

POLICY AND PROCEDURE MANUAL

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BOARD OF TRUSTEES BYLAWS

BOARD OF TRUSTEES POLICIES

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PAMLICO COMMUNITY COLLEGE (PCC)
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BOARD OF TRUSTEES BYLAWS

ARTICLE I - ADMINISTRATIVE CONTROL

1.1 Powers and Duties of the Board of Trustees

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

- To establish the mission and goals of PCC and to approve long-range plans.
- To appoint, annually evaluate, and terminate the President of the College and to assign his/her duties.
- To appoint, or to delegate to the President the appointment of, other members of the faculty and such other employees of PCC as may be necessary within the appropriations made therefore and in accordance with the regulations of this Board, the State Board of Community Colleges, and state law, where applicable.
- To regulate the admission of students, tuition, fees, and all other matters pertaining to the government and administration of PCC by the adoption and publication of Board policies.
- To issue certificates, diplomas, and degrees to qualified students on the recommendation of the faculty.
- To provide and maintain suitable quarters for PCC and to acquire and install necessary equipment therefore.
- To provide for the care, custody, control, management, and improvement of the lands, grounds, buildings, facilities, and equipment pertaining to PCC.
- To adopt curricula, subject to the laws and regulations of North Carolina.
- To encourage the establishment of a private, non-profit Foundation as a fundraising mechanism for PCC.
- To accept gifts and bequests of real or personal property suitable for carrying out the programs and purposes of PCC.
- To approve an annual budget for the operation of PCC.
- To review the Board policies periodically, and to establish, and from time to time to alter and amend, such rules and regulations not inconsistent with State Board of Community Colleges regulations or laws for the government of PCC, as the Board may deem advisable.

- To become familiar with, and knowledgeable of, PCC's facilities and programs, which may include a tour of the main campus, the Bayboro Center, and Pamlico Correctional Institute.

- To attend orientation and training sessions required by the State of North Carolina. This includes attendance at an orientation session sponsored by the North Carolina Association of Community College Trustees within six months of appointment or re-appointment of a new trustee or an incumbent trustee. Trustees shall also attend an ethics presentation within six months of appointment and shall complete a Statement of Economic Interest required by the State Ethics Commission, which is annually renewable.

Legal References: NCGS 115D-18; NCGS 115D-20; 1A SBCCC 200.1
Board of Trustees Review/Approval Dates:

ARTICLE II - OFFICERS AND COMMITTEES OF THE BOARD

1.2 Officers

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

Legal References: NCGS 115D-12
Board of Trustees Review/Approval Dates: Rev. Nov. 2018

1.3 Term of Office

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

Legal References: NCGS 115D-18; NCGS 115D-13
Board of Trustees Review/Approval Dates: Rev. Nov. 2018 as per Session Law 2018-92; SB 420

1.4 Duties of the Chair

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

1.5 Duties of the Vice-Chair

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

1.6 Duties of the Secretary

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

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

Legal References:
Board of Trustees Review/Approval Dates: Rev. Nov. 2018

1.7 Committees of the Board

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

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

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

Ad Hoc committees are established and appointed as needed.

The following standing committees are established by the board.

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

Responsibilities of standing committees shall be as follows:

- Executive Committee
  - The Executive Committee shall comprise the board chair and vice-chair, as well as chairs of the other standing committees.
  - To meet annually with the President to discuss and review the current status of the College.
- Policy Committee
  - To update the Board of Trustees' Bylaws and Policy Manual periodically when needed, as recommended by the President.
  - To serve as a clearinghouse for the clarification of policy issues or requests for policy changes, interfacing with College administrators and Board of Trustees committees as appropriate.
  - To assure the policies of PCC are in line with state law and the accepted "best practice" of the NC State Board of Community Colleges, and consistent with the

goals of the PCC strategic plan.

- Finance/Facilities & Grounds
  - To meet with the Vice President of Finance as needed to review annual budgets and financial statements.
  - To recommend to the Board for approval: the annual budget and requests for additional local (county) funds.
  - To recommend to the Board all new construction and major renovations, proposing the terms of resolutions to be adopted, certifying titles, source of funds, and other specific details.
  - To recommend to the Board the naming of buildings that are recommended by the President.
  - To submit a checklist, through the President, to department heads once a year, requesting input on capital improvements.
- Personnel Committee
  - To recommend changes to personnel policies to the Board as proposed by the President.
- Curricula and Programs Committee
  - To recommend to the Board new programs as proposed by the President.

Legal References:
Board of Trustees Review/Approval Dates: Rev. Sept. 2023; Sep. 2024

ARTICLE III - MEETINGS

1.8 Regular Meetings

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

Legal References: NCGS 115D-18
Board of Trustees Review/Approval Dates: Rev. Nov. 2018 as per Session Law 2018-92; SB 420

1.9 Special Meetings

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

1.10 Notice of Meetings

Members and officers of the Board and the President shall be notified by letter in writing, or by email, by the Board Secretary, of the time and place of all meetings and the purpose(s) of special meetings at least seventy-two hours in advance of meetings. Public notice of official meetings shall adhere to Community College Law 143-318.12, Public notice of official meetings, to

include posting scheduled and called meetings on the College *website*. Also, in accordance with 143-318.12, notice shall be delivered to media representatives or any person making a request in writing that such notice be delivered. The Board requires that media representatives renew such requests annually and that all other persons renew such requests quarterly.

Legal References: NCGS. 143-318.12
Board of Trustees Review/Approval Dates: July 2015, Dec. 2015

1.10(A) Electronic Meetings

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

Legal References:
Board of Trustees Review/Approval Dates: Added July 2015; Rev. Feb. 2025

1.11 Individual or Group Hearings

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

1.12 Quorum of the Board

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

1.13 Presiding Officer

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

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

1.14 Parliamentary Procedures

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

ARTICLE IV - PAMLICO COMMUNITY COLLEGE PRESIDENT

1.15 Attendance at Board Meetings

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

1.16 Duties

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

- Implement policy as set forth by the North Carolina Board of Community Colleges and PCC's Board of Trustees;
- Provide leadership for the development and implementation of administrative policies and procedures for the operation of PCC;
- Present all College budgets to the Board for approval. After budget approval, he/she has the authority to expend the budget for the operation of PCC, including making necessary line-item transfers;
- Authorize the employment of all full-time and part-time personnel, with personnel decisions reported to the Board for informational purposes at its next regular meeting;
- Have authority to suspend, dismiss, and accept the resignations of College personnel on behalf of the Board as final within the guidelines of College policy; however, the Board Chair must be informed of terminations and non-renewals of contract before the action is taken;
- Assign or reassign all personnel holding instructional and staff positions;
- Complete and sign all federal and state compliance forms;
- Submit and update Long Range Plans to the North Carolina Community Colleges System Office after Board approval;
- Be responsible for and have final authority for the orderly conduct of College activities;
- Recommend curriculum programs for Board approval and submit necessary requests to the State Board of Community Colleges;
- Serve as advisor to all Board committees unless otherwise requested by the Board;
- Discharge any other function which the Board may delegate to him/her;
- Conduct the travel necessary to participate in state, regional, and national meetings for the improvement of PCC and his/her ability to carry out his/her duties; and
- Seek and accept grants for College improvement from any source.

Legal References: NCGS 115D-20
Board of Trustees Review/Approval Dates: Rev. Sept. 2022

ARTICLE V - ADVISORY COMMITTEES

1.17 Institutional Standing Committees

To ensure representation and participation from all constituencies of the College, institutional standing committees will be created. The purpose of the Institutional Standing Committees is to help the College achieve its declared mission and goals. Committee members shall be appointed by the President.

Legal References:
Board of Trustees Review/Approval Dates: March 2025

1.17(A) Membership in Institutional Standing Committees

Committees are a vital part of the operation of PCC. All employees are expected to participate in at least one committee. Committee assignments are typically for 2 calendar years. Administrative liaisons are assigned to each committee; students may be invited to participate on committees.

Legal References:
Board of Trustees Review/Approval Dates: March 2025

1.18 Use of Advisory Committees

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

Legal References:
Board of Trustees Review/Approval Dates: March 2025

1.18(A) Membership in Advisory Committees

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

Legal References:
Board of Trustees Review/Approval Dates: March 2025

ARTICLE VI - AMENDMENTS TO THE BYLAWS

1.19 Procedure for Proposed Amendments

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

Legal References:
Board of Trustees Review/Approval Dates: April 2025

ARTICLE VII - BOARD RELATIONS WITH EXTERNAL ENTITIES

1.20 No Subjection to Undue Pressure

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

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

ARTICLE VIII - REMOVAL OF TRUSTEES

1.21 Trustee Responsibilities

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

1.22 Removal of Trustees

Should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his/her office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the Chair of such Board of Trustees, unless the chair is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice, there shall be a meeting of the Board of Trustees for the purpose of investigating the charges. At that meeting, a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting, and the findings of the other members of the PCC Board shall be recorded, along with the action taken, in the minutes of that meeting. If the charges are, by an affirmative vote of two-thirds of the members of the PCC Board, found to be true, the Board shall declare the office of the offending member to be vacant.

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

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

Legal References: NCGS 115D-19
Board of Trustees Review/Approval Dates:

ARTICLE IX - DISTINCTION BETWEEN POLICY-MAKING ROLE OF BOARD AND IMPLEMENTATION FUNCTION OF ADMINISTRATION

1.23 Establishing, Administering, and Implementing Policy

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

ARTICLE X - CONFLICT OF INTEREST

1.24 Ethics Awareness and Conflict of Interest Statement

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

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

Legal References: NCGS 138-A; NCGS 14-234; NCGS 115D-26
Board of Trustees Review/Approval Dates: Added Sept. 2010

ARTICLE XI - ANNUAL SELF-EVALUATION

1.25 Board Development and Self-Appraisal Activities

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

Legal References: 1B SBCCC 400.1
Board of Trustees Review/Approval Dates: Added Nov. 2017; Rev. Jan. 2018

PAMLICO COMMUNITY COLLEGE (PCC)
BOARD OF TRUSTEES POLICIES

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BOARD OF TRUSTEES POLICIES

2.1 Statement of Commitment to Equal Opportunity

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

Legal References: NCGS 115D-77
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.2 Statement of Commitment to Nondiscrimination

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

Legal References: NCGS 115D-77; 1C SBCCC 200.95
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.3 Equal Employment Opportunity

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

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

Legal References: NCGS 115D-77; 1C SBCCC 200.96
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.4 Statement of Commitment to Employment Preference for Veterans

While PCC strives to hire the most qualified candidate for every position, preference in employment shall be granted to eligible veterans and their spouses or surviving spouses or dependents as defined in NCGS 128-15.

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

Legal References: NCGS 128-15
Board of Trustees Review/Approval Dates: July 2010 (added), Jan. 2012, Jan. 2015, Nov. 2019

2.5 Compensation and Benefits

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

Legal References: NCGS 128-22 through 25.2; other statutes
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.5(A) Other Employee Benefits

Benefits in addition to pay provided by PCC are health insurance, various forms of paid time off, a pension plan, short-term and long-term disability options, as well as various supplemental and optional benefit programs and retirement savings options. The College is committed to providing benefits of value as economically as possible and that comply with state guidelines. The Human Resources Office will keep an updated list of available employee benefits and will bear responsibility for communicating the details of benefit plans as changes occur or during initial orientation and required annual enrollment periods.

Legal References: 1C SBCCC 200.94
Board of Trustees Review/Approval Dates: Nov. 2019

2.6 Organization Structure

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

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

Legal References: NCGS 115D-12
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.7 Adoption of Administrative Practices, Processes, and Procedures

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

Legal References: NCGS 128-22 through 25.2; other statutes
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.8 Continuous Improvement

The College is committed to sustaining a continuous planning and improvement process. This process will encompass plans that focus on the needs of programs and facilities. These plans will

align with the College's mission, goals, and intended outcomes, ensuring consistency with the mission of the NCCCS and the priorities of the State Board. Furthermore, the process will include the assessment of student outcomes.

Legal References: 1B SBCCC 400.1 through 400.3; NCGS. 115D-5
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Sept. 2022, Mar. 2025

2.8(A) Strategic Planning

The President shall be responsible for the preparation and updating of PCC's strategic plan, including operating and facility requirements. Accrediting standards require broad constituent involvement in the continuous planning process, and the institutional planning shall be consistent with the Board-approved mission statement. Strategic Plans shall be presented to the Board for information purposes.

Legal References: 1B SBCCC 400.1 through 400.3; NCGS. 115D-5
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Sept. 2022, Mar. 2025

2.9 Fiscal Management

The Board authorizes the President to implement procedures, practices, and controls necessary to ensure that all of the College's funds are properly handled. The President shall prepare all budgets within the guidelines set forth by NCGS 115D, policies and procedures of the State Board of Community Colleges, and the local County Commissioners. These budgets will then be submitted to the Board for approval.

The President shall ensure that:

- Funds are expended prudently and consistently within the approved budget.
- The budget is executed with sound stewardship of state financial resources, ensuring, whenever possible, that the percentage of state current operating funds remaining unexpended at the end of a fiscal year does not exceed five percent of the College's budget for such funds or five times the system-wide percentage, whichever is higher.
- Institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative fund balance, after the posting of all accrual entries, shall be reviewed by the President. In the event the negative balance is not due to a planned reason, the President shall develop a plan to rectify the negative balance, and the information shall be reported to the Board at its first scheduled meeting following year-end.
- Expenditures are tracked consistently with the NCCCS Chart of Accounts, as outlined in the NCCCS Accounting Procedures Manual.
- Financial reports are provided to the Board quarterly.
- A system of financial controls is maintained in accordance with NCGS Section 143D-7.

- The College does not overdraw accounts. The President shall ensure that bank accounts are reconciled, and any discrepancies and a plan for resolution are identified within 30 business days from the end of the prior month. In the event of noncompliance with this requirement more than once during a fiscal year, the situation shall be reported to the Board at its first scheduled meeting following the month of noncompliance.
- Complete and accurate financial statements are submitted to the North Carolina Office of the State Controller by the prescribed deadline.
- Audits are conducted consistent with NCGS Sections 115D-20(9) and 115D58.16.
- All findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews are addressed and resolved.
- The President shall actively seek to fill leadership and supervisory positions in a timely manner with individuals of high competence and provide a vacancy report to the Board as information at least biannually.

Employees of the College may collect and handle funds only after authorization by the President. When funds are collected, they are to be safeguarded, receipted, and handled in strict compliance with procedures prescribed by the President. All collected funds must be promptly delivered to the designated College office on the day of collection or on the next Business Day if the designated College office is closed or unavailable. All funds received by the designated College office are required to be deposited in a bank no later than the next business day following collection.

Legal References: NCGS 115D-54, Art. 4A; NCGS 115D-20(9); 1A SBCCC 200.4; NCGS 115D-58 ; NCGS 143D-7
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Mar. 2025

2.10 Contracts, Purchasing, and Protection from External Pressures

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

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

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

Legal References: NCGS 115D-5-58.14
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.11 Policy for Bookstore Operating Profits

In accordance with 1H SBCCC 300.3 and NCGS 115D-5 for the budgeting, accounting, and expenditure of funds generated through bookstore operating profits, the Board adopts the

following policies:

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

Legal References: NCGS 115D-5(a1); 1H SBCCC 300.3
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.12 Vending Machine Profits

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

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

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

- Purchase of materials, supplies, books, and equipment for which normal funds have been exhausted or not appropriated

Legal References: NCGS 115D-58.13; 1H SBCCC 300.4
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.13 Grants and Private Gifts

The President is authorized to seek and secure grants from any available source for the improvement of property, student aid, and college advancement. However, the President shall inform the Board of all grants and the purpose.

Legal References: NCGS 115D-20
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Sept. 2022

2.14 Authority to Establish Student Fees

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

Legal References: NCGS 115D-39; 1E SBCCC 700.1-700.7
Board of Trustees Review/Approval Dates: Fees reviewed annually; revisions made July 2007, Sept. 2009, Jan. 2012, Jan. 2015, Nov. 2019

2.15 Fee Paying Regulations

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

Legal References: 1E SBCCC 200.2
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.16 Investment Policy

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

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

Legal References: NCGS 115D-58.6
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.17 Check Authorization and Required Signatures

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.18 Distribution of Payroll Checks/Direct Deposit

For employees hired after July 1, 1996, direct deposit of payroll will be mandatory for all permanent full-time and part-time employees. In addition, direct deposit will be required for all temporary full-time and part-time employees who have a contract extending over six (6) months or more. Direct deposit is an option for temporary employees whose contract covers a minimum of four (4) months. All other temporary employees will receive a payroll check.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.19 Insurance of Buildings and Contents

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

Legal References: NCGS 115D-58.11
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.20 Insurance Coverage

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

Legal References: NCGS 115D-31.1; NCGS 115D-32(a)(2b)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.21 Tax Sheltered Annuities Approval

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.22 Payroll Deductions

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

Legal References: 1C SBCCC 400.10
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.23 Salaries

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

The President shall utilize a wide array of variables in determining appropriate salary ranges while adhering to all state and federal guidelines and requirements that may be in effect.

The President shall establish procedures governing provisions and criteria for salary determination; requirements for annual salary review; and establishment of salary formulas, ranges, or schedules.

Legal References: 1C SBCCC 200.94(24)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.24 Authority to Employ

Pursuant to the General Statutes of North Carolina and the Board bylaws and policies as outlined in the Board of Trustees Bylaws Article IV, 1.16 Duties, the President is delegated the authority to hire all personnel and to make instructional and staff assignments and reassignments. The procedures for filling position vacancies, transfer, promotion, and advancement are found in Procedures 6.8-6.11.

The President is also delegated authority to suspend, dismiss, and accept the resignations of PCC personnel on behalf of the Board as final within the guidelines of Board policy.

The Board Chair must be informed of terminations or non-renewals before such action is taken, and the full Board notified of the action(s) at the next regular Board meeting after the action(s) takes place.

The creation of any new staff or faculty positions shall be provided for informational purposes to the Board at the next regularly scheduled meeting.

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

Legal References: NCGS 115D-20
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Sept. 2022

2.25 Personnel Qualifications

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

Legal References: NCGS 115D-20(2)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.26 Definitions of Employment Categories

- **Permanent Full-Time**: A position established in the budget as a permanent, recurring position and is so designated by the President at the time of employment. Employment in this category must be for nine or more months per fiscal year and considered full-time weekly employment. An employee in this category is subject to mandatory retirement deductions, as determined by the North Carolina Teachers and State Employees Retirement System, is eligible to participate in the *NC State Comprehensive Medical Benefits Plan* (employee's premium paid by PCC to the extent allowed by NC law), earn sick leave, earn vacation (instructors are exempt) and is eligible to participate in all other employee benefit plans.

- **Permanent Part-Time**: A position established in the budget as a permanent recurring position and is so designated by the President at the time of employment. Employment must be for nine or more months per fiscal year and at least 20 hours per week, but less than full-time weekly employment. Employees in this category are eligible to earn sick leave and vacation (instructors are exempt from vacation) on a pro-rata basis of that of a full-time employee. Personnel hired for 30 hours or more but less than full-time per week are eligible for paid medical benefits and are required to contribute to the NC Teachers and State Employees Retirement System. Personnel hired for 20 hours through 29 hours per week may participate in the *State Medical Benefit Plan* by paying the full cost of the premium. No other benefits apply to this position.

- **Temporary Full-Time**: A position not established in the budget as a permanent recurring position and is so designated by the President at the time of employment. Employment must be for a period of nine or more months per fiscal year and considered full-time weekly employment, but only for a special assignment or project not expected to recur on a continuous basis. The employee is eligible for paid holidays and vacation. However, the

employee will earn vacation only at the first-year experience level as defined in the *Vacation/Annual Leave Policy* in Section 2.50 of the Board Bylaws and Policies.

In addition, all vacation must be taken before the contract expires. These employees will not be paid for any unused vacation. This category earns sick leave at the rate outlined in the sick leave policy in PCC Board Policies 2.52 *Family and Medical Leave*. Personnel hired for 30 hours or more but less than full-time per week are eligible for paid medical benefits, pursuant to the Affordable Care Act, and are required to contribute to the NC Teachers and State Employees Retirement System.

