from other funding sources must similarly be replaced from outside funding or scrapped when they become obsolete.

Full-time employees receive a computer with e-mail access, Internet access, an office suite, and other software associated with the current full-time employee template. They also have a telephone with long distance access and voice mail. Prior to leaving employment, these employees complete a Southeastern Community College Clearance Form, which starts the removal of their IS access.

Use of Information Systems

Southeastern Community College (SCC) encourages effective use of information systems resources in fulfilling its mission and provides adequate information systems resources consistent with available funding.

Access to information systems, including the Internet, computer systems, and computer networks at Southeastern Community College, is provided to authorized users for those resources that they have been granted rights to use. 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 later amendments to these laws.”

Use of information systems must be ethical, reflect academic honesty, and show restraint in the use of shared resources. Use must also be free from intimidation, harassment, and unwarranted annoyance. User must be respectful of intellectual property, ownership of data, system security, and individual privacy. Violations of this policy and/or accompanying guidelines result in proper 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.

The college administration makes computer resources available to faculty and staff upon request, subject to available financial resources and approval. Faculty and staff are encouraged to develop computer literacy skills, and in-house training is provided on a periodic basis. In addition, full-time faculty and staff are encouraged to buy computers for personal use through a state plan allowing purchase at state contract

prices and through the SCC Foundation, which provides interest-free loans for computer purchases.

Information Network Access for College Visitors

SCC's information systems must function properly for the college to meet the needs of its' many publics. Among these publics are the college visitors that bring mobile computers on campus to connect to projection devices for presentations or to help them with their assigned task. A network-connected visiting mobile computer is a serious security threat to the health of the college's information network. Since SCC cannot control the visiting computer's content, the college is left with mitigating the threat the computers represent through controlling the access to the college's information network.

Information Systems Hardware and Software

It is always desirable to have the most current hardware and software available. However, the economics of the state does not normally provide enough resources to meet this objective. Therefore, SCC strives to maintain hardware and software at a level that meets users' needs.

Because most employees require access to computers to effectively carry out their duties, it is essential that equipment and software being purchased be of high quality and near cutting edge to ensure it has a long and useful life. All new hardware and software must undergo evaluation before installation. To ensure that new equipment and software is used effectively, replacement must be coupled with training. Training must be an integral part of all hardware and software replacement to recoup the cost through effective usage.

Use of Personal Equipment

Southeastern Community College is committed to providing employees with the equipment necessary to perform their assigned duties and as such discourages the use of all personal equipment.

Risk Assessment and Management

The Risk Assessment and Management Policy states that the college must implement risk assessment to ensure the prompt 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

SCC strives to maintain continuous Information Systems (IS) services so that the needs of its users are met. To maintain these IS services and minimize disruptions, SCC has a plan that includes assessment, prevention, control, and recovery elements. The core of disaster prevention and recovery is risk assessment, which is covered in its own policy. Disaster prevention and recovery also includes data backup, archiving, and storage procedures. The director of information technology and the colleague information systems (CIS) administrator are responsible for maintaining the currency of this policy.

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 may use. He/she also will make you aware of some best practices for using the information systems.

Email Retention

Southeastern Community College employees shall keep, for a proper length of time, all email and attachments that constitute a public record. The legal custodian of email will normally be the creator if that person is a Southeastern Community College employee. Otherwise, it will be the employee to whom the email is addressed. The legal custodian is the person responsible for keeping the email and its attachments to ensure compliance with the Public Records Act. The content of the email and/or its attachments will determine its retention requirements.

Instant Messaging

Southeastern Community College supports the use of instant messaging for job-related activities. The college only endorses and supports the use of Microsoft Teams, Cisco WebEx Teams and discourages all other instant messaging products because of the threat they pose to the college's network.