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

Legal References: NCGS 115D-20(2); 1C SBCCC 200.94(24)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.27 Contracts of Employment

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.28 Employment of Relatives

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

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

- Closely related is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parent, step-child, step-brother, step-sister, guardian, or ward.

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

- The provisions of this policy shall be prospective only, with reference to appointments

made after the adoption date of this policy. (February 1, 1976, as amended August 17, 1981).

Legal References: 1C SBCCC 200.98
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.29 Tenure

Presently, there is no stated tenure policy by the NCCCS, and tenure is not authorized in the North Carolina General Statutes governing community colleges. Therefore, the Board does not have a tenure policy. To ensure that employees are not unfairly terminated, the Board has adopted a Discipline, Non-Reappointment, and Grievances procedure (see 2.88-2.89), which allows for due process hearings for employees.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.30 Secondary Employment

Full-time employees are expected to devote their full time, energy, and efforts to their employment with PCC. Any secondary employment of full-time employees must be approved by the President or his/her designee. The President is delegated the authority to create an approval process. The Board will approve or disapprove requests by the President to seek secondary employment.

Legal References: 1C SBCCC 200.94(28)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.31 Employee Personnel Files

The Board will comply with Chapter 115D Article 2A, Privacy of Employee Personnel Records of the General Statutes of North Carolina, and the NCCCS Records Retention & Disposition Schedule regarding the privacy and maintenance of community college employee personnel records.

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

Legal References: NCGS 115D-Article 2A
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Feb. 2025

2.32 Employee Assessment

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

2.33 Longevity Pay Plan

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

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

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

Legal References: 1C SBCCC 400.98
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.34 Intellectual Property Rights

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

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

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

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

Inside Educational Endeavors: PCC provides its employees and students with many opportunities to originate, develop, manufacture, use, and distribute educational materials during the course of their employment.

- **Example:** Faculty members regularly engage in activities that facilitate course development and instruction.

Faculty members, staff, and students also may collaborate with each other to originate, develop, manufacture, use, or distribute educational materials on behalf of PCC or in a manner designed to further the educational mission of PCC. Because inside educational endeavors are expected of faculty, staff, and students the origination, development, manufacture, use, or distribution of educational materials in this context is expressly authorized by PCC without further approval. However, internal guidelines may be established by designated College personnel with respect to

particular educational materials, and employees are required to adhere to these guidelines.

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

To help avoid potential conflicts and to ensure that PCC's interest in any educational materials is protected, the involvement by a College employee or student in any outside educational endeavor must be reviewed and approved by PCC. The President will implement procedures for protecting both PCCs and the individuals' rights.

See PCC Procedure 5.10(A) for *Intellectual Property Guidelines for Distance Learning.*

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Feb. 2025

2.35 Professional Development

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

2.36 Academic Freedom

Freedom is a necessary element in education. This freedom must be accorded both to the instructor and to the student. PCC makes every effort to see that this situation exists. Hence, no semblance of thought control is imposed upon any faculty member. Each individual is free to investigate, to speculate, to revolutionize, and to express his or her academic convictions. However, it is the policy of the Board that no instructor of PCC shall teach or recommend that students disobey the law, whether it be local, county, or federal. As the instructor is free, so is the student. A minimum of rules and regulations exist in relation to his/her personal conduct. Respecting the student as an individual, PCC assures him/her the right to self-expression essential in intellectual and educational growth.

Legal References: NCGS 115D-20 SACSCOC References: Principle 6.4
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.37 Accreditation

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

Legal References: 1B SBCCC 400.1
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.38 Safety

The President is authorized to establish safety policies as deemed necessary to comply with OSHA and other state and federal regulations. The Safety, Security, and Facilities Committee will monitor safety and make recommendations to the President. Refer to Ch 8. *Physical Plant & Safety*.

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.39 Animals on Campus

With a few exceptions, animals are not allowed on campus. The first exception is for Service Animals. As defined by the Americans with Disabilities Act (ADA), service animals are animals that are individually trained to perform tasks for people with disabilities.

Emotional support, comfort, and therapy animals are **not** service animals under Title II and Title III of the ADA and are not automatically allowed to accompany persons with disabilities in any College area.

Service animals must not pose a direct threat to the health and safety of others, must be on a leash and under the control of the owner, and must be housebroken. If these restrictions are not adhered to, College officials have the right to exclude the animal from the premises.

When it is not obvious what service an animal provides, College officials may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. College officials cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

Other allowable exceptions are pets sheltering with their owners when the College is officially declared a Red Cross Shelter (pets will be restricted to a designated area, and owners must show proof of rabies vaccinations) or when approved for instructional use by the President or his/her designee.

Legal References: Americans with Disabilities Act Title Two and Title Three; NCGS Chapter 168
Board of Trustees Review/Approval Dates: added Oct. 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.40 Lockdown

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

Legal References:
Board of Trustees Review/Approval Dates: added Oct. 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.41 Equipment

An equipment purchase requires the approval of the President or, when authorized, the Chief Financial Officer. Each requisition for equipment purchases not included in the equipment

budget allocations must be pre-approved, justifying the need for the item and explaining how it will be used. Upon approval of the President, the requisition will be processed.

Legal References: NCGS 115D-31
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.42 Adverse Weather or Conditions

The President or his/her designee will make the decision as to whether or not classes will be held during periods of inclement weather or because of other unusual circumstances. The President will implement procedures to keep employees, students, and the public informed of closings/delays via available media.

Legal References: NCGS 115D-31; 1C SBCCC 200.94(1)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.43 Workweek

Executive/Administrative and/or managerial officials of PCC, under the oversight of the President, are responsible for the efficient operation of their divisions without regard to weather, sickness, holidays, or vacation. Proper care should be exercised to see that PCC and the Education Department at Pamlico Correctional Institution operate effectively at all times, while adhering to all state and federal guidelines, including the Fair Labor Standards Act.

PCC operates a schedule of services from 7:30 a.m. to 10:00 p.m. Monday through Thursday, and from 7:30 a.m. to 1:00 p.m. on Friday. In addition, PCC may offer classes at times other than these depending on community needs.

The established workweek, as defined by the Fair Labor Standards Act, is 168 consecutive hours, beginning at 12:00 a.m. Sunday and ending at 12:00 a.m. the next Sunday. Employee assignments may be made anytime during these hours.

A full-time non-instructional position is defined as a permanent, recurring position and is so designated by the President at the time of employment. Employment in this category must be for nine or more months per fiscal year and considered full-time weekly employment.

Full-time instructional personnel are expected to be present during assigned class and office hours and at such times as may be necessary for student consultation, committee meetings, and any other work necessary for the effective performance of duties. See Procedure 6.29.

During the Summer Session, PCC may operate on a four-day workweek. However, this will not affect the defined workweek, nor the efficient operation of PCC and the deliverance of services to the public.

Legal References: U.S. Division of Labor Fair Labor Standards Act
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.44 Overtime Leave Compensation

In 1985, the Supreme Court declared state and local governments and units thereof subject to the Fair Labor Standards Act (FLSA). This means that employees of PCC are subject to the minimum wage provision and to the overtime provision of the law. Compensatory leave may be used in lieu of monetary compensation under certain circumstances to comply with the FLSA

requirements. PCC's Board has adopted a policy of compensatory leave in lieu of overtime pay for full-time "non-exempt" employees who work more than 40 hours in the defined workweek. Applicants for employment shall be made aware of this and agree to it when signing the employment application. Unsigned applications shall not be accepted.

Legal References: 29 U.S.C. 201-219
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.45 Disruptive Activities

Responsibility for the oversight of disruptive activities is delegated to the President and the division administrators who exercise responsibility within defined areas. The Campus Security Officer is responsible for the orderly conduct of activities that occur on campus but outside the classroom. Any incident that occurs during evening hours will be reported to the appropriate administrators. See Procedure 4.12.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.46 Professionalism

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

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.47 Campus Visitors

Visitors are defined as anyone other than PCC personnel, officially enrolled students, members of the Board of Trustees, and members of the PCC Foundation Board.

Visitors are permitted (and welcomed) on PCC property under the following circumstances:

- To attend or participate in PCC-sponsored or approved events and activities
- To attend or participate in events hosted by approved lessees or through free facility use as outlined in Policy 2.81, *Use of College Facilities by Outside Agencies or Persons*
- To use the PCC library facility
- To visit classes on a limited basis for specific purposes, with prior approval

Additional Guidelines:

- Classroom visits require prior approval from the instructor. The instructor will notify the Vice President of Instructional Services prior to the visit.

- Media representatives must contact the Public Information Officer before conducting interviews, filming, or photographing employees or students at PCC or the Bayboro Center.

- Vendors and other visitors must obtain permission from the appropriate Vice President or the President before coming to campus.

Visitors are expected to follow all PCC policies, including Board Policy 2.82 *Freedom of Speech* and PCC Procedure 8.21 *Soliciting On-Campus*. Visitors may be asked to show identification by PCC officials or campus security. Visitors who do not comply with requests for identification or who interfere with the normal operations, functions, or learning environment of PCC will be asked to leave. Individuals who refuse to leave will be considered trespassing and will be subject to arrest. PCC shall not be held responsible for accidents or injuries to visitors who violate PCC policies.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Mar. 2025, April 2025

2.48 Children on Campus

For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in a PCC class or Career and College Promise class.

Out of a concern for individual safety and protection of children and the educational environment, children accompanying employees, students, or visitors of PCC must be under the constant supervision of a responsible adult while on PCC property, or on the site of any approved off-campus class or other PCC event. Persons receiving PCC services may be refused service if accompanied by a child who will be unattended during the time the patron is receiving services, or if accompanied by a child who is disruptive to PCC operations.

Students and employees are expected to arrange for their personal childcare away from campus. An employee must have the approval of his/her supervisor to bring a child to the workplace during working hours due to an emergency situation at home. Sick children should not be brought to campus.

Children accompanying employees, students, or visitors are not permitted in classes, labs, or other learning environments.

Any exceptions to this policy must be approved by the President. The College assumes no responsibility or liability for children, or for any accidents or injuries to children.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Nov. 2020

2.49 Leave Policies

Leave and holiday policies for PCC employees shall be commensurate with the State Human Resources Act. Administration of the leave program within the scope of established policy is the responsibility of the President or his/her designee. Paid leave for absence during scheduled working hours shall be charged to the appropriate leave account of the employee. Examples of leave types within the scope of this policy include, but are not limited to, family and medical leave, civil leave, military leave, educational leave, Personal Observance Leave, paid parental

leave, etc.

Legal References: 1C SBCCC 200.94
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, July 2022, July 2023

2.49(A) Personal Observance Leave

The purpose of this type of leave is to provide up to eight hours of fully paid leave to eligible employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation, to ensure that employees have an opportunity to observe these days of personal, cultural, or religious importance.

Permanent full-time, part-time, and probationary employees are eligible for this leave immediately upon hire. Full-time employees will receive eight hours of Personal Observance Leave each fiscal year (July 1-June 30). Part-time employees will receive a prorated amount based on their number of hours compared to a full-time schedule.

Personal Observance Leave may be used for any single day of personal significance, including but not limited to days of cultural or religious importance. The day used for this type of leave does not have to be a day from the employee's own religious or cultural background. Employees are not required to justify the reason for requesting Personal Observance Leave to their supervisor.

The total amount of this type of leave must be utilized in one work shift. It may be used before exhausting any accumulated compensatory time (comp time).

Limitations on Personal Observance Leave include:

- Eligible employees will receive a new eight (8) hours of Personal Observance Leave on July 1 of each fiscal year (prorated for eligible part-time employees). The leave must be taken by the end of the fiscal year (June 30), or it will be forfeited; it cannot be carried into the next year.
- Personal Observance Leave has no cash value and cannot be converted into retirement credit. Employees shall not be paid for unused leave at separation.
- Personal Observance Leave cannot be applied to existing negative leave balances; it cannot be donated under the Voluntary Shared Leave policy.
- Personal Observance Leave cannot be used for the same purposes as sick leave.

The President shall approve procedures for requesting, authorizing, and internal reporting of Personal Observance Leave, which is included in PCC Procedure 6.30 *Reporting Leave and Time Worked.*

2.49(B) Paid Parental Leave

On April 4, 2025, the State Board of Community Colleges voted to adopt the State Board Code, 1C SBCCC 200.100 – *Paid Parental Leave*. This policy is effective May 1, 2025, and is published on the NCCCS's *website*.

Definitions

(a) For the purpose of this Section, the following definitions shall apply.

(1) "Child" means a newborn biological Child or a newly-placed adopted, foster, or otherwise legally placed Child under the age of 18, whose Parent is an eligible employee.

(2) "Parent" means:

(A) the mother or father of a Child through birth or legal adoption; or
(B) an individual who cares for a Child through foster or other legal placement under the direction of a government authority.

(3) "Public safety concern" means a significant impairment to the agency's ability to conduct its operations in a manner that protects the health and safety of North Carolinians.

(4) "Qualifying event" means when an employee becomes a Parent to a Child.

(b) Relationship to Other Sections and Policies.

(1) This Section states the terms and conditions only for paid parental leave that is provided under NCGS 126-8.6 and for colleges who are required to adopt Sections and policies that are "substantially equivalent" to those promulgated by the NC Office of State Human Resources.

(2) The paid parental leave provided under this Section can be in addition to any other leave authorized by State or federal law or run concurrently. Nothing in this Section shall prohibit a college, if authorized, from providing paid parental leave in amounts greater than as required by this Section.

(c) Eligibility for Paid Parental Leave.

(1) Employees who become Parents via childbirth, adoption, foster care, or another legal placement are eligible for Paid Parental Leave if:

(A) Employee is in a permanent, time-limited, or probationary appointment. Temporary employees are not eligible for Paid Parental Leave under this Section.
(B) At the time of the qualifying event, the employee meets each of the following conditions:

(i) For the immediate 12 preceding months, the employee has been employed without a break in service, as defined by 25 NCAC 01D .0114, by the State of North Carolina in a permanent, time-limited, or probationary appointment.

(I) Periods of worker's compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave.

(II) Periods of leave without pay, as defined in 25 NCAC 01E .1100, shall not constitute a break in service.

(ii) The employee has been in pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period, becoming eligible for Family and Medical Leave.

(I) Exhaustion of Family and Medical Leave does not affect eligibility for Paid Parental Leave.

(d) Leave Available to Full-Time Employees.

(1) Full-time employees eligible for Paid Parental Leave under this Section may take, in their discretion, up to the following amounts of leave:

(A) Eight weeks of paid leave after a parent gives birth to a child.
(B) Four weeks of paid leave after any other qualifying event.

(2) Each week of paid parental leave under this Section shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay, excluding shift differential, premium pay, or overtime.

(e) Leave Available to Part-Time Employees.

(1) Part-time employees (regardless of whether they work half-time or more) shall receive Paid Parental Leave under this Section if the employee meets all other requirements for eligibility.
(2) Part-time employees eligible for Paid Parental Leave under this Section may take, in their discretion, a prorated leave amount of:

(A) Four weeks of paid leave after a Parent gives birth to a Child.
(B) Two weeks of paid leave after any other qualifying event.

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

(f) Use of Other Leave.

(1) The Paid Parental Leave provided under this Section shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave. The Paid Parental Leave provided under this Section can be in addition to any other leave authorized by law, Section, or policy or run concurrently. Whether an employee has exhausted Family and Medical Leave does not affect eligibility for Paid Parental Leave under this Section.

(g) Requesting Use of Paid Parental Leave.

(1) Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of Paid Parental Leave are subject to the agency's approval, as stated in Paragraph (4) of this Section.
(2) Whenever possible, eligible employees shall notify their agency at least 10 weeks in advance of their intention to use Paid Parental Leave. Employees may withdraw their request for Paid Parental Leave at any time.
(3) Absent unusual circumstances, the employee shall be required to comply with agency leave request procedures.
(4) The agency shall not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek to use Paid Parental Leave in one continuous period.
(5) For all other employees, the agency may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a public safety concern. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a Public Safety Concern if:

(A) Providing the Paid Parental Leave would result in agency staffing levels below what is required by federal or state law to maintain operational safety; or

(B) Providing the Paid Parental Leave may impact the health or safety of staff, patients, residents, offenders, or other individuals the agency is required by law to protect; and
(C) The agency has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.

(6) If the agency determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent, because of a public safety concern under Paragraph 5 of this Section, the agency shall provide Paid Parental Leave as soon as practical following the Qualifying Event.
(7) If both Parents are eligible employees, each may receive Paid Parental Leave. Both Parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

(h) Leave Usage.
(1) Paid Parental Leave may be used only once for a Qualifying Event within a 12-month period. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.
(2) Unused Paid Parental Leave is forfeited 12 months from the date of the Qualifying Event.
(3) Paid Parental Leave shall not accrue or be donated to another employee.
(4) Employees shall not be paid for the leave provided by this Section upon separation from the employer. The leave provided by this Section shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
(5) Leave usage must be recorded in the same required increments as all other time.
(6) If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the agency's leave policies. Paid Parental Leave shall not be used prior to the Qualifying Event.

(i) Use of Leave for Adoptions or Foster Care Placements.
(1) When a child is given up for adoption or placed in foster care, from that point forward, the birth parent shall continue to be eligible for the paid parental leave listed in Subsection (d) or (e).
(2) When a prospective adoptive parent or foster parent expects an adoption or placement, but it does not occur, it does not produce paid parental leave under this Section. However, if the employee requires leave for bereavement, other available leave balances shall be utilized in accordance with the agency's leave policies.

(j) Miscarriage, Stillbirth, and Death After Childbirth
(1) When a fetus dies during the first twelve weeks of pregnancy, it is not a Qualifying Event for paid parental leave under this Section.
(2) When a fetus dies during or after the thirteenth week of pregnancy, but before childbirth:

(A) If the birth parent meets the eligibility requirements in Subsection (c)

of this Section, the birth parent may receive the paid parental leave listed in Subsection (d) or (e) of this Section. This leave is eight weeks for a full-time eligible state employee.

(3) When a child dies after childbirth, each parent of the child who meets the eligibility requirements in Subsection (c) of this Section shall receive the full paid parental leave listed in Subsection (d) or (e). The paid parental leave will not be ended at the time of the child's death.

(A) If the birth parent meets the eligibility requirements in Subsection (c) of this Section, the birth parent may receive the paid parental leave listed in Subsection (d) or (e) of this Section. This leave is eight weeks for a full-time employee.

(4) In any of the situations above, if the employee requires leave for bereavement or recovery, other available leave balances shall be utilized in accordance with the agency's leave policies.

Legal References: Executive Order 262 June 6, 2022; 1C SBCCC 200.100, NCGS 115D-D, NCGS 126-8.6
Board of Trustees Review/Approval Dates: July 2022; July 2023; July 30, 2025

2.50 Vacation/Annual Leave

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

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

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

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

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

- **Example:** Christmas break.

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

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

Eligibility for Vacation/Annual Leave is as follows (see 2.26 for the definition of categories):

- **Permanent Non-faculty Employees:**

    - Permanent full-time and probationary employees who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month earns annual leave for that month. The earning rate is determined by total state service.

    - Permanent part-time and probationary employees (half-time or over) who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month earn annual leave for that month. Leave shall be computed as a percentage of the total amount provided to a full-time employee. The earning rate is determined by total state service.

- **Faculty Employees:** Faculty are only required to be on campus for scheduled classes, posted office hours, special work, committee assignments, and in-service training; therefore, the Board exempts faculty from earning annual leave. However, unscheduled time for faculty will be provided in the College calendar as semester breaks.

- **Temporary Full-time Non-Faculty Employees:** Temporary full-time non-faculty employees who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month earn annual leave for that month. However, employees in this category will earn vacation only at the first-year experience level, regardless of the number of years of experience. In addition, all vacation must be taken before the contract expires and will not be considered for terminal leave payment.

- **Temporary Part-time or Hourly Employees:** This classification of employee is not eligible to earn vacation.

Calculation of Earning Rate for Vacation/Annual Leave: Many employees are scheduled to work eight hours per day. Since there are other schedules in existence due to the nature of the work, the vacation leave rates are stated in terms of hours rather than days and require no conversion for special schedules. Vacation leave for employees working 40 hours per week (or full-time) shall be computed at the following rates.

Benefit Service Years	***Monthly Accrual Amount (Hrs.)***
Less than 5 years	*9.33*
5 but less than 10 years	*11.33*
10 but less than 15 years	*13.33*
15 but less than 20 years	*15.33*
20 years or more	*17.33*

State law revised; PCC policy revised eff. August 2011

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

Credit toward total state service shall also be given for:

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

The College shall be responsible for informing each employee of the types of prior service which are eligible to be counted as total state service. If the employee fails to produce evidence of prior service at the time of employment and later produces such evidence, it creates a cumbersome, time-consuming process to adjust leave records. When this occurs, credit will be allowed for the service, and the earnings rate will be adjusted; however, retroactive adjustments will only be allowed for the previous twelve months. Exceptions will be made if the College is at fault or fails to properly detect prior service.

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

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

Leave Charges: The minimum amount of annual leave which may be taken is one (1) hour. Leave beyond (1) hour must be taken in increments of one-half (l/2) hour.

- **Example:** 1 1/2, 2, 2 1/2, etc. Due to employees working different schedules, only scheduled work hours shall be charged in calculating leave taken.

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

Options Regarding Annual/Vacation Leave During Leave Without Pay: An employee going

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

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

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

Payment of Annual/Vacation Leave upon Separation:

- Lump sum payment for leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours (prorated for part-time employees) when separated from College service due to resignation, dismissal, reduction in force, or death. An employee is not entitled to any scheduled holiday occurring after the last day of work, except when the last day of the month is a holiday, and the employee is in pay status through the last available workday. The only exception to lump sum payment shall be the ability to transfer the leave to an accepting NC agency. The employee must request this transfer before the last workday. The employee ceases to accumulate leave and ceases to be entitled to take sick leave. The last day of work is the date of separation.

- Employees separating from College service due to service retirement or early retirement may elect to exhaust vacation leave after the last day of work but before the effective date of retirement. All benefits accrue while leave is being exhausted. If leave is exhausted, the last day of leave is the date of separation and any unused leave not exhausted must be paid in a lump sum not to exceed 240 hours. If no leave is exhausted, the last day of work is the date of separation.

    - **Example:** An employee retiring effective January 1, 1997, could establish the last day of work as December 13, 1996; then exhaust 56 hours of vacation leave through the end of December and receive the unused balance, up to 240 hours, in a lump sum. The date separated would be December 31.

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

- Payment for leave will be made on the regular payroll reflecting the number of hours of leave and the amount of payment. Leave may be paid through the last full hour of unused leave. This will be charged to the budget subhead under which the employee's position was charged.

- Retirement deduction shall be made from all leave payments.
- Receipt of lump sum leave payment and retirement benefit shall not be considered as dual compensation.
- In the case of a deceased employee, payment for unpaid salary and leave must be made, upon the establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence.

Record Keeping: PCC will maintain employee leave records on a monthly basis. Employees shall file a record of leave taken on forms provided by PCC each month before paychecks will be released. PCC will provide a statement of leave balance to each employee once each calendar year.

PCC shall retain leave records for separated employees for a period of at least four years from the date of separation.

Legal References: 1C SBCCC 200.94(2)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.51 Sick Leave

Sick Leave policies are commensurate with the State Human Resources Act. Sick leave may be used for illness or injury which prevents an employee from performing usual duties, including the actual period of temporary disability connected with childbearing or recovery therefrom.

It may also be requested for:

- Medical appointments;
- The illness of member of the employee's immediate family. For this purpose, immediate family is defined as spouse, parents, and children (including step relationships). Leave may also be taken for the illness of other dependents living in the employee's household;
- The death of a member of the employee's immediate family. For this purpose, immediate family is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren. Also, included are the step-, half- and in-law relationships;
- Use in conjunction with family and medical leave (see 2.52, below);
- **Sick Leave Credits:** Sick Leave credits at the rate of 8 hours per month or 96 hours per year shall be provided for a full-time or part-time (half-time or over) permanent, trainee or probationary employee, who is in pay status for one-half or more of the regularly scheduled workdays and holidays in a pay period. Leave for part-time employees shall be computed as a percentage of the total amount provided to a full-time employee. Faculty is included in the above definitions of eligible permanent employees.

Accumulation of Sick Leave: Sick leave is cumulative indefinitely.

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

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

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

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

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

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

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

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

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

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

Sick Leave Without Pay:

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

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

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

Legal References: 1C SBCCC 200.94(27)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Sept. 2022

2.52 Family and Medical Leave

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

This policy is to be coordinated with the other applicable leave policies of PCC.

- **Examples:** Vacation, Sick Leave, and Leave Without Pay.

Definitions:

- **Parent:** A biological or adoptive parent or an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child.
- **Child:** A son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability who is:
    - A biological child
    - An adopted child
    - A foster child: a child for whom the employee performs the duties of a parent as if it were the employee's child
    - A stepchild: child of the employee's spouse from a former marriage
    - A legal ward: a minor child placed by the court under the care of a guardian, or
    - A child of an employee standing in loco parentis
- **Spouse:** A husband or wife.
- **Serious Health Condition:** (1) an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility or that involves continuing treatment by a health care provider; (2) any period of incapacity requiring absence from work of more than three workdays that also involves continuing treatment by a health care provider; or (3) continuing treatment by a health care provider for conditions so serious that, if not treated, would likely result in an absence of more than three workdays. Prenatal care is also included. The period of actual physical disability associated with childbirth is considered a serious health condition and

must be taken as family/medical leave, whether as paid or unpaid leave.

- **Workweek:** The number of hours an employee is regularly scheduled to work each week.
- **Reduced Work Schedule:** A work schedule involving less hours than an employee is regularly scheduled to work.
- **Intermittent Work Schedule:** A work schedule in which an employee works on an irregular basis and is taking leave in separate blocks of time, rather than for one continuous period of time, usually to accommodate some form of regularly scheduled medical treatment, or family leave, in order to assist PCC in establishing a continuous workflow.
- **12-Month Period:** The 12-month period is measured forward from the date any employee's first family and medical leave begins, provided the employee has been employed the 12 months preceding the date FMLA leave begins.

Eligibility for Family and Medical Leave:

- **Permanent Employee:** An employee who has been employed with PCC for at least 12 months and who has worked at least 1040 hours (half-time) during the previous 12-month period is entitled to a total of 12 workweeks, paid or unpaid, leave during any 12-month period for one or more of the reasons listed below:
    - For the birth of a child and to care for the child after birth, provided the leave is taken within a 12-month period following birth,
    - For the employee to care for a child placed with the employee for adoption, provided the leave is taken within a 12-month period following adoption,
    - For the employee to care for the employee's child, spouse, or parent where that child, spouse, or parent has a serious health condition, or
    - Because the employee has a serious health condition that makes the employee unable to perform the essential functions of the employee's position,
    - Leave without pay beyond the 12-week period for employees not covered under the Family and Medical Leave Policy shall be administered under Section 2.58, *Leave Without Pay*, below. Under these provisions, employees must pay for health benefits coverage.
- **Temporary Employees:** This policy does not cover temporary employees since the maximum expected length of a temporary appointment is one year; however, if by exception, a temporary employee is extended beyond one year, the employee shall be covered if he or she had worked at least 1250 hours during the previous 12-month period. Any leave granted to a temporary employee shall be without pay, except for temporary full-time employees who earn vacation and sick leave at the minimum rate. In this case, an employee whose contract is extended beyond one year may use any accumulated sick leave or vacation leave in conjunction with leave with pay to make up his/her family and medical leave entitlement (See Sections 2.51 and 2.52, above, for earnings rates). This also applies to any other type of appointment that is not permanent, including intermittent, if the employee worked at least 1250 hours during the previous 12-month

period.

- **Leave Charges:** It is the responsibility of the President to designate leave, paid or unpaid, as FMLA leave, based on information provided by the employee. This must be done before the leave starts or before an extension of leave is granted if the employee is already on leave. If an employee on paid leave has not provided information sufficient to determine whether it is to be designated as FMLA leave, the College shall, after a period of 10 workdays, request that the employee provide sufficient information to establish an FMLA-qualifying reason for the needed leave. This does not preclude PCC from requesting the information sooner, at any time an extension is requested.
- If an employee takes paid leave and it is not designated by the employee or employer as FMLA leave, the leave taken does not count against the employee's FMLA entitlement.
- The employee has the following options for charging leave:
    - **Birth:** For the birth of a child, the employee may choose to exhaust available vacation and/or sick leave, or any portion, or go on leave without pay; except that sick leave may be used only during the period of disability. This applies to both parents.
    - **Adoption:** For the adoption of a child, the employee may choose to exhaust available vacation leave, or any portion, or go on leave without pay.
    - **Illness of Child, Spouse, or Parent:** For the illness of an employee's child, spouse, or parent, the employee may choose to exhaust available sick and/or vacation leave, or any portion, or go on leave without pay.
    - **Employee's Illness:** For the employee's illness, the employee shall exhaust available sick leave and may choose to exhaust available vacation leave, or any portion, before going on leave without pay. If the illness extends beyond the 60-day waiting period required for short-term disability, the employee may choose to exhaust the balance of available leave or begin drawing short-term disability benefits.
    - Periods of paid leave and periods of leave without pay (including leave without pay while drawing short-term disability benefits) count toward the 12 work weeks to which the employee is entitled.
- **Intermittent Leave or Reduced Work Schedule:** Pursuant to the Family Medical and Leave policy, the employee may not take leave intermittently or on a reduced work schedule for child birth and birth related care or for adoption unless the employee and College agree otherwise; however, when medically necessary, the employee may take leave intermittently or on a reduced schedule to care for the employee's child, spouse, or parent who has a serious health condition or because the employee has a serious health condition. There is no minimum limitation on the amount of leave taken intermittently.

  If such leave is foreseeable, based on planned medical treatment, the College may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

Only the time actually taken as leave may be counted toward the 12 weeks of leave to which the employee is entitled when leave is taken intermittently or on a reduced leave schedule.

- **Example:** An employee normally works 40 hours each week. The employee is on a reduced work schedule of 20 hours per week. The FMLA leave may continue for up to 24 calendar weeks.

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

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

- **Birth or Adoption:** The employee shall give the agency no less than 30 days' notice in writing of the intention to take leave, subject to the actual date of the birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as soon as possible.

- **Planned Medical Treatment:** When the necessity exists for leave to care for the employee's child, spouse, or parent or when the employee has a serious health condition, the employee must give 30 days' notice if practicable of the intention to take leave if practicable.

- **Medical Emergency:** In the case of a medical emergency requiring leave because of an employee's serious health condition or to care for a family member with a serious health condition, an employer cannot require written advance notice.

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

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

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

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

Where the College has reason to doubt the validity of the certification, the College may require the employee to get the opinion of a second doctor designated or approved by PCC. Where the second opinion differs from the opinion in the original certification provided, the College may require the employee to get the opinion of a third doctor designated or approved by the employer and the employee. The expenses incurred for the second doctor's opinion shall be covered by the College, whereas the expenses for the third doctor's opinion shall be borne by the requestor. The third opinion is final and is binding on PCC and the employee. PCC may require that the employee get subsequent recertification on a reasonable basis.

Employment and Benefits Protection:

- **Reinstatement:** The employee shall be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits, and other conditions of employment. The College may require the employee to report at reasonable intervals to his/her supervisor on the employee's status and intention to return to work. The College also may require that the employee receive certification that the employee can return to work.

- **Health Benefits:** The College shall maintain coverage for the employee under the State's group health plan for the duration of leave at the level and under the condition's coverage would have been provided if the employee had continued employment. Any share of health plan premiums that an employee had paid before leave must continue to be paid by the employee during the leave period. The obligation to maintain health insurance coverage stops if an employee's premium payment is more than 30 days late. If the employee's failure to make the premium payments leads to a lapse in coverage, the employer may still restore the employee, upon return to work, to the health coverage equivalent to that the employee would have had if leave had not been taken and the premium payments had not been missed without any waiting period or pre-existing conditions.

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

Interference with Rights:

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

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

    - Files any civil action or institutes or causes to be instituted any civil proceeding under or related to this policy,

    - Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this policy, or

    - Testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under this policy.

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

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

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

Legal References: 29 U.S.C. 2601, *et seq*.
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Feb. 2025

2.53 Civil Leave

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

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

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

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

Legal References: 1C SBCCC 200.94(4)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.54 Holidays

The President is authorized to establish the date of legal holidays. The Board has approved the number of holidays to be commensurate with the State Human Resources Act. The State Human Resources Act, as of July 2013, allows for 12 legal, paid holidays.

A list of holidays for PCC employees is in PCC Procedure 6.31 *Recognized Holidays*.

Legal References: 1C SBCCC 200.94(d)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Oct. 2013, Jan. 2015, Nov. 2019

2.55 Military Leave

Leave with pay shall be granted to members of reserve components of the U. S. Armed Forces for certain periods of active-duty training and for state military duty. Reserve components of the U. S. Forces are the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, and the Coast Guard Reserve. The Civil Air Patrol is not a reserve component; it is an Air Force Auxiliary, and its members are not subject to obligatory

service. The National Guard is unique among the reserve components in that it has a dual role, serving both as a federal reserve component and as the State Militia. In its role as the State Militia, the North Carolina Army National Guard and the North Carolina Air National Guard respond to the Governor who is the Commander-in-Chief and serves as the military arm of the state government. Therefore, the National Guard is subject to active state duty upon order of the Governor:

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

Additional Periods of Entitlement for National Guard Members:

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

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

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

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

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

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

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

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

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

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

Legal References: NCGS 115D-5; 127A-116; 1C SBCCC 400.7; NCAC 01E.0800
Eff. Feb. 1976; Amended Eff. Aug. 1981
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.56 Educational Leave

The term educational leave means the release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned, to further his or her education.

Educational Leave may be either paid or unpaid. State funds may be used to pay employee salaries while they are on educational leave, providing all of the following conditions are met:

- The employee is employed full-time on a 9-, 10-, 11-, or 12-month basis for a minimum of the prior two years;
- The employee shall be under contract to the College for the next fiscal year;
- Educational leave will not exceed one semester per fiscal year;
- An employee who fails to honor the contract expectation stipulated above shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on

a pro-rata portion (e.g., if an employee works 4 months of a 12-month contract, a repayment of 66.7% of the educational leave would be required);

- The best interests of the College are served;
- The studies engaged in during such educational leave are directly related to improving the competence of the employee in their assigned duties;
- Approval must be obtained from the respective Division Administrator before submission to the President;
- The final decision rests with the President.

Legal References: NCGS 115D-5; 1C SBCCC 400.6
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.57 Workers' Compensation Leave

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

Legal References: North Carolina Industrial Commission, Workers' Compensation Act
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.58 Leave Without Pay

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

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

Legal References: 1C SBCCC 200.94(15)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Sept. 2022

2.59 Voluntary Shared Leave

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

In cases of a prolonged medical condition, an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee, from the sick leave or vacation account of an immediate family member as defined, or from the sick leave account of a non-family member. For purposes of this Rule, prolonged medical condition means a medical condition that is likely to require an employee's absence from duty for a period of at least 20 consecutive workdays. If an employee has had previous absences for the

same condition that has caused the employee to not have enough leave to cover the new need for leave or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, the College may waive the requirement that the employee be absent from duty for a period of 20 consecutive workdays to participate in the program.

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

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

The employee shall exhaust all available leave before using donated leave.

Non-qualifying conditions: This leave does not apply to short-term or sporadic conditions or illnesses that are common, expected or anticipated as determined by the College President or the College President's designee. This includes such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments.

These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to the intent of this Rule and must be applied consistently and equitably.

For purposes of this Section, immediate family means:

1) Spouse: A husband or wife;

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

3) Child: A son or daughter who is:
    a. a biological child; or
    b. an adopted child; or
    c. a foster child (a child for whom the employee performs the duties of a parent as if it were the employee's child); or

4) Step-child (a child of the employee's spouse from a former marriage); or
    a. a legal ward (a minor child placed by the court under the care of a guardian); or
    b. (vi)a child of an employee standing in loco parentis; or
    c. (vii) in-law relationships;

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

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

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

General Guidelines for Voluntary Shared Leave:

- Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.

- An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. Individual leave records are confidential, and only individual employees may reveal the donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.

- The donation of leave is confidential, and only those individuals authorized under NCGS 115D-29 to access employee personnel file information may view donation information consistent with NCGS 115D-29.

- The employee must be a full-time or part-time permanent employee and must be currently employed at PCC.

- An employee who has a medical condition and who receives benefits from the *Disability Income Plan of North Carolina* is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided disability benefits have not begun.

Application Procedure and Recipient Guidelines:

Recipients shall meet the following conditions:

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

- Recipients of voluntary shared leave shall not have access to information about individuals who donated leave.

- Employees wishing to participate in the Voluntary Shared Leave Program shall submit a Voluntary Shared Leave Recipient Request form to Human Resources, who will forward it to the President for approval.

- The Privacy Act makes medical information confidential; therefore, before making the employee's status public for the purpose of receiving shared leave, the employee must sign the release to allow the status to be known. The employee must also provide a doctor's certificate stating the nature of the illness and the approximate recuperation time.
- The decision relative to shared leave shall be made by the President and may be retroactive for up to 60 calendar days.
- The employee must exhaust all available leave before using donated leave.
- At the expiration of the medical condition, as determined by the President or his/her designee, any unused leave in the recipient's donated leave account shall be treated as follows:
    - The vacation and sick leave account balance shall not exceed a combined total of 40 hours (prorated for permanent part-time employees).
    - Any additional unused donated leave will be returned to the active (working or on leave without pay) donor(s) on a pro-rata basis and credited to the leave account from which it was donated.
    - If a recipient separates due to resignation, death or retirement from PCC, participation in the program ends. Donated leave shall be returned to active donor(s) on a pro rata basis.

Donor Guidelines:

- Under the guidelines set forth by 1C SBCCC 200.94, each employee may donate sick leave, vacation leave, or bonus leave.
- Each employee may donate up to 5 days of sick leave only to a non-immediate family member of another community college.
- PCC employees may donate vacation leave, bonus leave, or sick leave to another immediate family member, employee of another college, state agency, or public school. For transfer of leave to an immediate family member, immediate family is defined as spouse, parents, children, brother, sister, grandparents, grandchildren, great-grandparents, and great-grandchildren. Also, included are the step, half, and in-law relationships.
- PCC employees may donate vacation or bonus leave only, to another PCC employee's immediate family member who is employed by a state agency or public school **only** (not by another community college).
- The minimum amount to be donated is four hours.
- An employee family member donating sick leave or vacation leave to a qualified immediate family member under this program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours.
- The maximum amount of vacation leave allowed to be donated by one individual is to be no more than the amount of the individual's annual accrual rate. However, the amount donated is not to reduce the donor's vacation leave balance below one-half of the annual

vacation leave accrual rate. Bonus leave may be donated without regard to this limitation.

Example 1: Employee with 5 but less than 10 years of state service earns 120 hours annually. Employees may donate from 1 to 120 hours but may not reduce vacation leave balance below 60 hours.

Example 2: Employee with 20 or more years of state service earns 192 hours annually. Employees may donate from 1 to 192 hours but may not reduce vacation leave balance below 96 hours.

Leave Accounting Procedures:

- The administration shall establish a system of leave accountability which will accurately record leave donations and recipients use. Such accounts shall provide a clear and accurate record for financial and management audit purposes.
- All leave donated shall be credited to the recipient's sick leave account. Voluntary shared leave available in the recipient's sick leave account will be charged according to the Sick Leave Policy. (See 2.51, above.)
- Withdrawals from recipient's leave account will be charged to the recipient's account according to usual leave policies.
- Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 60 calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the leave recipient. Donated leave shall be applied to advanced leave before applying it to leave without pay.

Legal References: 1C SBCCC 200.94(c)
Board of Trustees Review/Approval Dates: July 2007, July 2011, Jan. 2012, Jan. 2015, Nov. 2019, Feb. 2025

2.60 Furloughs

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

There are two types of furlough leave that the College may utilize:

- **Mandatory Furlough:** Mandatory Furlough is unpaid leave that is taken at the discretion of the employer.
- **Flexible Furlough:** Flexible Furlough is unpaid leave that is taken at the discretion of the employee upon approval of the immediate supervisor.

In the event a furlough is required by the President, he/she shall implement guidelines at the time the furlough is ordered.