Bulletin Board

Employees can e-mail all SCC users by addressing a new e-mail to SCC Bulletin Board. This is the preferred method for mass communication to SCC employees. As an SCC employee, you are required to read the Bulletin Board 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 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 take part 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 take part 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. Master's wear robes with full, square sleeves with a crescent-shaped piece hanging from each sleeve. This gown does not have velvet trim. Bachelor's 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 Briley, 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 installations 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

Selection of Instructors

Procedure 3.1.5

All instructors will be selected using established employment procedures. Instructors' competencies will be documented and verified through an employment application and supporting transcript and reference check, as appropriate. Direct communication will occur between the immediate supervisor and the instructor. The part-time employment contract will, at a minimum, carry the signatures of the instructor, the immediate supervisor, and the proper vice president. The signature of that vice president will constitute the approval of the instructor for that course. The part-time employment contract will specify the location for all off-campus courses. Any contractual agreements necessary for renting or leasing space will carry the approval of the Vice President of Administrative Services

Getting Started: Academic Freedom

Policy 3.5

In the exploration of knowledge, scholarly research, and creative activities, faculty and students must be free to continue in a spirit of inquiry and constructive criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to take part as responsible citizens in community affairs. However, academic freedom must be subject to the self-restraints imposed by good judgment. At no time will the principle of academic freedom protect a negligent or an incompetent faculty member, nor will it prevent the institution from making proper efforts to evaluate the work of all members of the faculty.

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.

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 always accurate, should exercise proper 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 Executive Vice President/Chief Academic Officer who will notify the Information Technology Department. Additionally, the respective Division Dean handles providing the following set-ups:

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

Instructional Office Hours

Procedure 3.1.16

Faculty Office Hours

To ensure that students can meet with faculty, all full-time faculty members must maintain office hours. These hours are in addition to reasonable requests from students for time to meet with faculty. To meet students' needs, faculty may need to meet with students outside of office hours. These meetings do not decrease the requirement for office hours. Faculty office hours are needed for students to meet with faculty with or without an appointment.

Office hours should be scheduled to provide the greatest number of students with an opportunity for advising/counseling/instructional feedback; however, instructors are expected to make themselves reasonably available to students on request. Faculty office hour schedules should not overlap with other faculty members of the same instructional content area and/or program area and are subject to supervisor approval.

Full-time faculty are expected to be on campus, in labs, and/or in clinicals Monday – Friday for 30 hours per week, which includes 5 office hours on campus (with at least one office hour scheduled per day) at varied times convenient to the public and to students in the content area.

Office hours should vary to meet student needs and at least one hour must be held each day, Monday through Friday. Office hours can be held between the hours of 7:00am – 7:00pm, unless the college buildings are unavailable. Faculty must schedule office hours for no less than 30 minutes

at a time and must allow travel time from class to their office before beginning office hours.

Faculty will not be required to hold office hours on days on which they are scheduled to teach six (6) or more consecutive lecture, lab, or clinical hours, including those that have face-to-face off-site instruction. Faculty/instructional staff with this type of schedule must hold at least two (2) office hours per day on the days that consecutive lecture, lab, or clinical instruction is not scheduled for six (6) or more contact hours, to reach the five (5) office hour requirement.

Faculty members must submit their office hours to their division dean for approval no later than the first day of classes. Faculty must post office hour schedules on office doors no later than the first day of classes. The Chief Academic Officer will publish a list of all faculty office hours on the college web site no later than the end of the first week of classes.

Faculty members must ensure they are accessible to students outside the classroom and publish office hours and other ways (e.g., telephone, email, etc.) they can be contacted in their Instructor's Syllabus. If a faculty must leave their office during office hours, they must post a note on their doors indicating when they will return and how they can be contacted.

Instructional Staff Office Hours

Full-time instructional staff are expected to be on campus, in labs, and/or in clinicals to meet the needs of the program and its students. Instructional hours, office hours, student advisement, professional development, program development, committee work, recruiting both onsite and off campus, and other scheduled meetings or college activities will occur during the standard 38-hour workweek. Office hours on campus scheduled at varied times convenient to the public and to students in the content area are required each week.

Office hours should vary to meet student needs and to provide flexibility for community partners. Office hours can be held between the hours of 7:00am – 7:00pm, unless the college buildings are unavailable.