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

In the event of a flexible furlough, where employees are allowed to choose the time of their

leave, general leave policies as outlined in 2.49 shall be followed.

Other requirements are:

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

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Sept. 2022

2.61 Admissions: Open-Door

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

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

Legal References: 1D SBCCC 400.2
Board of Trustees Review/Approval Dates: Adopted Sept. 2011, July 2007, Jan. 2012, Jan. 2015, Nov. 2019

2.61(A) Admissions Refusal

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

1) PCC like all colleges across the country, must comply with Federal State Authorization regulations. Out-of-state students will find State Authorization guidelines under Admissions State Authorization on the College *website*. Here is a summary of the regulation: "If an institution is offering post-secondary education through distance or

correspondence education to students in a state in which it is not physically located or in which it is otherwise subject to state jurisdiction as determined by the State, the institution must meet any state requirements for it to be legally offering distance or correspondence education in that State." (Chapter 34, § 600.9©Higher Education Opportunity Act).

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

2) In accordance with 1D SBCCC 400.2, PCC may refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity.

3) If deemed necessary to protect the safety of the applicant or others when there is an articulable, imminent, and significant threat to the applicant or others. Those denied admission for this reason may appeal the decision to the Vice President of Student Services. The appeal procedure may be found in PCC Procedure 4.2 *Admissions Procedure.*

Legal References: 1D SBCCC 400.2
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, Jan. 2015, Nov. 2019, Sept. 2022

2.61(B) Undocumented Immigrants

For the purposes of this Section, undocumented immigrant means any immigrant who is not lawfully present in the United States. Community colleges shall admit undocumented immigrants under the following conditions:

1) Community colleges shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state or local law.

2) When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications.

3) Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule shall comply with all federal and state laws concerning financial aid.

4) An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. Colleges shall charge all undocumented immigrants admitted under Subparagraph (b)(1) of this Rule out-of-state tuition whether or not the undocumented immigrant resides in North Carolina.

5) When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.

6) Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

Legal References: 1D SBCCC 400.2
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Oct. 2014, Jan. 2015, Nov. 2019

2.61(C) Credit for Prior Learning

PCC awards credit to students for prior learning through non-credit coursework and from previously completed instruction, training programs, and experiences.

The President of the College shall establish consistent Procedures for evaluating and awarding undergraduate college credit for prior learning.

Definitions

Certification: An industry-recognized credential or designation that is obtained once the student has successfully passed a certification exam. Certification differs from licensure in that certification is a validation of specific industry-valued competencies and not a legal requirement for practicing a profession.

College-level learning: Knowledge, skills, and competencies equivalent to those expected of a student who successfully completes the corresponding curriculum course.

Continuing Education: Continuing Education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.

Credit for Prior Learning (CPL): Curriculum credit awarded for college-level learning obtained through prior learning experiences other than curriculum coursework. This definition does not include curriculum credit transferred from another accredited US institution of higher education.

Credit for Prior Learning standard: A designated amount of academic credit the College shall award for college-level learning that fulfills established criteria.

Curriculum course: A course listed in the North Carolina Combined Course Library that has been determined to have a specified number of credit and contact hours and that is applied for credit to the student's official transcript.

Licensure: Legal status granted by a government entity that provides permission to practice a profession. Licensure restricts the practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.

Prior Learning Assessment: An evaluation of whether a student has obtained the requisite level of verifiable college-level learning outside of the traditional learning environment for curriculum credit.

Continuing Education Leadership Committee (CELC): Comprised of a rotating slate of Continuing Education senior administrators from local colleges, will review all requests for new courses or course modifications.

CPL Methods

The College may award CPL using the following prior learning methods outlined in 1D SBCCC 800.1 through 1D SBCCC 800.9:

A. Apprenticeships

B. State or Industry Recognized Credentials/Continuing Education to Curriculum Credit
C. Courses listed in high school to community college articulation agreements
D. Military education and training
E. Standardized examinations
F. Challenge exams/Proficiency
G. Portfolio assessment
H. Public Safety Training (PST) prefix courses

Eligibility

To be eligible to receive CPL, students must meet all of the following criteria:

- Meet all admission requirements for their program of study
- Be enrolled in a curriculum program to which the credit will directly apply
- Request a prior learning assessment and provide all required documentation

General Provisions

PCC may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes standards for awarding credit for the corresponding curriculum course.

Only CPL that is directly applicable to a student's declared curriculum program of study may be awarded.

CPL for advanced courses does not negate the requirement to meet requisite learning outcomes.

CPL may be used to fulfill program requirements except for mandatory institutional requirements. Examples may include but are not limited to, requirements of external agencies that specifically prohibit the use of CPL to fulfill the program requirements.

CPL cannot be used to satisfy the College's institutional credit requirements, which prescribe the minimum percentage of credit hours a student must earn through instruction offered by the institution awarding the credential.

> Twenty-five percent (25%) of the credit hours required for graduation from a curriculum program of study must be earned through curriculum courses completed at PCC.
>
> No greater than seventy-five percent (75%) of the credit hours required for graduation from a curriculum program of study may be earned through CPL.

Any CPL awarded by the College shall be reflected in the student's records by the College's Registrar's Office without quality points assigned, except for allowances for graded military credit as described in 1D SBCCC 800.6.

Course Credit CPL standards approved by the CCRC shall be considered for transfer from any North Carolina Community College.

Nothing in this Policy shall be construed to supersede limitations imposed by an accreditation, credentialing, licensure, or other external agency on the application of CPL towards credentials under their purview. In such instances, the College shall document the applicable limitations in the student's file.

Student CPL Appeal

The President of the College shall develop a Procedure to allow students to appeal a CPL decision.

Legal References: 1D SBCCC 800.1 through 1D SBCCC 800.9; NCGS 115D-5 SACSCOC References: Standard 10.8
Board of Trustees Review/Approval Dates: Mar. 2024

2.62 Student Organizations

The Board of Trustees encourages student organizations. Organizations using college facilities and resources must have the approval of the President. The President of the Student Government Association shall serve as an ex officio non-voting member of the Board.

Guidelines for student activities are found in PCC Procedure 4.10 *Student Activities*.

Legal References: NCGS 115D-12
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.63 Student Publications

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

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.64 Academic Warning and Dismissal Policy for Curriculum Programs

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.65 GPA Maintenance

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

Transfer hours are included in the total attempted hours.

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

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

Any student enrolled in learning laboratories, open labs, etc., who fails to demonstrate acceptable progress towards educational goals may be placed on academic warning upon the recommendation of their advisor/instructor.

Any student failing to remove satisfactorily the cause of his/her probation within a reasonable period of time (not to exceed two academic semesters) shall be subject to a loss of VA benefits and possible dismissal from PCC.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.66 Readmission of Curriculum Students

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.67 Student Refund Policy

In all refund cases, the student must initiate their withdrawal through Student Services. The Business Office will make the allowable refund only after a written request from Student Services.

Types of Refunds:

- **Tuition Refund:** The tuition refund adheres to the state guidelines. The current policy is

available in the Student Services office.

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

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

- **Fee Refunds:** There is no refund on such fees as activity fees, insurance premiums, graduation fees, diplomas once it is ordered, caps and gowns, and special fees such as those for late registration.
    - **Exception:** A refund of the student activity fee may be made if the student withdraws before or on the first day of classes for the semester or when classes are canceled, and the activity fee schedule is affected.
- **Textbook Refunds:** There will be no guaranteed refunds on textbooks unless a class fails to materialize. In other cases, the bookstore manager will examine books to determine possible refunds.
- **Continuing Education Refunds:** See PCC Procedure 5.30(A).

Legal References: 1E SBCCC 900.1-900.5
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.68 Student Registration

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

A student may register late for class provided:

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

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019, Feb. 2025

2.69 Rights and Freedoms of Students

Preamble: PCC exists for the transmission of knowledge, the pursuit to truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.70 Student Discipline

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.71 Student Involvement in Political Activities

PCC endorses the concept of citizenship development. Because the College believes that its students should become as knowledgeable as possible about the various political candidates and their platforms, it permits group activities in support of a candidate or candidates. Guidelines established by the President of the college, set forth in Procedures 4.12 and 4.13, *Disruptive Activities* and *Student Involvement in Political Activities* must be adhered to.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.72 Student Records Regulations

Pursuant to regulations of state, federal, and accrediting agencies for the keeping and protection of student records, the President shall have the authority to develop and implement policy consistent with said regulations, including Leon's Law-Education Records of Minor Students. See PCC Procedure 4.20 *Student Records*.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019, July 2025

2.73 Transfer Students and Evaluation

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

- A completed application form.
- Official transcript(s) of all post-secondary credits previously earned.

- A catalog or course descriptions from institutions previously attended may be requested by your advisor.

There is no limit to the number of hours that may be transferred from other institutions; however, 25% of the total credit hours for a degree, diploma, or certificate must be earned at PCC. Any credit earned with a grade of C or higher at an accredited institution will be accepted at PCC, provided it is appropriate to the student's program and a comparable course is offered. In some sequence programs, where a student has made a D on the first course and a C or better on the second course, both courses may be accepted. The catalog and/or course descriptions from other institutions attended may be required for evaluation before credit is granted. In order to receive transfer credit, the student must submit the transfer credit evaluation form available in the Division of Student Services office.

Note: As a part of the evaluation of transfer credits or experimental learning, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to transfer between programs may receive credit for all applicable courses with a passing grade as verified by transcript of the student's permanent record. Evaluation of transcripts is conducted by qualified faculty with the final approval of the Vice President of Instructional Services. Transfer credits ten years or beyond from other colleges may require proficiency examinations. In certain curriculums, credits will not transfer due to changing technology.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019, Sept. 2022

2.74 Prevention of Fraud and Program Abuse in WIOA Contracts

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

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.75 No Personal Use Policy for College-Owned Vehicles

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.76 Political Activities of Employees

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

For purposes of this rule, public office means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created, prescribed, or recognized by constitution, statute, or ordinance. Membership in the General Assembly is a full-time public office under this Rule.

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

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

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

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

Legal References: 1C SBCCC 200.99
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.77 Political Activities of College Presidents

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

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

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

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

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

Legal References: 1C SBCCC 200.99(c)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.78 Communicable Disease Policy

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

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

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

Legal References: 1C SBCCC 200.94(5); NCGS 130A-2(1c)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.79 Substance Abuse Policy

PCC is committed to the well-being of the College community and to promoting and providing a safe and healthy environment. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcoholic beverages is prohibited on College premises and at College-sponsored activities (except, in limited circumstances as described in the facilities leasing procedures, individuals and organizations who reserve the College facilities for a function, provided they are external to the College and the function is not a student activity).

Illegal drugs or controlled substances are any drug listed in the Schedules of Controlled Substances 21 CFR Part 1308 and other federal regulations. Included within illegal drugs are also legal drugs, which are not prescribed by a licensed physician.

Alcohol/Alcoholic beverages are beverages containing at least one-half of one (1) percent (0.5%) alcohol by volume, including beer, wine, liquor, and mixed beverages.

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the College enforces federal, state, and local laws regulating the possession, use, sale, and distribution of alcohol and illegal drugs/controlled substances on its premises, in college vehicles, and at College-sponsored activities. North Carolina law makes the possession of or use of alcohol by anyone under the age of 21, or the selling, furnishing, or provision of alcohol to a person under the age of 21, illegal. Violators are subject to criminal prosecution, which may include fines and/or imprisonment.

Student or employee violators are also subject to disciplinary action under the College's Student or Employee Discipline procedures.

Employees must report a conviction of a workplace drug-related crime to his/her supervisor within five days of such conviction.

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

All new employees of PCC must sign and date an Acknowledgement of Substance Abuse Policy upon hire. This includes full-time, part-time, temporary, and students employed under the Federal Work-Study Program.

Legal References: 1C SBCCC 200.94; 41 U.S.C. Ch. 81: Drug-Free Workplace Act of 1988; H.R. 3614 Drug-Free Schools and Communities Act Amendments of 1989
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019, Nov. 2020

2.80 Continuing Education Program Management

To ensure compliance with the NCCCS State Board Code, the Continuing Education Division of PCC will develop an *Accountability and Integrity Plan*. This plan will be developed in accordance with the standardized framework established by the NCCCS Office and will, at a minimum, define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures.

The College shall adopt a class visitation plan as part of the Continuing Education *Accountability and Integrity Plan* as referenced in 1G SBCCC 400.3(c)(2).

At a minimum, class visitation plans shall include the following:

- Course sections offered with waiver eligibility
- Course sections delivered through distance learning technologies
- Course sections held at non-college facilities
- Course sections with irregular or non-traditional schedules
- Visitation plans must define frequency of visits by reporting term

The Board shall review the *Accountability and Integrity Plan* at least once every three years from the date the plan was adopted by the Board.

Any amendments to the plan shall be submitted to the Continuing Education Department at NCCCS upon adoption.

See PCC Procedure, 5.30.

Legal References: 1D SBCCC 300.4
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Jan. 2017, Nov. 2019

2.81 Use of College Facilities by Outside Agencies or Persons

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

College-sponsored programs, activities, and events shall have first priority for facilities use. No group, organization, or individual will be allowed to use any PCC facility if, at any time, such usage would conflict with the planned use of the facilities, which is to support PCC's mission. The College will consider all requests for access in light of the availability of the requested facility at or near the requested time on the requested date.

A facility will be considered unavailable if a College program or activity or other event sponsored by the College conflicts with the requested date and/or time; or another individual or group's previously scheduled use of the facility conflicts with the requested date and/or time; if the facility will be closed; or repair or maintenance of the facility, or other factors limiting the use of the facility, make access impracticable at the requested time; or the College deems the facility's use to be inadvisable for any individual or group due to similar operational considerations.

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.82 Freedom of Speech Policy

PCC encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech, petition, and peaceful assembly. Specifically, a student has the right to express his or her personal opinion on race, religion, or gender, and shall not be restricted or violated in any manner, spoken, or written.

The student, whose rights have been violated, shall be advised to file appropriate grievance proceedings as stated in the College *Catalog & Student Handbook*. The right to restrict the time, place, and manner of expression is specifically reserved by the College. Any acts that are disruptive to the normal operations of the college, including but not limited to instruction, college business, or actions which interfere with the rights of others, will not be tolerated. This includes any negative comments against race, color, religion, sex, national or ethnic origin, genetic characteristics, gender identity, sexual orientation, and other protected statuses.

Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.83 Smoking/Vaping Policy

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.84 Non-Sufficient Funds (NSF) Check Policy

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

Legal References:
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.85 Weapons on Campus

Except for law enforcement officers duly authorized to carry a firearm and/or weapon, possession of weapons on campus or at any PCC class, site, activity, or program is a violation of North Carolina State Law NCGS 14-269.2.

The following applies:

- With limited exception, it shall be a class 1 felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on campus or at any PCC class site, activity, or program.
- A firearm is permissible on campus only under the following limited circumstances:
    - The firearm is a handgun, and
    - The individual has a valid concealed handgun permit or is exempt from the law requiring a permit, and
    - The handgun remains in either a closed compartment or container within the permittee's locked vehicle or within a locked container securely affixed to the permittee's locked vehicle, and
    - The vehicle is only unlocked when the permittee is entering or exiting the vehicle, and
    - The firearm remains in the closed compartment at all times.
- It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors or razor blades, and any

sharp-pointed or edge instrument except instructional supplies, unaltered nail files and clips, an ordinary pocket knife whose cutting edge is fully enclosed in its handle, and tools used solely for preparation of food, instruction and maintenance on campus or at any PCC class site, activity, or program.

- Any person found to be in violation of the law will be referred to the local area law enforcement authorities for appropriate legal action.
- Students who violate this policy will be suspended immediately for a minimum of one full semester. A student is identified as any person currently enrolled in continuing education class(es) or curriculum class(es), whether the person is an adult or a minor.
- Students in violation of this policy will be placed on permanent expulsion when one of the following occurs:
    - A repeat offense on campus or any PCC class site, activity, or program.
    - Use of a weapon to harm or threaten another individual.

Legal References: NCGS 14-269.2; House Bill 937 NCGS 14-269(k)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Oct. 2013, Nov. 2019

2.86 Sexual Misconduct

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

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

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

The major provisions of the reauthorized Clery Act are to:

- Increase transparency about sexual violence on campuses.
- Guarantee victims enhanced rights.
- Require institutions to provide students and employees with primary prevention and awareness programs and to describe the programs.
- Provide for prompt, fair, and impartial institutional conduct proceedings and to describe the proceedings.
- List the possible sanctions that may be imposed following the results of any institutional disciplinary proceedings for sexual misconduct allegations.

- Describe the range of protective measures that the institution may offer following an allegation of sexual misconduct.

- Require institutions to maintain statistics about specific Clery Act crimes and to include policies, procedures, and programs pertaining to these incidents in their Annual Security Reports, which must be made publicly available.

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

Sexual Misconduct reporting procedures, PCC's response to allegations of sexual misconduct, Complainant/Respondent rights, interim interventions, potential sanctions, and definitions are published in PCC Procedure 6.16(C1) and are linked to the student catalog.

Legal References: Federal Register, Vol. 79 No. 202 34 CFR Part 668 Violence Against Women Act; Final Rule, p. 62752
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, May 2014, Nov. 2019, Nov. 2020

2.87 Annual Review of Sexual Misconduct Policy

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

Legal References: Federal Register, Vol. 79 No. 202 34 CFR Part 668 Violence Against Women Act; Final Rule, p. 62752
Board of Trustees Review/Approval Dates: Reviewed annually; revisions made July 2007, Jan. 2012, July 2012, May 2014, Nov. 2019

2.88 Discipline, Non-Reappointment, and Grievances Policy

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

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

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

For purposes of this policy:

- College premises shall include the buildings, grounds, and parking lots of PCC's campus, or any other location where the business of PCC is being performed or carried out, and College equipment and vehicles.

- Students of the College shall include enrolled students, applicants for enrollment, and other participants and applicants for participation in College programs and services.

Definitions for purposes of this policy:

- **Fiscal year:** July 1 to June 30 of the following calendar year.
- **Contractual employee**: Any College employee who has a written letter of employment with PCC to work for all or any portion of a fiscal year.
- **Contract period:** The period during a fiscal year for which a contractual employee has been hired to work.
- **Disciplinary action:** An oral warning, a written warning, disciplinary probation, suspension with pay, suspension without pay, demotion, and involuntary termination.
- **Pre-disciplinary conference:** A meeting of administrator(s) and employee held before disciplinary action involving suspension without pay, demotion, or termination of employment.
- **Suspension with pay:** A period designated by the supervisor when the employee is not on the job. The time may be charged to annual leave, but benefits continue to accrue.
- **Suspension without pay:** A disciplinary period when the employee may not work, and no benefits accrue.
- **Demotion:** A reduction of responsibilities and salary.
- **Disciplinary probation:** A period designated for further evaluation of conduct and qualifications, and may be assigned by a supervisor when warranted for disciplinary concerns.
- **Involuntary termination:** The termination of a contractual employee's employment by PCC during a contract period.
- **Non-reappointment:** An administrative decision not to rehire a contractual employee at the conclusion of the contract period.
- **Grievance:** Any matter of concern or dissatisfaction arising from the working conditions of an employee, including any disciplinary action taken against the employee, subject to the control of the College.
- **Day:** A normal workday during which the administration of PCC is open for business unless otherwise specified.

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

- Falsifying personnel or other College records or documents or obtaining employment on the basis of false or misleading statements.
- Refusal or inability to perform assigned duties (including the duties and responsibilities

imposed on any employee by the General Statutes of the State of North Carolina), deliberately neglecting assigned duties, or poor, careless, or inefficient performance of assigned duties.

- Repeated discourtesy to or difficulty in dealing with students of PCC, fellow employees, or the public.
- Theft from PCC, from a fellow employee, or from any student.
- Violation of safety practices, negligence, or intentional conduct which results or could result in damage to College property or serious injury to self, students, or fellow employees.
- Failure to report to work, being absent from work without timely notifying the supervisor, repeatedly being late to work, or in reporting back to work following breaks or the meal period, or unauthorized leaving of College premises during working hours.
- Disclosure of confidential information concerning PCC, students of PCC, or fellow employees.
- Immoral or inappropriate conduct on College premises (see 2.81, above, for definition of College premises).
- Willful or unnecessary waste, damage, abuse, or misuse of equipment, materials, supplies, or other PCC property or that of a student or fellow employee, or removing equipment, materials, supplies, or other PCC property or that of a student or fellow employee from College premises without permission.
- Possession of illegal weapons (2.85, above), ammunition, firearms, firecrackers, or other explosives on College premises or during working hours.
- Insubordination to supervisors or management personnel.
- Performing personal tasks or attending to personal business during working hours.
- Using vulgar, profane, or abusive language toward a student, another employee, a supervisor, or any other management person, or a member of the public at any time, whether on or off College premises while conducting College business.
- Provoking or instigating a fight or fighting on or off College premises, while engaged in College duties, or while at any College-sponsored event.
- Violation of PCC's Drug and Alcohol-Free Workplace Policy.
- Falsification of hours worked, or omission of information requested on College documents or records.
- Gambling in any form or the sale of tickets of any kind without specific permission from employee's supervisor on College premises or during working hours.
- Poor personal hygiene or creating or contributing to unsanitary conditions.

- Allowing, directly or indirectly, anyone other than employees of PCC and other authorized persons to drive or ride in College-owned vehicles or use College-owned vehicles or College-owned equipment without authorization.
- Engaging in harassment.
- Conviction for committing a felony or a crime involving moral turpitude.
- Use of College property, resource, or labor for personal gain.
- Failure to follow the policies and procedures adopted by PCC's Board or any other rules and regulations applicable to the employees of PCC.

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

Legal References: NCGS 115D-5; 1C SBCCC 200.94
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

2.89 Discipline, Non-Reappointment, and Grievances Procedures

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

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

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

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

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

Disciplinary Action for Which a Pre-Disciplinary Conference Is Not Held: A pre-

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

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

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

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

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

A written summary describing the circumstances and facts leading to the immediate suspension shall be prepared and mailed via certified mail to the suspended employee, and a copy provided to Human Resources who will place it in the employee's personnel file.

In the event the suspension is without pay, scheduling of a pre-disciplinary conference then shall be initiated and a pre-disciplinary conference held as soon thereafter as practicable. A pre-disciplinary conference is not required for suspension with pay. In the event of an employee's suspension without pay for disciplinary reasons, benefits will not accrue or be recoverable during the suspension period. When the suspension terminates with full reinstatement of the employee, he or she again will be entitled to all pay and benefits applicable to his/her job, to resume as of the date of reinstatement. If, following an employee's pre- disciplinary conference, a

determination is made that the suspension of the employee without pay was improper, the employee will be reinstated to his/her position, and all pay and benefits applicable to his/her job (including back pay, leave time, or other benefits) that would have accrued had the employee not been suspended without pay will be restored.

Non-Reappointment/Reduction in Force Procedure: Any contractual employee may be subject to non-reappointment following a contract period, depending upon program changes, financial exigency, reduced enrollment, and other factors deemed relevant to total institutional interests. All non-reappointment determinations will be based on the best interest of PCC and shall be made in accordance with applicable law and applicable College policies. The approval of the Board is not required in non-reappointment, but the President shall **inform** the Board before the non-reappointment. The College will give as much notice as is reasonable to contractual employees whose contracts will not be renewed. The College will use its best efforts to give this notice thirty days before the beginning of the next contract period, but failure to do so does not entitle the individual to employment under contract. The decision not to reappoint an employee at the conclusion of a contract period is committed, without further recourse, to the judgment of PCC officials authorized to make the non-reappointment determination, based on the factors described above, and may not be appealed through PCC's Grievance Procedure or otherwise.

Grievance Procedures for Full-time and Part-time Permanent Employees: Full-time and Part-time Permanent employees who wish to appeal any disciplinary action taken against them may have the decision reviewed under PCC's Grievance Procedure from the step where the decision was rendered.

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

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

For such grievances that cannot be settled satisfactorily between an employee and his/her supervisor, the following procedures are adopted to assist in the formal resolution of grievances.

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

Review Steps: As to those grievances that cannot be resolved informally, the following procedure is established to ensure fair and impartial review: *The three review steps apply to levels of management. Step one is an appeal to the employee's immediate supervisor only. Step two is an appeal to the Division Administrator, and step three is an appeal to the President.*

1. Within five days following his/her knowledge of an event giving rise to a grievance,

including receipt of a notice of disciplinary action, an employee must present the grievance to his/her supervisor, who will make a careful inquiry into the facts and circumstances of the grievance. The supervisor will make every effort to resolve the matter promptly and fairly and, in any event, within ten days of when presented. In the event the employee is a Vice President, the Board of Trustees' Personnel Committee will hear the appeal.

2. An employee who is dissatisfied with the decision of his/her supervisor may submit, within five days after the decision of the supervisor is made known to the employee or the employee with the exercise of reasonable care, could have determined the decision, the grievance in writing to the Administrator responsible for the employee's Division. The grievance must include the date of the incident that gave rise to the grievance, a brief description of the grievance, and the relief that the employee is seeking. If a grievance in proper form is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 1 of this Grievance Procedure.

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

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

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

   The President will review the personnel actions of the Division Administrator responsible for the employee's department, and if, in the opinion of the President, the procedures established in this Grievance Procedure were not complied with or the personnel action was arbitrary and capricious or unfounded, the President will reverse the Division Administrator's decision. Otherwise, the Division Administrator's decision will be affirmed. The President will provide the employee with written notice of his/her decision as soon as reasonably feasible. In the event that the employee is a Vice President, the Board of Trustees' Personnel Committee will hear the appeal.

Grievance Procedures for Full-time, Temporary, and Part-time Temporary Employees:

- **Review Steps:** Full-time Temporary and Part-time Temporary Employees with grievances that cannot be resolved informally may do the following to ensure fair and impartial review:

1. Within five days following his/her knowledge of an event giving rise to a grievance, including receipt of a notice of disciplinary action, an employee must present the grievance to his/her supervisor, who will make a careful inquiry into the facts and circumstances of the grievance. The supervisor will make every effort to resolve the matter promptly and fairly and, in any event, within ten days of when presented.

2. An employee who is dissatisfied with the decision of his/her supervisor may submit, within five days after the decision of the supervisor is made known to the employee or the employee with the exercise of reasonable care could have determined the decision, the grievance in writing to the Administrator responsible for the employee's Division. The grievance must include the date of the incident that gave rise to the grievance, a brief description of the grievance, and the relief that the employee is seeking. If a grievance in proper form is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 1 of this Grievance Procedure.

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

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

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

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

Legal References: 1C SBCCC 200.94(8)
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019, July 2022, Feb. 2025

2.90 Reporting Fraud and Improper Activities (Whistleblower Policy)

Employees and anyone else providing services to PCC are encouraged to report either orally or in writing all evidence of any activity on the part of its current or former employees, trustees, or anyone else with whom PCC has a business relationship that may constitute:

- A violation of any state, federal, or local law, rule, or regulation applicable to the operations of PCC.

- Misappropriation or misuse of college resources.

- Substantial and specific danger to the employee's or the public's health and safety.
- An act of gross mismanagement, gross waste of public funds, or gross neglect of duty.

The College shall promptly investigate all alleged violations and respond to the person(s) reporting the violation (unless the report was submitted anonymously) within 30 calendar days after the close of the investigation.

Any employee who reports such violations as described above in good faith shall be protected from any retaliatory action, including discharge, suspension, demotion, or any other adverse employment action. In addition, employees are also protected for refusing to carry out a directive that constitutes a violation as described above. Any alleged retaliatory actions shall be promptly investigated by the College.

Employees who commit any of the violations described above or retaliate against someone who, in good faith, has reported a violation shall be subject to disciplinary action up to and including termination of employment and/or criminal or civil prosecution. Likewise, any employee who knowingly or maliciously reports a violation or retaliatory action that has no factual basis shall be subject to disciplinary actions up to and including termination of employment.

These employee protections extend to violations reported both internally and to the hotline maintained by the North Carolina Office of the State Auditor. PCC will, to the extent possible and consistent with the need to conduct an adequate investigation, maintain the confidentiality of reported violations.

This policy shall in no way affect the requirements of NCGS 126-34.02, whereby employees and state agencies must report cases of damage, theft, embezzlement, or misuse of state-owned personal or real property to the State Bureau of Investigation.

2.91 Statement of Due Process for Students

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

Disagreement with Decisions:

- Should a student wish to appeal any decision imposed by a College official, a written notice of appeal should be submitted by the student within five school days of the date of the written notification. The appeal should be directed to the Vice President of Student Services who, under the direction of the College President, may convene a Student Appeals Committee if the matter cannot be resolved through the informal process. See PCC Procedure 4.18 *Student Grievances and Appeals*.
- The Student Appeals Committee is composed of the following: an appropriate Vice President, a representative of the Student Government Association, Phi Theta Kappa or other student representatives, and other members deemed necessary by the President.
- The Student Appeals Committee will convene within five school days of the notice of appeal. The result of any appeal made to the Student Appeals Committee will be determined by a majority vote of the committee members. Based upon the decision of the

Appeals Committee and upon notification of the President, written notification of the decision will be sent to the student by the Appeals Committee Vice President. However, any adjustments of the action rendered by the Appeals Committee will come from the President's office.

Civil Rights Complaints:

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

Legal References: NCGS 115D-20
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019, Sept. 2022

2.92 PCC Mission

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

The board shall review the PCC Mission Statement annually.

Legal References: NCGS 115D-5 ; 1A SBCCC 200.1
Board of Trustees Review/Approval Dates: Reviewed annually; revisions made Jan. 2010, July 2011

2.93 Naming of Facilities

The College and the PCC Foundation continually seek support to enhance the College's ability to meet the higher education needs of the community. To that end, supporters and financial donors are recognized in a variety of ways. Naming recognition may take many forms; however, this policy is intended to establish guidelines when naming programs, endowed chairs, buildings, rooms, facilities, driveways, parking lots, open spaces, and all other areas owned or controlled by the College.

- The President will present naming recommendations to the Board of Trustees. Recommendations must be based on extraordinary contributions that further the mission of the College, whether through financial or other means. Recommendations to the President for naming opportunities may come from the PCC Foundation, employees, or members of the community. For naming rights based on non-financial contributions, the type and length of service to the College and/or the College's mission and the impact of the service shall be considered.

  The Nominee should have an outstanding reputation, be in good standing in the community, and have demonstrated an exceptional and distinguished service record of at least a decade to the College and/or the College's mission. Regardless of financial or non-financial contributions, College buildings, areas, programs, and endowed chairs will only be named for companies, organizations, or individuals that reflect favorably upon the College and whose gift or previous service record will or has advanced the College and its mission.

- The Board of Trustees Finance, Facilities & Grounds Committee will review the nominations. If a trustee serving on that committee is a nominee for a naming right, the Chair shall appoint another trustee to temporarily replace that individual.

- The Committee will make its recommendation to the Board at a regular meeting, and the Board will vote in open session to consider the request.

- **Additional requirements:**

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

    - Should the company, organization, or individual making a naming gift come into ethical, moral, or legal disrepute in the College or community at large, the College reserves the right to discontinue the use of that name in association with the College.

    - The College will make arrangements for a commemorative plaque and/or dedication ceremony as appropriate.

Legal References:
Board of Trustees Review/Approval Dates: Adopted Sept. 2009; Reviewed Jan. 2012, July 2012, Nov. 2019, Apr. 2021

2.94 Electronic Signature Policy

PCC recognizes an electronic signature as a valid signature from faculty, staff, and students subject to Conditions 1 and 2 below.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format. Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff may use electronic signatures when submitting forms and applicable reports, grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system, and custom web applications provided by the College, etc.

An electronic signature is considered valid when one of the following conditions is met:

- **Condition 1:** Student/Employee Log-In ID and Personal Identification Number (PIN)
    1) Institution provides students or employees with a unique PIN
    2) Student or employee sets his or her own PIN
    3) Student or employee logs into a secure site using both the login ID and PIN

- **Condition 2:** Campus Network Username and Password
    1) Institution provides students or employees with a unique username
    2) Student or employee sets his or her own password

3) Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to keep his or her PIN and password private so others cannot use them.

Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes. PCC will take steps to ensure that both the PIN and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

Legal References: NCGS 66-58.4
Board of Trustees Review/Approval Dates: Adopted Apr. 2011, Jan. 2012, July 2012, Nov. 2019

2.95 Attendance

Pamlico Community College adheres to the philosophy that regular attendance and/or participation in courses is essential to receiving maximum benefit from the educational experience. Pamlico Community College requires that attendance be taken for the entirety of all courses.

Legal References: 1G SBCCC 200.93(5c5); 34 CFR 668.22
Board of Trustees Review/Approval Dates: Mar. 2025

2.95(A) Excused Absences for Religious Observances

As directed by the State Board of Community Colleges, PCC has adopted a policy that authorizes two excused absences each academic year for religious observances required by the faith of a student. Within the guidelines established in NCGS 115D-5(u), PCC's policy requires written notice of the request in advance of the religious observance absence. The policy also provides that the student be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. See PCC Procedure 4.7(A) *Student Absences for Religious Observances*.

Legal References: NCGS 115D-5(u); 1B SBCCC 500.99
Board of Trustees Review/Approval Dates: Adopted Jan. 2011; reviewed July 2012, Nov. 2019; Mar. 2025

2.95(B) Student Absence for Military Service

As directed by 1B SBCCC 500.1, Pamlico Community College allows an excused absence to "any student who is in the United States Armed Forces who has received temporary or permanent re-assignment as a result of military operations and to any student who is a National Guard service member placed onto State active duty status during an academic term for the period of time the student is on active duty."

Students who submit documentation of the above-referenced service have the following options, to the extent they are feasible and appropriate:

- Make up work or tests missed during the excused absence.
- Continue the class through online participation.

- Receive a temporary grade of "incomplete" as long as the student can complete course requirements by the Grades Due date of the subsequent semester to avoid a final grade of F.
- Withdraw from the course without financial penalty, in accordance with 1E SBCCC 900.

See PCC Procedure 4.7(B) *Student Absences for Military Service*.

Legal References: Session Law 2017-155 (House Bill 486); 1B SBCCC 500.1; 1E SBCCC 900
Board of Trustees Review/Approval Dates:

2.96 Foreign National Compliance Policy

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

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

This reporting requirement applies to alien employees, students, contractors, and vendors.

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

Legal References: NCGS 115D-20.1; NCGS 143-599
Board of Trustees Review/Approval Dates: Adopted Jan. 2019; reviewed Nov. 2019

2.97 Financial Aid Pell Recalculation

In accordance with federal and state regulations, Pamlico Community College establishes a Pell Recalculation Date (PRD) each semester after the add/drop period to determine a student's enrollment status for disbursing federal, state, and college aid.

Financial aid is processed towards courses required for the student's program of study and enrollment is finalized by the Registrar's census date. Credit hours will not change after the Pell Recalculation Date. Students must be registered for all courses before the Pell Recalculation Date to receive Federal Pell Grant for that class.

Financial aid award amounts associated with B-Term classes will not be disbursed until attendance is confirmed in those classes. Students should plan accordingly regarding financial aid refunds when enrolled in classes that begin after the full-term start date.

This policy applies to all students receiving Title IV financial aid for purposes of Satisfactory Academic Progress (SAP), and it is also used to determine enrollment status (full-time, part-time,

etc.) for students receiving Title IV Pell grants and some state aid programs.

Legal References: Title IV of the Higher Education Act of 1965 (HEA; P.L. 89-329), specifically in 34 CFR Part 690
Board of Trustees Review/Approval Dates: Mar. 2025

2.98 Return of Funds & Repayment

When a student recipient of federal funds, state grant funds, or Foundation scholarship funds drops or withdraws from their courses at Pamlico Community College before the 60% point of an academic period, the institution will determine whether and to what extent the student received overpayment from such funds.

Overpayment funds owed back to the institution will be billed to the student. Overpayment funds reimbursed to the institution by the student will be credited to the specific program from which they were originally allocated.

Legal References: Title 34, Code of Federal Regulations (CFR), Part 668, specifically Section 668.22
Board of Trustees Review/Approval Dates: Mar. 2025

2.99 Satisfactory Academic Progress (SAP)

Pamlico Community College adheres to the Satisfactory Academic Progress (SAP) standards as required by federal and state financial aid regulations. To maintain eligibility for financial aid, all Pamlico Community College students must maintain a minimum cumulative GPA, a 67% completion rate, and complete their program within a maximum time frame. Satisfactory Academic Progress is evaluated at the end of each academic term.

Legal References: 34 CFR 668.34
Board of Trustees Review/Approval Dates: Mar. 2025

2.100 Withdrawal Policy

Pamlico Community College adheres to State Board Code 1E SBCCC 900.1(a)(4) that a student can officially be withdrawn by student, faculty, or staff from a course for the following reasons:

1. The student notifies the Registrar's Office of their intent to disenroll by completing the *PCC Course Withdrawal Form* and submitting it to the Registrar's Office within the appropriate time.
2. If a course is cancelled.
3. If a student fails to meet the financial obligation required to remain in the class in good standing at the census date.
4. An instructor initiates an administrative withdrawal as outlined in the Last Date of Attendance Recording for Instructors procedure 5.13(A).
5. Withdrawal of a student for reasons other than attendance (i.e., discipline, lack of academic performance, etc.) may be completed with the approval of the Vice President of Student Services and by recording the last day of attendance in the attendance-taking platform.
6. The college reserves the right to grant an administrative withdrawal on a case-by-case basis to any student who presents appropriate documentation validating an extenuating circumstance that prohibited the student from successfully completing their course(s).

Legal References: 1E SBCCC 900.1(a)(4); HEA, Section 484B 34 CFR 668.22
Board of Trustees Review/Approval Dates: Mar. 2025

2.101 Family Relocation Tuition

As provided by NCGS 115D-39(a) and 1E SBCCC 300.2, the Board of Trustees authorizes the College President to charge resident tuition rates to nonresident students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military for employment. Before enrollment at the resident tuition rate, the nonresident student shall fulfill the following conditions:

(1) Demonstrate that his or her family moved to this state within the 12 months preceding enrollment.
(2) Present a letter to the college from the employer on corporate letterhead stating that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment.
(3) Present proof of his or her familial relationship with the employee unless the student is the employee.
(4) Present proof that the student lives in the same house as the employee unless the student is the employee.
(5) Present proof that the student is financially dependent on the employee through whom the student claims this benefit unless the student is the employee.
(6) Comply with the requirements of the Selective Service System, if applicable.

The number of students eligible for resident tuition under this Policy in a given academic year shall not exceed one percent (1%) of the average number of nonresident students, rounded up to the next whole number, enrolled at the College during the preceding academic year. Eligible students shall be granted this benefit on a first-come, first-served basis.

Legal References: NCGS 115D-5; NCGS 115D-39(a); IE SBCCC 300.2
Board of Trustees Review/Approval Dates: Mar. 2025

PAMLICO COMMUNITY COLLEGE (PCC) - PROCEDURES

Chapter 1 Organization and Administration
Chapter 2 Institutional Effectiveness
Chapter 3 Business Office/Financial Resources
Chapter 4 Division of Student Services
Chapter 5 Instructional Services Division
Chapter 6 Employment and Personnel
Chapter 7 Professional Information
Chapter 8 Physical Plant/Safety

CHAPTER 1 ORGANIZATION AND ADMINISTRATION

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1.2 College Administration
1.3 Chart of Organization
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CHAPTER 1
ORGANIZATION AND ADMINISTRATION

1.1 Board of Trustees

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

The current board may be viewed on the College *website*.

SACSCOC References: Cross References: Board Policy 1.1
Senior Staff Review/Approval Dates:

1.2 College Administration

The Board of Trustees delegates all aspects of the overall administration of PCC to the President, who is responsible for ensuring that the College achieves its mission. While providing appropriate oversight over all areas, the President delegates the routine daily administration of PCC to the appropriate members of the Executive Committee. Broad-based involvement in the governance of PCC is ensured through college committees, which advise and make recommendations to the President and the Executive Committee.