Instructional staff must ensure they are accessible to students outside the classroom and lab instruction. Instructional staff should make every effort to post availability by either email, voice mail message, online course messaging, or by direct contact to students. If an instructional staff must leave their office during office hours, they must post a note on their doors indicating when they will return and how they can be contacted.

Participation in Committees, Division Meetings and Other Group Activities **Procedure 3.1.35**

Through participation in committees, both standing and ad hoc, and in division meetings, faculty and instructional staff members make their most important contributions to college governance. Other group activities, such as faculty meetings, also aid institutional effectiveness and information flow and therefore require regular faculty and instructional staff attendance. Faculty and instructional staff are appointed to committees by the vice presidents or the president. All faculty and instructional staff belong to a division in which they are to function. All faculty and instructional staff must attend all group activities, committee meetings as assigned, division meetings, collegewide meetings and graduation exercises. Absences from group activities should be cleared through the appropriate division dean and/or vice president.

Bookstore and Textbook Requisitions **Procedure 3.1.23**

Each department shall establish common textbook requirements for each course. It is preferred that all delivery methods use the same text, but in some cases, it is understood that online courses may have other requirements. Individual faculty and instructional staff members may require supplemental texts for their course(s) with the approval of the department and the appropriate division chair.

The bookstore will provide Textbook Adoption Forms to the faculty and instructional staff and division deans for completion. Unless the department (or faculty and instructional staff member for supplemental materials) notifies the division dean of a change, the materials that were used during the last semester in which the course was offered will be used again. If an edition change occurs, the division dean (or faculty and instructional staff member for supplemental materials) will be notified so he or she can request a change of materials, if desired. If no change is desired, no notification needs to be given and the new edition will be chosen. Faculty and instructional staff should order desk copies of textbooks directly from the publisher using the method prescribed by the publisher. The bookstore does not routinely supply faculty and instructional staff with desk copies of textbooks they have adopted. Any request for the purchase of textbooks through the bookstore must be justified as an exception and approved by the appropriate division dean.

Curriculum Course Syllabi

Procedure 3.1.21

Faculty and instructional staff are responsible for distributing syllabi to students in each class, on the first day. These syllabi should be delivered electronically using the college learning management system. At that time, they should ensure that an up-to-date copy is available on Infonet. Faculty and instructional staff are contractually responsible for adhering to the core syllabus, only changing it if advances in knowledge dictate a change in content. All members of a discipline area and the Division Dean of that area must agree with the changes. Faculty and instructional staff should also keep the changes in the syllabus addendum to a minimum and notify students orally and in writing as soon as when circumstances dictate a change in any item in the addendum. All curriculum faculty and instructional staff will utilize a standard course syllabus template. Faculty and instructional staff should carefully review syllabi prior to distribution each semester to ensure that all syllabi are complete, accurate, and up-to-date.

First Day Handout

Procedure 3.1.24

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.

The first-class meeting will be held for the period specified on the curriculum schedule. In addition to introductory activities such as the distribution of syllabi and discussion of class procedures, faculty use the remaining class time for lecture or other normal classroom instructional activities.

Faculty Responsibilities

The primary responsibility of faculty is to prepare people to be lifelong learners and to develop learner proficiency in knowledge, skills, and attitudes relative to 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 to change 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 prompt 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.
- Help in the registration of students.
- Attend department, division, and general faculty and staff meetings.
- Follow applicable state and federal laws as well as college policies and procedures.
- Perform related duties as assigned.

Faculty Evaluation

Procedure 5.41.1

The annual evaluation period for curriculum faculty employees is the annual contract term from August – May of the following year. For curriculum faculty employees who are not in a provisional period, an Annual Performance Review and Planning Session must be conducted.

The annual performance review will be conducted by the supervisor in April. Annual performance evaluations are reviewed and filed in the same manner as described in item #4 of the Initial Evaluation Procedures. All evaluations will be completed and submitted to the human resources office by April 30 of the current year.

To aid in ensuring prompt and complete preparation for the review process, it is often valuable for employees to complete a self-assessment. The SCC Curriculum Faculty Performance Evaluation form will be used by the faculty member to conduct a self-assessment prior to the formal evaluation.

Records and Reports

Procedure 3.1.30

Instructors record attendance during each class or laboratory session and enter their classes' attendance records into Web Attendance or Self Service on a weekly basis. Instructors also keep an updated gradebook in the College's Learning Management System for each of their classes. Final grades must be entered by the instructor of

record by the deadlines provided by the College's Registrar. Instructors also submit enrollment reports and gradebook copies to the division's administrative assistant by the deadlines provided by the division chairs.

Grading for Curriculum Classes

Procedure 3.1.26

Faculty and instructional staff must clearly state grading policies and criteria and apply those policies and criteria in an accurate and consistent manner. The grading procedure in every class must at least be characterized by the following:

1. The grading scale and the type of information used to derive the final average in the course must appear in the course syllabus, and faculty and instructional staff must make the syllabus available to all students.
2. Faculty and instructional staff must uniformly apply the grading policy to all students.
3. Using the announced grading scale, faculty and instructional staff must give students regular feedback throughout the semester on individual performance in the course.

Faculty and instructional staff must give early, frequent, and specific feedback to students on their performance. Feedback should specifically offer praise where merited and/or identify specific problems, offering solutions to those problems.

Grade records are to be kept for at least three calendar years from the date of issuance. Grade records are to be kept within each respective instructional division. Full-time faculty are responsible for keeping 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 help 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 do not complete the registration process cannot be allowed to continue attending classes. If students do not 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 has questions about the enrollment procedures policy should contact the Registrar's Office, their respective Division Chair, or the Vice President of Education and Training. It is imperative that faculty send rosters by the due dates.

Attendance

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

Warning and Withdrawal Notices for Curriculum Classes Procedure 3.1.29

Faculty and instructional staff may send a warning notice to students who have accumulated absences in a course that impedes their student's ability to be successful. If the student continues to miss class after receiving the warning the faculty and instructional staff member may withdraw the student from the course.

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 —III (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 later, an administrative withdrawal should be considered.

Tests and Final Exams Procedure 3.1.25

Student learning is facilitated best when students receive frequent and prompt feedback from faculty and instructional staff. All curriculum courses will, at a minimum, include feedback to students concerning their progress by the 20% point of the course and again prior to the 80% point. All courses should provide appropriate feedback to ensure students are aware of their progress in learning course objectives. All classes are required to meet for the complete duration of the course and must include activities through the last meeting. Course final examinations may not occur prior to the 80% point of the course.

Advising Procedure 3.1.33

Advising is a core ingredient for student success and is an inherent responsibility of faculty members. Effective and efficient advising of students is of primary importance. Most faculty serve as academic advisors to a group of students. Faculty should consider advising to be a significant and important part of job responsibilities. Poor

advising can have serious academic consequences. Conversely, good advising from caring faculty is an effective tool in dropout prevention and helps students set goals and plan appropriately to reach those goals. Advisement is coordinated with Student 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 proper 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

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- 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 aid 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 proper 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.

Angelo, T.A. Reassessing (and Defining) Assessment. The AAHE Bulletin, 48 (2), November 1995, pp. 7-9.

Notification of Curriculum Faculty Absences/Late Arrival Procedure 3.1.32

When faculty and instructional staff must be absent from or arrive late for class, whatever the reason, they have the primary responsibility to arrange for suitable class coverage and to notify their division dean. When necessary, division deans assist faculty and instructional staff in carrying out class activities which will minimize the negative impact of the absence. (For additional information on leaves, employees should refer to the section entitled "Salary, Leaves, Benefits.")

Faculty and instructional staff who call their division deans to notify them that they cannot be at work or will be late and get a voice message should leave a message and then call the division's administrative assistant or program specialist. If the administrative assistant or program specialist does not answer, faculty and instructional staff members should leave a message and then call the welcome center associate in A Building. The welcome center associate will notify the Chief Academic Officer. Faculty and instructional staff reporting that they will be absent or late must speak directly to someone; voice mail cannot be the only means of notification.

If the absence is due to illness or other medical reasons, faculty and instructional staff must complete a “Request for Leave/To Be Absent” form immediately upon return to work and submit it to the division chair for the appropriate signatures.