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

The Executive Committee:

- President
- Vice President of Instructional Services
- Vice President of Student Services
- Vice President of Financial Services

At the direction of the President, in the event of an upcoming absence of the President, which the President determines requires another executive-level official to assume authority for College operations, the Vice President of Instructional Services shall be the official to assume authority as the Acting President. The line of succession after the Vice President of Instructional Services is the Vice President of Student Services, followed by the Vice President of Financial Services.

SACSCOC References: Principle 4.2.g Cross References: Board Policy 1.1
Senior Staff Review/Approval Dates: Dec. 2021

1.3 Chart of Organization

The Organizational Chart is published on PCC's website, pamlicocc.edu, *About PCC*.

SACSCOC References: Cross References: Board Policy 2.6
Senior Staff Review/Approval Dates:

1.4 Structure of Institutional Committees

The committee structure at PCC is to provide broad-based involvement and shared governance by including all employees on committees. Committee participation provides opportunities for all employees to have input into various areas of PCC operation, including assisting in the development and recommendation of policies, procedures, initiatives, and guidelines for the operation of PCC, as well as providing an effective flow of communication both vertically and horizontally throughout the organization.

Employees are expected to attend all meetings of the committee to which they are assigned. Committee assignments are typically for two calendar years. Administrative liaisons are assigned to each committee; students may be invited to participate in committees.

Any college employee or student may make suggestions to the respective College committees. Major changes in the function of any committee require the approval of the President of the College.

SACSCOC References: Cross Reference: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Rev. Dates: Jan. 2015; Mar. 2025

1.4(A) Safety, Security, and Facilities Committee

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

Ideally, the Committee should include the Vice President of Student Services, as well as at least six at-large members. Members are permitted to serve on this committee and others simultaneously. The role of Administrative Liaison will be filled by the Vice President of Student Services, who is responsible for overseeing all three areas of involvement.

SACSCOC References: Cross Reference: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Rev. Dates: Feb. 2012, Jan. 2013, July 2018; Mar. 2025

1.4(B) Institutional Effectiveness Committee

The Institutional Effectiveness Committee leads and monitors performance assessments to set objectives and priorities more systematically for planning and budgeting purposes. It serves as an ongoing compliance team to evaluate and monitor PCC's effectiveness in fulfilling its mission and its continuous improvement process. Additionally, the committee is tasked with executing and supervising the College's Program Review Process.

Ideally, the committee should include at least six at-large members. Members can serve on this committee and others simultaneously. The Director of Institutional Effectiveness will fill the role of Administrative Liaison.

SACSCOC References: Principle 7.2, 8.1 Cross Reference: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Feb. 2012, Jan. 2013, Nov. 2021; Mar. 2025

1.4(C) Marketing, Recruitment, and Retention Committee

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

Ideally, the committee should include at least six at-large members. Members can serve on this committee and others simultaneously. The Vice President of Student Services will fill the role of Administrative Liaison.

SACSCOC References: Cross References: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Feb. 2012, Jan. 2013, Apr. 2024; Mar. 2025

1.4(D) Policy and Procedure Committee

The Policy and Procedure Committee will review and assess campus-wide services, updating the manual as needed. Services may include, but are not limited to, academic advising, student support initiatives, technological systems, library facilities, and campus safety measures.

Ideally, the Committee should include the Director of Institutional Effectiveness and at least six at-large members. Members are permitted to serve on this committee and others simultaneously. The Vice President of Financial Services will fill the role of Administrative Liaison.

SACSCOC References: Cross Reference: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Jan. 2024; Mar. 2025

1.4(E) Services for Students Committee

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

Ideally, the committee should include at least six at-large members. Members can serve on this committee and others simultaneously. The Vice President of Student Services will fill the role of Administrative Liaison.

SACSCOC References: Cross Reference: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Jan. 2024; Mar. 2025

1.4(F) Instructional Committee

The Instructional Committee ensures that all instructional programs of the College meet the needs of the students and the service area. The Instructional Committee shall make recommendations to the Vice President of Instructional Services regarding such matters as: new program implementation; course additions/deletions; course prerequisites; curriculum/CE

program improvements or evaluations; assessment and evaluation of placement tests; equipment and technology needs; distance education; academic calendar; graduation requirements; and other instruction-related needs.

Ideally, the Instructional Committee shall consist of the Registrar, six instructors, the Coordinator of Distance Learning, and a representative from the Library. The Vice President of Instructional Services will fill the role of Administrative Liaison.

SACSCOC References: Cross Reference: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Feb. 2012, Jan. 2013, Jan. 2015; Mar. 2025

1.4(G) Quality Enhancement Plan (QEP) Committee

In compliance with regional accreditation principles and requirements, the *Quality Enhancement Plan (QEP)* Committee oversees the planning, development, and implementation of PCC's quality enhancement plan. The committee's work will focus on three actions: a college-level online readiness assessment and intervention, along with a course-level online orientation; an online course quality rubric and online faculty certification; and synchronous (live) student and class hours.

The QEP Director, Vice President of Instructional Services, Vice President of Student Services, and Director of Institutional Effectiveness provide leadership as members of the steering committee. Along with other faculty and staff representatives, the advising coordinator, faculty chairs, and DL coordinator support the primary components of the plan relating to student orientation, faculty certification, and synchronous engagement.

1.4(H) QEP Sub-Committee

The QEP Sub-Committee is vital in both supporting and enacting the objectives set by the QEP Committee, with responsibilities tailored to be both flexible and adaptive. This adaptability is crucial, as it acknowledges the potential evolution of the QEP's focus every ten years in light of shifts within higher education, technological advancements, and the changing needs of students. By working in tandem with the evolving goals and strategies of the QEP, the subcommittee adeptly modifies its duties to accommodate the implementation's progress and new developments.

Through its efforts to continuously refine and align the institution's quality enhancement initiatives with the dynamic educational landscape, the Sub-Committee plays a significant role in fulfilling the institution's commitment to offering a high-quality, accessible, and responsive educational experience to all students.

SACSCOC References: Principle 7.2 Cross References: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Feb. 2012, Apr. 2013, Jan. 2013, Jan. 2015, July 2018, July 2021, Nov. 2021, Jan. 2024; Mar. 2025

1.4(I) Hospitality Committee

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

Ideally, the committee should include at least six at-large members. Members can serve on this committee and others simultaneously. The President will fill the role of Administrative Liaison.

SACSCOC References: Cross References: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Apr. 2024; Mar. 2025

1.4(J) Professional Development Committee

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

Ideally, the committee should include at least six at-large members. Members can serve on this committee and others simultaneously. The Vice President of Financial Services will fill the role of Administrative Liaison.

SACSCOC References: Cross References: Board Policy 1.17; 1.17(A)
Senior Staff Review/Approval Dates: Feb. 2012, Jan. 2013, Apr. 2024; Mar. 2025

1.5 Advisory Committees

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

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

SACSCOC References: Cross References: Board Policy 1.18; 1.18(A)
Senior Staff Review/Approval Dates:

1.5(A) Instructional Services Advisory Committees

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

Advisory committees' responsibilities:

- **Advise:** Advisory committees assess specific programmatic areas. Suggestions are designed to improve specific content areas. Such suggestions could include industry standards, the updating of curriculum, the purchase of new instructional materials or

equipment to modernize the classroom, and the adoption of safety policies, services, and strategies to improve seamless transitions and transfer. Suggestions should be presented in writing to the Vice President of Instructional Services.

- **Support and Advocate:** Advisory committees promote educational programs throughout the community. Promotion or marketing could include identifying industry and community resources, talking to legislators, speaking for basic skills programs, career, technical, and transfer education at board meetings, writing articles for local newspapers, or arranging for publicity.

- **Assist:** Advisory committees help the instructor or department chair carry out specific activities. These activities could include judging competitive skills events, setting up a scholarship program, or obtaining media coverage for special events.

Stakeholders to consider when inviting & appointing committee members:

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

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

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

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

Size and Composition of each Committee: Effective advisory committees are large enough to reflect the diversity of the community, yet small enough to manage effectively. A minimum of three representatives from each program is suggested if using a committee to serve multiple programs. A minimum of five members is suggested if the committee serves a single program. Most members should be external to the College. The number of graduates or former students and internal representatives should be limited.

Employees of the College could serve in ex officio or resource capacities. Members should select a Chair from the membership to run the meetings. The Chair will work closely with the SME or program administrator, who will act as secretary/liaison. The Vice President should approve any deviation from this structure of Instructional Services.

Term of Service: Initially, terms will be either two or four years. A rotational, four-year term of service allows for both continuity and change. One-half of the total membership changes every two years. To establish this rotation with a new committee, the members draw for two-year or four-year terms, with one-half of the committee in each category.

New members are appointed as terms expires. Chairs will be appointed to two-year terms. With approval by the Vice President of Instructional Services, members and Chairs may be reappointed to successive terms.

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

1. Community Relations
    - Present programs to civic and service groups
    - Establish events to recognize outstanding students, teachers, and community leaders
    - Obtain contributions to promote programs (coordinated with PCC Foundation as needed)
    - Participate in and promote school events
    - Provide information for PCC Board of Trustees meetings
    - Help develop and carry out a local marketing plan for career and technical education
    - Set up and support a scholarship program
2. Community Resources
    - Identify community resource people
    - Provide tours, field trip experiences, and student job shadowing opportunities
    - Provide speakers
    - Provide instructor externship worksites
3. Reviewing and Updating the Curriculum
    - Identify and verify job tasks
    - Compare the content of the program with job tasks
    - Review instructional materials for accuracy
    - Assist in obtaining instructional materials
    - Suggest equipment and supplies
    - Suggest core curriculum content
    - Provide equipment and facilities for specialized training needs
    - Integrate the use of applied academics
    - Identify and refer experts in the program area
4. Job Placement
    - Organize employer/student conferences
    - Notify instructors of job openings for students
    - Provide cooperative training sites for students
    - Encourage employers to provide cooperative training sites
    - Assist students in developing interview skills
    - Conduct occupational surveys
    - Hire program graduates
    - Advocate for transfer students (in the case of universities)

5. Staff Development
    - Provide in-service activities on current business/industry methods and processes for instructors
    - Provide skilled technicians to supplement the instructor's experience
    - Provide summer or part-time employment experience to instructors for technical upgrading
    - Support instructor participation in career workshops or factory schools
    - Promote faculty and staff engagement between the community college and universities
6. Legislative Process
    - Communicate with legislators regarding program/college/NCCCS needs
    - Promote tours for legislators
    - Promote and support legislation for program/college/NCCCS
7. Program Review
    - Review program goals and objectives
    - Participate on program evaluation teams
    - Compare program accomplishments with program outcomes
    - Compare student performance standards to business/industry or university standards
    - Review adequacy of facilities
    - Evaluate quality and quantity of graduates and job placements
    - Make suggestions for program improvement
8. Recruitment
    - Assist in recruiting potential students and instructors

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

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

SACSCOC References: Cross References: Board Policy 1.18; 1.18(A)
Senior Staff Review/Approval Dates: Feb. 2012, Nov. 2013

1.5(B) Small Business Center Advisory Committee

The Small Business Center Advisory Committee advises the Small Business Center's Director of the business community's needs.

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

SACSCOC References: Cross References: Board Policy 1.18; 1.18(A)
Senior Staff Review/Approval Dates:

1.6 Student Organizations/Clubs

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

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

Student organizations and clubs generally operate under the guidance of the Vice President of Student Services and have an assigned faculty advisor. The advisors and the officers of the club or activity are responsible for its program. The purpose of such activities is to promote student personal and academic growth, individual and school pride, and student morale.

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

SACSCOC References: Cross References: Board Policy 2.62
Senior Staff Review/Approval Dates: Feb. 2012, Jan. 2013, Nov. 2013, Jan. 2015

1.7 Meeting Minutes

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

1.7(A) Board of Trustees Minutes

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

Minutes of regular and special meetings of the Board are available for review on the College's website.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: July 2025

1.7(B) Executive Committee Minutes

The President shall be responsible for providing minutes of Executive Committee meetings. The official minutes of the Executive Committee meetings shall be maintained in the Minutes Book located in the President's office and shall be shared with employees on the College's team site.

1.7(C) Institutional Committee Minutes

The chair of each committee shall be responsible for ensuring that minutes are recorded for all

committee meetings. The chair shall ensure that the official College copy of the minutes is uploaded to the appropriate committee meeting minutes folder on the College's team site. A copy shall also be emailed to the Director of Institutional Effectiveness and the Director of Public Affairs for inclusion in the College newsletter.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Feb. 2012, Jan. 2013, July 2025

1.7(D) Program/Community Advisory Committee Minutes

Upon appointment of program advisory committees, instructors will provide the Vice President of Instructional Services, the Director of Institutional Effectiveness, and the President's Executive Assistant with an updated list of committee members, including contact information.

Following each program advisory committee meeting, the instructor shall be responsible for submitting the official copy of the advisory committee minutes to the Director of Institutional Effectiveness and the President's Executive Assistant. The instructor shall also be responsible for uploading the official College copy of the minutes to the appropriate Advisory Committee Meeting folder on the College's team site and for emailing the minutes to the Director of Public Affairs for inclusion in the College newsletter.

SACSCOC References: Cross Reference:
Senior Staff Review/Approval Dates: Feb. 2012, Jan. 2013, July 2025

1.8 Student Government Association (SGA)

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

The SGA President and Advisor(s) shall have joint responsibility for seeing that minutes are written for SGA meetings. Although the Secretary of the SGA may perform this duty, the ultimate responsibility lies with the Advisor(s) and the SGA President.

The Advisor(s) and the SGA President shall submit the official copy of the Student Government Association minutes to the President's Executive Assistant to be maintained as the official record and placed in the Minutes Book in the Stancil Boardroom. The minutes may be examined in the Minutes Book by interested persons upon request. They may not, however, be removed from the boardroom without approval from the President.

1.9 Extracurricular Activities

The Division of Student Services oversees extracurricular activities, defined as activities outside the realm of normal instructional activities and initiated primarily by students. All proposals for extracurricular activities will be directed to the Vice President of Student Services and must state the purpose for which approval is sought, identify the College staff member who will serve as advisor, and include a proposed budget for the program. The Division of Student Services shall work with student groups in identifying and selecting a faculty or staff advisor.

The Services may appropriate funds for the Students' Committee through the Student Activity

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

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

If the Services for Students Committee does not approve a proposal, the reasons will be stated in writing to the petitioners. At that time, the petitioners will have the right to make a presentation to the President. If the President does not approve the proposal, there shall be no further appeal procedure allowed. After receipt of an approved budget allocation from the Services for Students Committee, the Vice President of Student Services or his/her designee will monitor the program throughout its operation. Problems encountered during the program will be directed to the Vice President.

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

SACSCOC References: Cross Reference:
Senior Staff Review/Approval Dates: Feb. 2012, Jan. 2013, Jan. 2015, Mar. 2018

1.10 Regional & Specialized Accreditation

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional accrediting agency for degree-granting institutions of higher education in eleven southern states, including North Carolina. SACSCOC strives to enhance educational quality by ensuring that its member institutions meet selected standards that are recognized by the higher education community as indicators of institutional effectiveness, quality enhancement, continuous improvement, and a focus on student learning.

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

Accreditation Statement

Pamlico Community College is accredited by the Southern Association of Colleges and Schools Commission on College (SACSCOC) to award associate degrees. Pamlico Community College also may offer credentials such as certificates and diplomas at approved degree levels.

Questions about the accreditation of Pamlico Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4907, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The PCC catalog and *website* must include this statement.

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

The Accreditation Liaison: The Director of Institutional Effectiveness serves as the SACSCOC Accreditation Liaison. It is the responsibility of the Accreditation Liaison to help the College fulfill its responsibilities with the Commission and maintain a working relationship with the assigned Commission Vice President. The specific duties of the Liaison are outlined here.

Substantive Change: Substantive change is defined by SACSCOC policy as "a significant modification or expansion of the nature and scope of an accredited institution." SACSCOC substantive change guidelines and procedures are outlined on the College *website*. The Director of Institutional Effectiveness and the Vice President of Instructional Services will determine whether a change in a program of study or curriculum offering constitutes a significant departure, as defined by SACSCOC.

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

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

> Southern Association of Colleges and Schools Commission on Colleges
> 1866 Southern Lane
> Decatur, Georgia 30033-4097
> Complaint Procedures Against SACSCOC or its Accredited Institutions

SACSCOC References: SACSCOC Principle 14.4 Cross References: Board Policy 2.37
Senior Staff Review/Approval Dates: Appended May 2013, Mar. 2018, May 2018, Nov. 2021, Jan. 2022

1.11 Procedure and Compliance Review

On at least a quarterly basis, the Executive Committee will review all institutional procedures based on the following two-year schedule and update procedures accordingly.

Procedures Review

Chapter 1: Organization and Administration	Chapter 2: Institutional Effectiveness
Chapter 3: Business Office/Financial Resources	Chapter 4: Division of Student Services
Chapter 5: Instructional Services Division	Chapter 6: Employment and Personnel
Chapter 7: Professional Information	Chapter 8: Physical Plant/Safety

Review Period	Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6	Chapter 7	Chapter 8
2026	Jan	April	July	Oct				
2027					Jan	April	July	Oct
2028	Jan	April	July	Oct				
2029					Jan	April	July	Oct

On at least a quarterly basis, the Executive Committee and the SACSCOC liaison will review all standards and update them accordingly.

Period	May	July	December	February
2024-25	5.4, 6.1, 6.2, 8.1	9.1, 9.2, 10.2	10.6, 10.7, 12.1	4.1, 4.2, 4.3
2025-26	5.1, 5.2, 5.3	5.4, 5.5, 6.3, 6.4	7.1, 7.2, 7.3, 8.3	9.3, 9.4, 9.5
2026-27	9.7, 10.1, 10.4, 10.8	10.9, 11.1, 11.2	12.2, 12.3, 12.5, 12.6	13.1, 13.2, 13.3, 13.4
2027-28	13.5, 13.6, 13.7,13.8	14.1, 14.2, 14.3, 14.4, 14.5	8.2, 10.5, 12.4, 9.6	6.5, 11.3, 10.3

*Updated to reflect revised SACSCOC Standards, January 2018

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Jan 2018, July 2025

CHAPTER 2
INSTITUTIONAL EFFECTIVENESS

2.1 Mission
2.2 Purpose
2.3 Organizational Structure
2.4 Continuous Improvement
2.5 Planning Process
2.5(A) College Plans, Guides, & Handbooks
2.6 External Funding Procedure
2.7 Institutional Review Board

CHAPTER 2
INSTITUTIONAL EFFECTIVENESS

2.1 Mission

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

SACSCOC References: Cross References: Board Policy 2.92
Senior Staff Review/Approval Dates:

2.2 Purpose

Institutional Effectiveness ensures the College achieves its mission and goals and continuously improves its programs and services.

2.3 Organizational Structure

Under the direct supervision of the Vice President of Instructional Services, the Director of Institutional Effectiveness (IE) serves as the designated Institutional Effectiveness Officer. In this capacity, the director manages the planning, evaluation, and research processes, supported by two key groups: the Institutional Effectiveness Committee and the Executive Committee.

The position description is available in the *PCC Documents* folder on the College's team site. The Organizational Chart is published on the PCC website at pamlicocc.edu, under *About PCC*.

SACSCOC References: Cross References: Board Policy 2.6
Senior Staff Review/Approval Dates:

2.4 Continuous Improvement

PCC maintains an ongoing planning and continuous improvement process. College planning

addresses program and faculty needs; the College's mission, goals, and intended outcomes, consistent with the mission of the NCCCS and the State Board's priorities; and provides for the evaluation of student outcomes.

SACSCOC References: Principle 7.1 Cross References: Board Policy 2.8
Senior Staff Review/Approval Dates: Feb. 2012, Apr. 2013, Nov. 2021

2.5 Planning Process

PCC engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that focus on institutional quality and effectiveness, incorporating a systematic review of institutional goals and outcomes consistent with its mission.

SACSCOC References: Principle 7.1 Cross References: Board Policy 2.8; 2.8(A)
Senior Staff Review/Approval Dates: Feb. 2012, Apr. 2013, Nov. 2021

2.5(A) College Plans, Guides, & Handbooks

The College utilizes operational planning documents to support continuous improvement operations, ensure uniformity in routine activities, coordinate reactions to unforeseen circumstances, assess practice efficacy, train new or reassigned employees, implement the Strategic Plan, and monitor progress toward ongoing improvement objectives. The Director of Institutional Effectiveness is responsible for ensuring these plans are regularly updated and for disseminating both physical and digital copies as needed.