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.

COLLEGE SAFETY AND SECURITY

It is a goal of campus security services to provide the safest educational environment possible for students at Southeastern Community College. Known and suspected violations of federal, state, or local laws and on-campus emergencies should be reported to campus police, security, or 911 as soon as possible. Southeastern Community College police officers and security personnel are employees of the college. Campus police officers are responsible for enforcing, observing, and reporting federal state, local and college laws and regulations, including parking regulations. The campus security team is supplemented by support from federal, state, and local agencies having authority in the college's service area. Faculty, staff, and students must recognize that they should take individual precautions to protect themselves from becoming victims of a crime. Working together as a campus community in crime prevention programs is essential in the successful development of a safe campus environment. Crime awareness is addressed annually at student orientation.

Identification Cards

Cards are issued in the Student Engagement office in Nesmith. 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 always displayed visibly on the outer clothing while on campus, and under no circumstances should they be altered or lent to another person. The card may be required for identification or participation in various student activities or events.

Lost ID cards must be replaced and a fee of \$5.00 is charged for each duplicate card. Faculty/staff and students will need to pay the fee at the Business Office and bring the receipt to the Student Engagement office to have their ID card replaced.

Vehicle Registration, Driving & Parking

All vehicles must properly display a current parking permit. A permit can be obtained at the Welcome Center. These permits are not transferable to another person or car. If for some reason, individuals must drive a substitute car without a permit, they should report to the Welcome Center as soon as they arrive on campus.

All regulations embodied in the General Statutes of North Carolina governing and regulating vehicular traffic apply to and are enforced by Campus Police and Security personnel.

1. Vehicles may not be parked in "No Parking" zones at any time.
2. The maximum speed limit on all campus streets is 20 miles per hour unless otherwise posted.
3. Movement of traffic along the campus streets must not be obstructed by vehicles stopping in the streets or in parking lots for any purpose other than parking.
4. Driving or parking on lawns or other areas of the campus where streets and/or parking lots are not provided is prohibited.
5. Pedestrians are given the right-of-way at all crosswalks.
6. All accidents involving motor vehicles that occur on college property must be reported immediately to Campus Security and Campus Police.
7. Vehicles illegally parked or abandoned on campus may be towed away and placed in commercial storage. Towing and storage charges are the responsibility of the vehicle owner.
8. Parking on or over lines used to separate parking spaces is a violation.

Individuals with repeated violations may be banned from driving or parking on campus.

Safety Tips

Faculty, staff, and students must recognize that they should take individual precautions to protect themselves from becoming victims of a crime. Working together and using the safety tips below as a campus community in crime prevention programs is essential in the successful development of a safe campus environment.

1. Always be mentally and physically prepared to react to emergency situations.

2. Be alert and aware of the people around you.
3. Educate yourself concerning prevention tactics.
4. Be aware of locations and situations which would make you vulnerable to crime, for example, alleys and dark parking lots.
5. When possible, go with a friend.
6. Stay in well-lit areas as much as possible.
7. Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
8. Walk confidently and at a steady pace, making eye contact with people you meet.
9. Do not respond to conversation from strangers on the street, just continue walking.
10. If you carry a purse, hold it securely between your arm and your body.
11. Do not leave personal items unattended, such as purses, book bags, cell phones and keys.
12. Secure your vehicle. Close all windows and lock all doors.

Reporting a Crime

Known and suspected violations of federal, state, or local laws and on-campus emergencies should be reported as soon as possible. Campus Police Officers may be reached at [\(910\) 770-3232](tel:9107703232). Campus Security may be reached at [\(910\) 625-9089](tel:9106259089).

If you have information about any dangerous, illegal, or suspicious campus activity, please call the Crime Prevention Hotline at 642-7141, extensions 375. Information can be given anonymously.

Emergency Delay & Closing

The President or the division vice presidents will decide the course of action when facing a weather-related emergency. To promote consistency of operations and communications a decision to cancel or curtail work schedules will be within one of the options below.