Business Office

- **Business Continuity Plan:** The *Business Continuity Plan* documents the College's strategies for maintaining operations during and after emergencies.
- **PCC's Planning Guide**
- **Travel Guidelines:** These guidelines outline the College's procedures for travel and offer direction for those planning to travel representing the College. The Vice President of Financial Services is responsible for updating these guidelines, as necessary.

Continuing Education

- **Accountability and Integrity Plan:** The *Accountability and Integrity Plan* defines a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establishes a framework for defining program quality and improvement procedures. The Board shall review the *Accountability and Integrity Plan* at least once every three years.
- **Continuing Education Division Visitation Plan:** Supervisors of continuing education programs manage this plan, including post-observation evaluations within ten working days.

Facilities

- **Facilities Management Operations Plan:** This plan encompasses a range of procedures for the upkeep of buildings and grounds at both the Main and Bayboro campuses. This plan includes a five-year plan that outlines proposed projects for maintaining and upgrading the campus. The Vice President of Student Services revises it yearly.

- **Infrastructure Plan:** This plan features an overview of long-term infrastructure development for the College. This overview is subject to regular reassessment by the Executive Committee, which considers evolving academic offerings, community demands, and institutional necessities. The feasibility of these plans is contingent upon the availability of construction resources.

- **Room Description & Capacity Report:** The report lists each of the College's classrooms, labs, and other student and meeting facilities, detailing each room's primary use and scheduling rights, capacity, facility characteristics (e.g., laboratory, fixed or portable equipment, etc.), and the technology resources available.

- **Sustainability Plan:** The *Sustainability Plan*, integrated within the Facilities Management Operations Plan, functions as a guide for creating and maintaining more eco-friendly and health-conscious Main and Bayboro campuses. It is updated by the Vice President of Student Services with input from the Safety, Security, and Facilities Committee.

Faculty

- **Distance Learning Procedures Manual:** This manual serves as a comprehensive guide for both full-time and adjunct faculty who teach online or hybrid teaching at PCC. It covers essential elements of distance learning, including best practices, credentialing standards, and resources for support and training. The Coordinator of Distance Learning is responsible for its annual update.

- **Faculty Credentialing Manual:** The *Faculty Credentialing Manual* outlines the process for evaluating transcripts and other potential faculty credentials before the hiring process, according to SACSCOC standards. The document also describes the credentials needed to teach courses in each discipline at the College and is updated as needed by the Director of Institutional Effectiveness.

- **Faculty Handbook:** The *Faculty Handbook* is a guide designed to present general information and some of the more important policies and practices as they apply to the faculty of the College. The *Faculty Handbook* is updated annually and approved by the Vice President of Instructional Services.

Human Resources

- **Compensation Plan:** The *Compensation Plan* guides the employee classification and salary determination processes. The plan's data is updated on an as-needed basis by the Executive Committee.

- **Human Resources Plan:** The Board of Trustees has adopted a *Human Resources Plan* to define its commitment to diversity and equal opportunity in employment. It is the responsibility of administrators to comply with the plan in the employment process. The plan is updated annually and is maintained and overseen by the Director of Human Resources.

- **Professional Development Plan:**

Information Technology

- **Information Technology Disaster Recovery Plan:** This plan is a detailed outline of procedures to be implemented before, during, and after a disaster to maintain critical IT resources. Updated annually by the Chief Information Officer, incorporating insights from the Safety, Security, and Facilities Committee, it is designed to complement the Business Continuity Plan.

- **Technology Plan:** This plan directs the adoption and procurement of technology across five years, ensuring alignment with the College's broader goals and strategic objectives. The Chief Information Officer, with contributions from the Safety, Security, and Facilities Committee, updates this plan each year.

Institutional Effectiveness

- **Compliance Certification:** The comprehensive study of the College's compliance with SACSCOC core and comprehensive standards. This analysis, led by the Director of Institutional Effectiveness and developed by a committee representing the entire College, was submitted in March 2023 for the ten-year SACSCOC off-site evaluation.

    - **Fifth Year Interim Report:** This report serves to confirm ongoing compliance with the U.S. Department of Education's mandates, which necessitate that accrediting agencies (1) consistently oversee institutions to maintain adherence to standards and (2) implement a process for evaluating any additional locations established since the institution's last reaffirmation.

- **Institutional Effectiveness Plan (IEP):** This plan outlines and records the planning, evaluation, and program review methods that the College employs to achieve its mission and vision. The Director of Institutional Effectiveness is responsible for conducting an annual review and update of the IEP.

- **Learning Outcomes Assessment Plan:** This plan includes a *Learning Outcomes Assessment Handbook*, *Program Curriculum Maps*, and *Learning Outcomes Objectives*. The handbook and curriculum maps are revised, when necessary, while the Learning Outcomes Objectives undergo an annual update, overseen by the Executive Director of Institutional Effectiveness.

- **Program Review Plan**: This plan encompasses a review process for both academic and administrative programs, featuring a five-year review cycle, along with a program review guide, a snapshot, and a year-long follow-up. The schedules and guides are updated as needed by the Director of Institutional Effectiveness.

- **Quality Enhancement Plan (QEP):** Every ten years, as part of the SACSCOC reaffirmation process, the College creates and executes a *Quality Enhancement Plan* (the QEP) designed to improve student success and promote and enhance student learning. The Director of Institutional Effectiveness will collaborate with the QEP committee and the QEP Sub-Committee, providing leadership in the planning, development, and implementation of the QEP.

    - The current QEP, formulated in 2019, commenced implementation in Fall 2022, and is set to progress over five years. Oversight of the QEP is a collaborative effort jointly overseen by the QEP Director, the Director of Institutional Effectiveness, the Vice President of Instructional Services, and the Vice President of Student Services.

- **Services Review Report:** The *Services Review Report* is a condensed narrative of the results of the institution-wide survey used to determine satisfaction with the College's services to make improvements. The report is updated annually by the Director of Institutional Effectiveness.

Safety & Security

- **Critical Incident Response Plan:** This plan presents a detailed and annually updated strategy for addressing diverse emergencies and critical incidents on campus. It is revised each year under the guidance of the Vice President of Student Services incorporating contributions from the Safety, Security, and Facilities Committee.

- **Emergency Management Plan:** This plan delineates the roles and duties of the College community in emergency management, offering strategies for optimal preparedness against likely hazards. It is annually updated by the Vice President of Student Services, incorporating feedback from the Safety, Security, and Facilities Committee.

- **Safety Plan:** The compliance guide is designed to provide essential information concerning safety and security on campus and is updated annually by the Vice President of Student Services with input from the Safety, Security, and Facilities Committee.

Student Services

- **College Catalog & Student Handbook:** This comprehensive resource includes details on the institution's history, philosophy, policies, accreditation, academic programs, degrees, campus facilities, admissions, financial aid, and student activities. Updated yearly by Student Services, it incorporates contributions from departments across the college.

President

- **Board of Trustees Handbook:** Provides essential institutional governance information and references to the College's Trustees. The handbook is updated annually by the Executive Assistant to the President.

- **Strategic Plan:** At least every ten years, the College undertakes a college-wide review of the mission and develops a new Strategic Plan. This plan informs all subsequent planning activities, encompassing both divisional and academic program levels. The President is charged with the development and periodic revision of the Strategic Plan, ensuring it addresses operational and facility needs. The planning process mandates extensive participation from various stakeholders to align with accrediting standards and remain consistent with the Board-approved mission statement. The *Strategic Plan* is approved by the College's Board of Trustees. The Executive Committee evaluates progress toward the College's strategic objectives, making necessary adjustments to initiatives as required. The current plan encompasses 2021 through 2031.

Legal References: 1B SBCCC 400.2 SACSCOC References: Principle 7.1 Cross Reference: Board Policy 2.8; 2.8(A)
Senior Staff Review/Approval Dates: Feb. 2012, Apr. 2013, Nov. 2021

2.6 External Funding Procedure

Faculty and staff are encouraged to seek external funding opportunities to support projects that will

contribute to the institution's mission and strategic goals. Individuals seeking external funds should obtain approval from their Vice President before beginning the application or reapplication for funding. All externally funded opportunities, including grants and contracts, must be approved by the President. The President oversees and approves all aspects of external fund generation, including grants, fundraising, and legislative funding.

The Office of Institutional Effectiveness will provide support to employees seeking external funding after the appropriate Vice President has approved the grant concept. The grant recipient is responsible for researching and writing the grant proposal, coordinating with all departments that are implicated within the scope of the project, and facilitating and/or completing reporting requirements as determined by the funding authority. Any changes that occur to the plan of operation after the grant is funded should be approved by the appropriate Vice President.

SACSCOC References: Principle 5.2.c Cross References: Board Policy 2.9
Senior Staff Review/Approval Dates: Jan. 2015, June 2022

2.7 Institutional Review Board

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

Internal requests: PCC employees who wish to conduct research regarding human subjects will forward to the Director of Institutional Effectiveness an overview of the proposed projects, addressing elements of the project that pertain to the subject's identity, personal information, and participation requirements. The Director of Institutional Effectiveness will work with the employee to ensure all IRB-required components are addressed in the subsequent research request. The Director of Institutional Effectiveness will convene the Institutional Effectiveness Committee to assess the research request and, if approved, make a recommendation for final approval to the Executive Committee. Upon final approval, the Director of Institutional Effectiveness will assist the researcher to the extent required or requested in completing the project. The IRB application (for researchers) and the IRB review sheet (for reviewers) are located in the *PCC Forms* folder in the College's team site.

SACSCOC References: Principle 5.2.c Cross Reference:
Senior Staff Review/Approval Dates: Added Jan. 2015

CHAPTER 3
BUSINESS OFFICE/FINANCIAL RESOURCES PROCEDURES

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Chapter 3
BUSINESS OFFICE/FINANCIAL RESOURCES PROCEDURES

3.1 Philosophy

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

3.2 Sources and Stability of Income

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

3.3 Administration

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

The position description for the Vice President of Financial Services is located in the Position Descriptions folder on the College's team site. Position descriptions for personnel reporting to the Vice President are also available in the same folder.

3.4 Budget Preparation, Accounting, and Oversight

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

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

1) **State Budget: Current Expense Funds:** Development of the budget for state-appropriated funds for the upcoming fiscal year begins with the planning process in January, when each division of PCC begins the process of setting objectives for the next school year. Based on these objectives, each division expresses budgetary needs for salaries, supplies, travel, and

other current expense needs on an electronic budget form issued by the Vice President of Financial Services. Equipment requests will be submitted on forms specifically designed for that purpose. The request should be tied to continuing and planned objectives outlined in *PCC's Planning Guide*. To assure broad-based participation in the planning and budget preparation process, each division will involve personnel within its area of jurisdiction. The division budgets must be submitted to the Vice President of Financial Services by March 1 of each fiscal year. The Vice President of Financial Services will combine these requests into a total institutional needs request for submission to the President by March 30 of each fiscal year.

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

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

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

   The county budget is prepared by the Vice President of Financial Services based on the College's goals and objectives for plant operations and submitted to the President for approval by April 15. The President is responsible for presenting the budget to the Board of Trustees. The Board will review the local budget and approve it with changes or approve it without changes. The budget is then submitted to the Pamlico County Board of Commissioners for approval in May. The Board of County Commissioners may approve the budget as submitted,

or it may make changes in the funds requested. A final county budget will be prepared based upon allocations and submitted to the Board of Trustees for approval as a part of PCC's Budget Resolution for the fiscal year.

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

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

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

4) **Other Funds:** There are often miscellaneous budgets that are managed by the College, such as student aid, federal grants, and auxiliary enterprises (Bookstore, concessions, etc.) These budgets are built based on a funded amount or a grant award. These funds are titled institutional or special funds and budgeted annually.

5) **Grant Administration Applications:** The responsibility for applying for grants from any funding source rests initially with the President and then with the employee assigned by the President to complete the application. The first step in the process of applying for any grant by any individual employee is to secure the approval of the President. If assistance is needed from the Business Office, the individual should submit copies of the application and copies of all applicable laws, administrative procedures, and/or any special requirements to the Vice President of Financial Services for use in assisting with the grant application.

   As the process of completing the application reaches the budgeting stage, the Vice President of Financial Services' assistance should be secured so that computations of such items as student fees, salaries, related employee benefits, matching fund requirements, and other financial data can be computed and verified. To complete or verify this section of an application, information concerning applicable laws, administrative procedures, and/or special requirements will need to be supplied.

   Once the application is considered final, it should be resubmitted to the Business Office for final verification of financial data and to secure the signature of the President. Enough copies of the application should be submitted so that the Business Office may retain one copy for budget files. All remaining copies will be returned to the individual responsible for filing the grant application with the appropriate authority. Allow time for the Financial Office to complete the process; do not expect to come at the last minute.

   See PCC Procedure 2.6 *External Funding Procedure* for more information.

6) **Operating Budget Allocations:** Once funds have been appropriated by state, county, and special fund authorities to PCC, the President, working with the Executive Committee, will,

in keeping with established college objectives, determine the budget allotments to each division. These allocations will be summarized into a final budget for the College. This budget will be presented to the Board of Trustees for adoption and forwarded to the NCCCS office for approval by the State Board. Once approval has been given, the Business Office will supply an official divisional operating budget to each member of the Executive Committee.

7) **Budget Oversight:** The initial responsibility for budget control at PCC rests with the Board of Trustees, operating within established guidelines of the approving authorities: the Pamlico County Board of Commissioners, the State Board of Community Colleges, and guidelines or laws connected with special grant funds. The Board of Trustees has delegated to the President the authority for overall budget management (See PCC Board Policy 2.9 *Fiscal Management*). The President has delegated to the Vice President of Financial Services the responsibility for overseeing the budget on a day-to-day basis, including budget transfers and amendments. Budget amendments and transfers are reported to the Board of Trustees in the President's regular newsletters to the Board and at its regularly scheduled meetings. The Board of Trustees will formally approve the final expenditures for the previous fiscal year at its July meeting.

   Executive Committee members are responsible for managing divisional budgets with the funds allocated. Transfers between line items should be submitted to the Vice President of Financial Services by Vice Presidents in advance of the need to keep expenditure codes with positive balances.

   A. **Budget Revisions:** Budget revisions are initiated through external notification from the NCCCS Office or internally from department heads. Externally, the notice of a revision from the NCCCS Office is received in the form of an email from the Vice President of Business and Finance. Internally, the department head will initiate a budget revision through email. Budgets are revised as a result of additional allocations received from the NCCCS office, reversions, or callbacks of original allocations from the NCCCS, transfers between individual budget line items, and the distribution of special funds from external sources such as grants.

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

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

   B. **Explanation of Accounting System:** The accounting system used by PCC was developed and is controlled by the North Carolina State Controller and the North Carolina Auditor's Office, working in conjunction with the NCCCS office. The purpose of the accounting system is to provide for a uniform recording and reporting of revenues and expenditures between the 58 member institutions and the NCCCS

office. In addition, it is designed to provide institutional reports of revenues and expenditures necessary for the management of PCC. The accounting system is also designed to accommodate financial reporting to other governmental units and for reporting to accrediting agencies following the accounting classifications of NACUBO (National Association of College and University Business Officers). Access to the *Accounting Procedures Manual* is available on the NCCCS *website*.

The accounting codes will follow the outline and descriptions detailed in Section 3 of the *Accounting Procedures Manual*.

8) **Auditing:** A bi-annual audit of the state, county, and special funds expended by PCC is required. Copies of these reports are available on the Office of the State Auditor's *website*.

9) **Personnel Change: Salaried Employee:** The Personnel Change Form, found in SharePoint *PCC Forms*, will be used whenever there are any salary changes or budget code changes in full-time and part-time salaried employees. This includes the addition, deletion, or change of status of any salaried employee. The Personnel Change Form is submitted to the President for approval immediately after the change is decided.

SACSCOC References: Cross References: Board Policy 2.9
Senior Staff Review/Approval Dates:

3.5 Purchasing and Controlling of Supplies and Equipment

The purchasing and controlling of supplies and equipment is an administrative responsibility of the Vice President of Financial Services. Even though certain aspects of the total area may be shared by delegation to other staff or faculty members, the specific point of management control resides with the Vice President.

3.6 Building and Grounds

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

The Director of Maintenance and Custodial Services, through delegated authority from the Vice President of Student Services, is responsible for the proper operation and maintenance of the physical plant and the care of the grounds.

See Chapter 8 *Physical Plant/Safety* for procedures relating to Buildings and Grounds.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Nov. 2025

3.7 Periodic Financial Reports (Budget Statements)

Weekly reports distributed by the Business Office to those with budget oversight to various

departments of the College are:

1) Individual Budgets of Current Expenditures for State, County, and Special Funds are distributed to those with budget oversight, including department heads for the respective areas of responsibility. The Executive Committee members are responsible for keeping divisional personnel individuals under their jurisdiction informed of budget-related matters.

2) The Budget Information Report (monthly State and County Expenditures) is prepared by the Vice President of Financial Services, who distributes it to the President, who in turn distributes it to the Board of Trustees.

Additional Division reports will be furnished upon request.

3.8 Payroll

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

2) **Mandatory Payroll Deductions:** The following payroll deductions will be made from employees' salary checks:

    A. **Federal Income Taxes**: All employees are covered. The amount withheld is based on the employee's most recently completed Federal Withholding Form (Form W4) on file. If an employee fails to submit a withholding form, the amount withheld will be based on the federal withholding rules for employers.

    B. **North Carolina State Income Taxes:** All employees are covered. The amount withheld is based on the employee's most recently completed NC Withholding Form (Form NC-4) on file.

    C. **Social Security Taxes:** All employees are covered. Deductions will be made based on the rate established by Congress. Deductions will be withheld regardless of the amount of salary earned from another employer during a calendar year. PCC pays an amount equal to that paid by the employee.

    D. **Retirement:** All permanent full-time employees must be members of the North Carolina State Employees Retirement System. The employee and the College contribute, based upon a percentage rate set by the North Carolina General Assembly, to the retirement account of the employee (see *Retirement Manual* published by the Retirement System). Other employment categories eligible for participation are part-time permanent personnel hired for a minimum of 30 hours per week and personnel hired as full-time temporary.

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

    A. **State of North Carolina Comprehensive Health Benefit Plan:** Hospital and medical insurance is an optional benefit available to all permanent full-time, temporary full-time, and 30-hour rule personnel. Based upon the actions of the General Assembly, PCC pays a portion or all the premium for the employee coverage if he/she elects to participate. The employee must pay for additional coverage for

family members. Specific information is available in the Business Office. Employees may elect to have premiums deducted before income tax computations under the NCCCS Section 12 Flexible Benefit Plan.

B. Permanent part-time employees working 20 hours, but less than 30 hours, may participate by paying the full premium amount.

C. **Tax Exempt Section 125 Plan:** Allows permanent full-time the opportunity to participate in tax and non-tax- and non-tax-exempt voluntary benefit plans.

D. **Tax-Sheltered Retirement Plans:** PCC offers several retirement plans for permanent full-time employees. These plans are designed to reduce taxable income under federal and state laws and, therefore, carry strict rules for the amount of income that can be deferred and may invoke penalties for early withdrawal. Plans available include a 401(k) plan along with a deferred compensation plan approved by the Board of Trustees. The Board of Trustees has authorized the President to approve new tax-sheltered annuities when three (3) employees agree to participate through payroll deductions.

E. Employees are responsible for determining that they stay within the maximum contributions allowed by law and are advised to check with a tax advisor to avoid over-withholding, which can result in tax penalties.

F. **State Employees Credit Union:** Employees of PCC may join the North Carolina State Employees Credit Union. By joining the Credit Union, employees are eligible for payroll deductions for savings deposits and loan repayments. Membership and deduction authorizations must be filed through the Credit Union.

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

SACSCOC References: Cross References: Board Policy 2.21, 2.22
Senior Staff Review/Approval Dates:

3.9 Distribution of Payroll Checks

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

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

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

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

3.10 Professional Services Agreement

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

3.11 Software Licenses

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

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

3.12 PCC Foundation

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

The PCC Foundation, Inc. is governed by a board of up to 21 members elected by its directors in an annual meeting. The PCC Foundation Board may elect up to two directors from the PCC's Board of Trustees. Additionally, the PCC Foundation Board may elect up to one director from the PCC Executive Committee.