1. The college will close, and only emergency personnel may have to report to work.
2. The College will open at 10:00 am. Classes that begin before 10:00 am will not meet. Classes that begin at 10:00 am or later will meet as scheduled.
3. The college will open at 5:00 pm. Only classes that begin after 5:00 pm will meet.
4. The college will close at a specified time. Classes that begin at or after the specified time will not meet. Classes and other college activities should run normally until the specified time. Classes that would meet for 30 minutes or less

before the specified closing time will not meet.

The decision to close the college or curtail work schedules will be announced as soon as practical. Designated personnel will announce the decision to curtail work schedules or close the college through the SCC Inclement Weather and Emergency Situation Announcement procedure. Employees will be notified for ReGroup.

Accident Control & Reporting

Southeastern Community College maintains the policy of providing safe and healthy working conditions throughout the campus and locations where SCC employees may be found. The prevention of accidents and elimination of safety hazards has been and will continue to be of major concern. Safety is the responsibility of and will benefit every employee of SCC. The basic goal is to establish throughout the college the concept that no job is so important that it cannot be performed in a safe manner. Our position on safety is as follows:

1. Safety of employees and the public who visits our campus is of utmost importance.
2. Safety will take precedence over shortcuts.
3. Every attempt will be made to reduce the possibility of accidents occurring.
4. The college intends to follow all Federal and State safety laws and regulations.

The prompt reporting of accidents and follow up is essential if the college is to be able to handle accident cases in the correct manner. It is important to remember that every injury could result in a Workers' Compensation claim. As such, there are specific guidelines that must be followed to meet legal compliance. It is the policy of the college to ensure all information pertaining to every injury is completed thoroughly, accurately and in a timely manner.

Guidelines

1. When an accident occurs, it is the responsibility of the employee to report the injury (regardless of the severity) to their supervisor immediately and seek prompt medical attention as outlined below.
2. Supervisors will be notified promptly of all occupational injuries and illnesses, no matter how slight.
3. All accidents will be reported to the Director of Human Resources within twenty-four hours to facilitate claims filing.
4. Minor injuries will be treated locally with follow up to the Human Resources office the following day.
5. If medical attention is necessary, authorization must be obtained from the Director of Human Resources or VP of Operations Finance prior to receiving treatment.

6. The college cannot guarantee payment and proper care for employees who look for outside medical attention for a work-related injury without prior approval. All cases are subject to review by the insurance carrier.
7. Should an employee experience discomfort from a work-related injury during off duty hours they should notify their immediate supervisor or the Director of Human Resources who will assess the situation and provide direction.
8. Once an employee has received medical attention, they should report back to the Director of Human Resources with documentation from the health care provider.
9. The college provides restricted duty for any work restriction found by the treating physician (for work related injuries or illnesses). The college and the employee must follow physician' guidelines.
10. Unsafe conditions or unsafe acts should be reported immediately.

CONFERENCE AND MEETING FACILITIES

A-Building Hooks Boardroom, which can accommodate up to 24 people (16 seated at the conference table), is scheduled through Terrie Priest 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.

Williamson Library

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

R-Building

All rooms in R-Building are scheduled through Debbie Baysden at ext. 241.

T-Building

Rooms in T-Building are scheduled through Frances Ward at ext. 425. Rooms in the Advanced Manufacturing Center are scheduled through Sharon Williams at ext. 210.

Cartrette Building

All rooms in the Cartrette Building are scheduled through Sharon Williams at ext. 210, except Cart 154 Conference room which is scheduled through Terrie Priest at ext. 271.

Health and Human Services Building

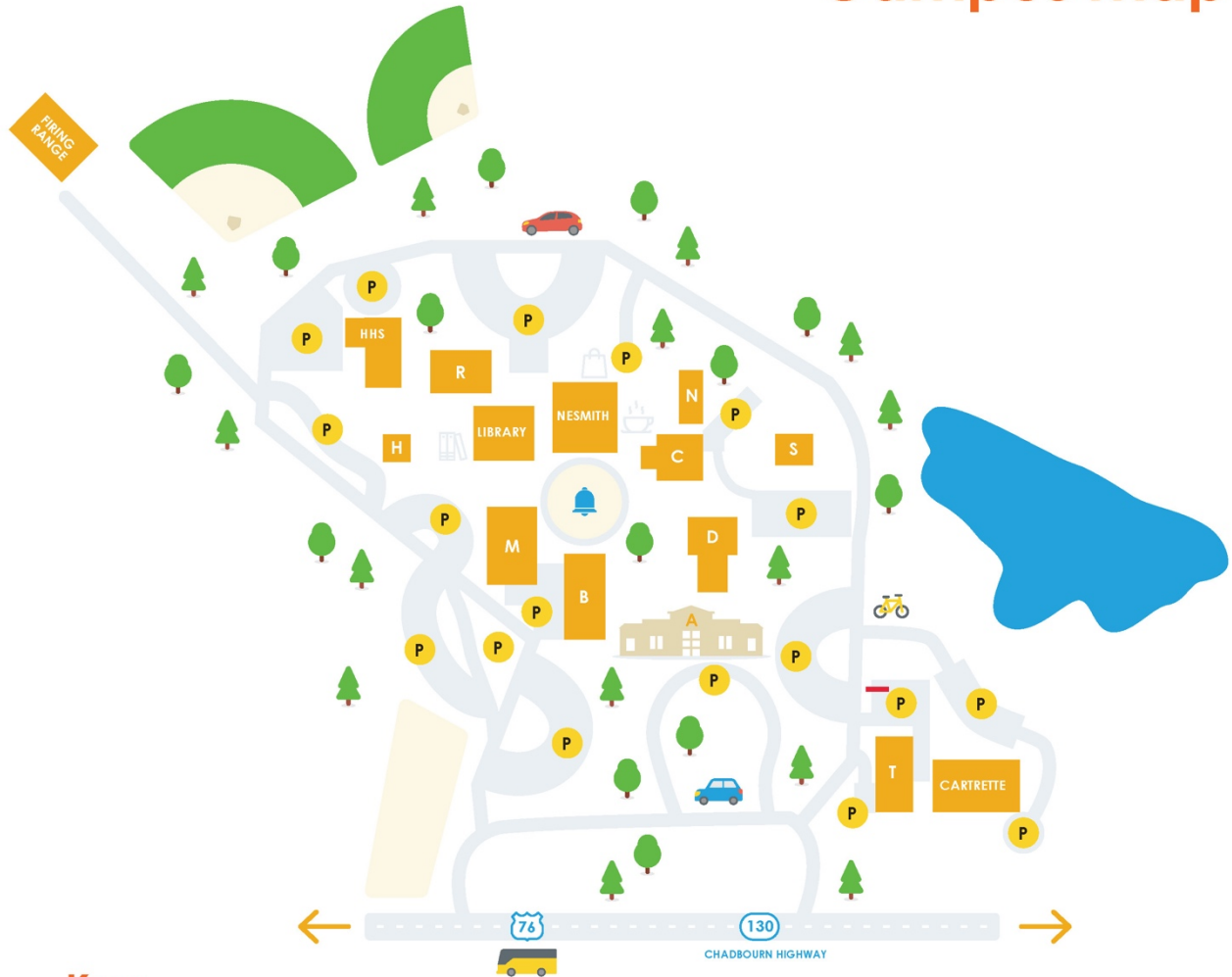
All rooms in the Health and Human Services Building are scheduled through Frances Ward at ext. 425.

All classrooms

Except for classrooms in R-Building, T-Building and HHS-Building, are scheduled through Sharon Williams at ext. 210

NOTES

Southeastern Community College Campus Map



Key

A Administration

B Technical

C Science

Cartrette Building

D Auditorium

H Child Development

HHS - Health & Human Services

Library - Williamson Library

M Multipurpose

Nesmith Student Center

N Printing Services & Classrooms

R Nursing & Allied Health

S Maintenance

T Workforce Continuing Education

P Parking

Phone

MAIN
910.642.7141

SECURITY
910.625.9089



Southeastern
COMMUNITY COLLEGE