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

3.13 Fundraising Activities

The PCC Foundation is the primary fundraising entity for PCC; as such, paragraph 3.12 above

applies.

However, the administration recognizes the need for other campus organizations to have their own fundraising activities. Employees wishing to initiate a fundraising activity must obtain initial approval from their Vice President. Students wishing to initiate a fundraising activity must obtain an employee sponsor and initial approval from the Vice President of Student Services. The respective Vice President(s) will present the proposal to the Executive Committee for review. The Executive Committee will submit its recommendation to the President for final approval. The President oversees and approves all aspects of external fund generation, including grants, fundraising, and legislative funding.

The sponsor and the officers of the activity will be responsible for managing the fundraising activity consistent with the approved plan. Furthermore, it is the responsibility of the sponsors and the officers to follow the processes identified in the *P_C_C_ Fundraising Activity Request Form_rev 2022_6* located in Microsoft SharePoint.

The State of North Carolina regulates the type and volume of non-profit fundraising activities. When food sales are used to raise funds, campus organizations must comply with NCGS 130A-250(7) and with 15A NCAC 18A.2635 (9), which prohibits the sale of potentially hazardous foods. Additionally, the following apply:

1. Clubs and organizations may sell pre-packaged food items daily, such as baked goods, including muffins, doughnuts, brownies, and/or cookies, tea, coffee, and beverages in sealed containers.

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

3. Raffles shall be limited to two per year for the Foundation and two per year for PCC, as per NC Charitable Gaming Law.

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

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

SACSCOC References: Principle 5.2.a Cross Reference: NCGS 130A-250(7)
Senior Staff Review/Approval Dates: revised June 2022

3.14 Payment Card Industry (PCI) Compliance

PCC will adhere to all Payment Card Industry Data Security Standards (PCI DSS) in the handling and processing of credit card data received in the course of business. Detailed information on the PCI DSS can be found on the PCI DSS Council's *website*.

Understanding that failure to comply with these standards can result in substantial fines and liabilities

for unauthorized disclosure as well as termination of the working agreement with the Credit Card Organizations (i.e. Visa, Mastercard, American Express, Discover, etc.), the College will take all necessary steps to ensure the utmost discretion and security in storing, processing, and transmitting payment card data.

At a minimum:

1) The College will use only a standalone, dial-out terminal (certified as PCI DSS compliant by the Card Organizations) that is connected via a phone line to transmit customers' payment card information. The College does not transmit payment card information via email or the Internet (since this would necessitate a different level of PCI Compliance to include additional secure network servers, data storage measures, etc.). While a credit card transaction may be designated as such in Colleague (i.e., Visa, Master Card, etc.), at no time should credit card numbers, card validation codes, or expiration dates ever be recorded or stored there.

2) The College will restrict access to credit card data by individuals whose jobs require such access. Only individuals who have received authorization (as a direct result of their job roles) through the Business Office (VP or Controller) via a signed Memorandum of Understanding may accept credit card information as a form of payment from PCC customers.

3) Employees accepting credit card information on behalf of the College will ensure that the information collected is used solely for payment towards goods and services provided by the College. At no time will employees make copies of, save, or reveal to an unauthorized party the credit card information collected.

4) Employees accepting credit card information will ensure that the information received is turned over immediately to the College cashier for receipting and that as soon as the credit card transaction has been completed, all forms with credit card information listed are disposed of by shredding. If the information is collected after normal cashier business hours, the information is to be properly secured in a locked safe or file cabinet to be turned over to the cashier for immediate processing within 24 hours or the very next business day (whichever comes first).

5) Credit card receipts, maintained as a record of the transaction, are to be stored with the Daily Cash Analysis file, which is to be properly secured in the Controller's locked office or the secured Business Office vault. At the set time of disposal (in accordance with the *NC State Record Retention Manual*), these receipts are to be shredded.

6) Annually, conduct a Payment Card Industry Data Security Standards (PCI DSS) assessment using the appropriate PCI DSS Self-Assessment Questionnaire (as an assist tool) to ensure full compliance with all criteria established by the PCI as it relates to all entities that store, process, or transmit payment card data.

CHAPTER 4
DIVISION OF STUDENT SERVICES

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CHAPTER 4
STUDENT SERVICES DIVISION

4.1 Purpose Statement

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

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

SACSCOC References: Cross Reference:
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.2 Admissions Procedures

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

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

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

A high school diploma is not required to be admitted into PCC; however, a high school diploma or recognized equivalent is required for admission to all curriculum programs at PCC. Home-Schooled applicants must show proof of graduation from a registered home-school program as documented by the NC Department of Education.

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

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

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

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

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

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

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

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

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

Course Placement: Applicants for curriculum programs must take (before enrollment) placement tests for advisement, placement, proficiency, and/or selection purposes if the course requires a pre-requisite. The Placement Tests for English and Mathematics are administered to these applicants to determine academic readiness to pursue the chosen area of study.

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

SACSCOC References: Cross Reference: BOT Policy 2.61; 1D SBCCC 400.2
Senior Staff Review/Approval Dates: Rev. Dec. 2013, Oct. 2015

4.2(A) Family Tuition Relocation

The Board of Trustees authorizes the College President to charge resident tuition rates to nonresident students who are members of families that were transferred to North Carolina by businesses, industries, or civilian families transferred by the military, for employment. Before these non-resident students can enroll at the resident tuition rate, the following steps must be completed:

- The student will submit an online admission application at https://pamlicocc.edu/admissions/how-to-apply/. This includes a requirement for NC State Residency Determination (RDS), which is included in the application process. Students can access NC Residency directly by visiting www.ncresidency.org.
- Once students complete the RDS application, they will receive a Residency Certification Number (RCN), and RDS will inform them of their residency status immediately.
- If the student's tuition rate is determined to be out-of-state, the student will provide the following documentation to Student Services:
    - A letter from the employer on corporate letterhead, addressed to the College, attesting that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment.

Eligible students shall be granted this benefit on a first-come, first-served basis. Board Policy 2.101 limits the number of students eligible under this procedure, for any given academic year, to one percent (1%) of the College's average number of all nonresident students (during the previous academic year) as calculated by the North Carolina Community College System.

The President of the College has designated the Vice President for Students as the final approval for student residence and tuition determinations. The required documentation will be maintained in Student Services and will be scanned into the student's permanent record.

SACSCOC References: Cross References: Board Policy 2.101
Senior Staff Review/Approval Dates:

4.3 Evaluation and Transfer of Curriculum Credits

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

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

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

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

SACSCOC References: Principle 10.7 Cross Reference:
Senior Staff Review/Approval Dates: Dec. 2013, Dec. 2021

4.4 Students with Disabilities

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

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students will receive reasonable accommodations to ensure equal access to all programs.

Individuals with disabilities should request accommodations by completing the following forms located within Student Services:

- Release of information form
- Submit supporting documentation
- A request for accommodations

Accommodations will be determined by the documentation and in consultation with the Services for Students Committee.

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

SACSCOC References: Cross Reference: Board Policy 2.2
Senior Staff Review/Approval Dates: Rev. Dec. 2013, Oct. 2015

4.5 Curriculum Special Credit Enrollment

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

SACSCOC References: Cross Reference:
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.6 Academic Advising, Counseling, Career Development/Placement Services

Counseling Services: Counseling is available to every student from pre-admission through graduation. The counseling services are provided by Student Services. Students should be encouraged to come by the Student Services office or to contact them via email, telephone, or text to discuss or explore any problem or condition that impacts their educational program goals. Counseling services may be used on a voluntary or referral basis. If services are needed by an outside organization or services, appropriate referrals will be made to our regional resources.

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

> **Educational Placement:** Some applicants may require placement assistance in meeting course requirements, particularly those applicants who need High School Equivalency (HSE), developmental (college transitional), and/or refresher courses.
>
> Applicants may have an interview with a counselor at the time they make an application for enrollment at PCC. The counselor may make use of the Placement Test, computerized interest, and career systems such as Traitify, CFNC.org, and NCCareers.org, high school transcripts, the applicant's experiences, personal interests, and any other pertinent information available about the individual to assist with their decision-making process.
>
> **Job Placement:** Student Services partners with NCWorks to engage students with employment opportunities in our region. Staff from NCWorks come to hold office hours in Student Services on a routine basis during the semester. At times when NCWorks is not available, our Counselor assists the students with information and guidance and ensures that they get registered with the NCWorks system to be alerted to job opportunities. The Counselor also refers students to their Academic Advisors to make connections in that field of study that may assist the students with obtaining employment opportunities related to their studies.

When prospective students inquire about programs that are not offered at PCC, the counselor, in keeping with the philosophy of helping all customers, will provide the necessary educational and occupational assistance to help the prospective student to meet their educational and career goals.

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

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

Registration: Registration is designated each semester to allow the student and advisor to review the student's records and enroll in courses within their major for the following semester. Registration is processed by the Academic Advisors that are assigned to students at the time that their application for Admission is processed.

SACSCOC References: Cross Reference:
Senior Staff Review/Approval Dates: Rev. Dec. 2013, Oct. 2015, Jul. 2024

4.7 Attendance

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

Repeating a Course: A student may repeat a course to improve a grade. The highest grade will be used in computing the GPA. Each attempt impacts a student's Satisfactory Academic Progress (SAP) for federal financial aid purposes. For an explanation of SAP, visit the College's *website* and search for it in the catalog using the right-click Find feature or refer to PCC Procedure 4.25(C).

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

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

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

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

The letter grades used are:

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

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

A grade of I must be removed by completing the work by the end of the eight-week point of the next semester. If, after the identified eight-week point, the work is not completed, a grade of I will be changed by the instructor and the Vice President of Instructional Services to a grade of F and be computed in the GPA. There may be extenuating circumstances approved by the instructor and Vice President of Instructional Services to extend the completion period. The Vice President of Instructional Services may make exceptions to change an incomplete grade (I) to a withdrawal (W) at his/her discretion if the student is unable to complete due to unforeseen circumstances. Such cases shall include, but are not limited to, national or local emergencies, weather-related events, or student medical issues.

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

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

A student may withdraw at any time during the semester. The last date to withdraw without penalty is up to the 60% point of each course. This date is reflected on each course syllabus. To initiate the process, students must obtain a Withdrawal and Drop/Add Form from the College *website*, Student Services, or their Academic Advisor, complete it, and submit it to Student Services. The instructor will assign a grade of W (withdrawal) on each course for which the student is registered and provide a last date of attendance.

After the last date to drop without penalty, any withdrawals not approved by the Vice President

of Student Services will result in a grade of WF. Any withdrawal approved by the Vice President of Student Services will lead to an administrative withdrawal. Administrative withdrawals may be considered only in the event of documented extenuating circumstances.

Failing to complete the appropriate paperwork upon withdrawing will result in a grade of F Withdrawals do not exempt the student from the Satisfactory Academic Progress stipulation. For an explanation of SAP, visit the College's *website* and search for it in the catalog using the right-click Find feature.

Academic Standing – Warning for Curriculum Programs:

A. **First Warning:** A student with a grade point average less than 2.00 will be placed on academic warning, will be notified of academic standing, and will be advised to meet with a counselor. A reduction in course load to less than full-time status may be required.

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

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

SACSCOC References: SACSCOC Policy Statement-COVID-19 Interruptions Cross Reference Board Policy 2.95
Senior Staff Review/Approval Dates: Dec. 2013, Oct. 2015, Apr. 2020

4.7(A) Student Absences for Religious Observance

PCC students are allowed two absences per year for religious observation of their faith or belief. It is the student's responsibility to understand the policies and procedures concerning absences as set forth in the PCC catalog and to make up any tests or other work missed due to an excused absence for a religious observance. This policy is in compliance with the requirements in NCGS 115D-5(u) and the North Carolina Administrative Code.

1. An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year.

2. The two excused absences may be taken at any time during the academic year, either on separate days or on two consecutive days.

3. The excused absences shall be taken within the absences allowed in PCC's approved attendance policy as published in the Academic Information Section of the PCC General Catalog, found on PCC's *website*.

4. The student must submit a *Request for Excused Absence for Religious Observance* form

to the Vice President of Instructional Services or his/her designee at least ten (10) working days (Monday through Friday) before the date the student intends to be absent for the religious observance. The forms are available on Campus Cruiser and from Student Services. Each class to be missed must be listed on the form.

5. The Vice President of Student Services or his/her designee shall notify appropriate instructors within 72 hours of approving the request. Instructors are expected to note the excused absences as appropriate in class record documents.

6. Students granted an excused absence for religious observance shall be allowed to make up any work or tests missed due to an excused absence.

7. Instructors are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.

8. Should other provisions of the NC Administrative Code or the General Statutes apply, PCC shall implement requirements to comply with those provisions.

SACSCOC References: Cross References: Board Policy 2.95(A); 1B SBCCC 500.99
Senior Staff Review/Approval Dates: Jan. 2011

4.7(B) Student Absences for Military Service

Pamlico Community College's academic community includes a number of military students, both active duty and reserve. At times, these students may be called to fulfill their duties for training or deployment. The College uses the following procedures to support military students during service-related absences.

In the event of activation or deployment, the student should consult with his/her advisor and coordinate with instructors to determine the best course of action based on the length of absence and percentage of the term completed. The resolution may include alternate methods to complete coursework, an incomplete, or late withdrawal without academic or financial penalty.

- An alternate method to complete coursework, including online engagement, is appropriate for students who are enrolled in semester or shortened term (e.g. A-term, B-term, Late Start, Summer session), have completed the majority of a course, wish to complete the course and are deployed to active duty military service before the current term has ended, and the course is also available in an online format.

- An incomplete is appropriate for students who are enrolled in a semester or shortened term, have completed the majority of a course, wish to complete the course and are deployed to active-duty military service before the current term has ended. If the student elects to receive an "I (Incomplete), the grade of "I" must be removed during the first eight weeks of the next semester. The rules regarding conversion of an "I"to "F" grade will be suspended until the student returns from military duty. Should the student not return to the College, the "I" will revert to a "W" (Withdrawal).

- If the student leaves at a point in the semester after which a significant amount of work has been completed, the student may request the assignment of a grade for work completed. This option requires joint agreement of the student and faculty member(s).

- Late Withdrawal is appropriate for students who are enrolled in a semester or shortened term, are deployed to active-duty military service and must begin that duty before the current term has ended, and who wish to be withdrawn from the course(s) s/he were enrolled in at the time of deployment.

Students should make military absence requests to their instructors and complete the appropriate Registration Change form, and include a copy of the applicable military orders to qualify for the considerations detailed in this procedure.

If an enrolled student is deployed to active-duty military service during the term, the student can:
Drop all classes, and all tuition charges will be waived with:

- Personal payments refunded
- Financial aid adjusted as required
- Financial aid refunds repaid by the student if appropriate

Maintain all or part of enrollment with:

- Tuition adjusted accordingly
- Financial aid adjusted as required
- Financial aid refunds repaid by the student if appropriate

If there are unpaid student account balances at the time of deployment, the College will work with individual students on payment arrangements. No collection actions will occur during deployment; however, students must resolve any unpaid balances prior to subsequent enrollment.

SACSCOC References: Cross References: Board Policy 2.95(B); Session Law 2017-155 (House Bill 486); 1B SBCCC 500.1
Senior Staff Review/Approval Dates:

4.8 Credit for Prior Learning Procedure

The College recognizes that students may request work-based learning course credit for prior learning using apprenticeships, state or industry-recognized credentials/continuing education to curriculum credit, courses listed in high school to community college articulation agreements, military education and training, standardized examinations, and challenge examinations consistent with College policy and State Board of Community Colleges code 1D SBCCC 800.2.

Students who wish to receive credit for prior learning must consult with their Academic Advisor. Such requests will be evaluated on a case-by-case basis.

To ensure optimum management and student opportunities, students must follow the procedures below to request a prior learning assessment (PLA):

A. The student must be admitted as a full-time or part-time student at the College and meet all requirements for the program in which course credit for prior learning is being sought.

B. The student must submit an application to the College for prior learning credit through their Academic Advisor and provide any documentation that supports their application.

Academic Advisors can find the form in the *PCC Forms* folder on the College's team site.

- The student must submit supporting documentation, including current certifications and/or licensures, military documents, apprenticeship information, or college-level coursework completed at area high schools.

C. The Academic Advisor will evaluate the student's knowledge, skills, and experience in the program field to determine if the student should be considered for PLA credit.

D. Experiences must be approved by the student's program of study department chair and the Vice President of Instructional Services.

E. Upon completion of evaluations, the Academic Advisor will inform the student of recommendations for the award of credit or coursework needed.

F. The approved credit recommendation should be submitted to the Registrar.

G. All documentation of the PLA process, including evaluation results, must be maintained in the student's file. All documentation is stored electronically through TeamIA.

Academic departments determine the specific procedures they utilize to grant course credit, course waivers, or prerequisite overrides and determine the scores or outcomes required for such consideration.

Processes for Awarding Credit for Prior Learning
The student may be awarded credit for prior learning in one or more of the following categories:

A. Apprenticeships

- PCC shall award CPL based on statewide articulation as approved by the Curriculum Course Review Committee for related instruction provided by external entities for registered apprenticeship programs. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

- PCC, the participating employer, and the NCCCS shall cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction.

- Upon successful completion of a registered apprenticeship, the individual will receive work-based learning course credit.

B. State or Industry Recognized Credentials

- Students seeking CPL via industry-recognized and/or state-regulated credentials will complete a request form for a prior learning assessment, attach supporting documentation that substantiates credential attainment, and submit it to the designated college official or office for consideration. Designated faculty/staff should review the

request form and supporting documentation to determine whether the student is eligible to receive academic credit.

- Students are responsible for providing evidence of their valid (non-expired) certification(s), which must have been issued within five (5) years before they requested articulated credit. Students must be enrolled in the associated program to receive course credit.

Continuing Education to Curriculum

- Credit for non-curriculum, Workforce Continuing Education coursework may be awarded when that work is comparable in scope and meets similar outcomes as curriculum work.

- Workforce Continuing Education courses must have an equivalent learning outcome as a curriculum course to be considered for the awarding of CPL. In some cases, multiple Workforce Continuing Education courses may be combined to demonstrate an equivalent learning outcome for a curriculum course. In all cases, a grade of S or C or better must be earned for a Workforce Continuing Education course to be eligible for CPL.

- Students must present documentation of coursework completed through Continuing Education to their Academic Advisor. Coursework will be evaluated for credit by an SME.

C. Credit Through High School to Community College Articulation Agreements

- North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for Combined Course Library curriculum course credit.

- The statewide agreement lists specific high school Career and Technical Education (CTE) courses that match the knowledge and skills taught in similar community college courses.

- Students demonstrating proficiency in the high school course may receive credit at any NCCCS college, provided the student:
    - Earned a grade of B or higher in the high school course
    - Obtained a score of 93 or higher on the standardized CTE post-assessment
    - Enrolled in college within two years of high school graduation, and,
    - Submit official high school transcript and CTE post-assessment scores

D. Military Education and Training

Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency.

The NCCCS and the University of North Carolina System Office (UNCSO) have jointly evaluated and determined college credits for military occupations and courses. Students

seeking CPL for military experience must first complete all college admissions requirements. The Director of Financial Aid reviews the current UNCCO/NCCCS military credit crosswalk to determine the CPL award.

E. Standardized Examinations

The College may award CPL credit for the following standardized examinations:

1. College Board Advanced Placement Program (AP): College course credit will be granted to students who pass the AP examinations with a score of three or higher. Exam scores must be within the last 5 years.

2. Cambridge Assessment International Education: College course credit will be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken. Exam scores must be within the last 5 years.

3. College-Level Examination Program (CLEP): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score of 50 as recommended by the American Council on Education. Exam scores must be within the last 5 years.

4. DANTES Subject Standardized Tests: College course credit will be granted to students who score at or above the credit-granting score (400) recommended by the American Council on Education. Exam scores must be within the last 5 years.

5. International Baccalaureate Diploma Programme: College course credit will be granted to students who earn a grade of 70% or higher in courses taken from a recognized international institution, validated by a US credentialing agency. Exam scores must be within the last 5 years.

F. Challenge/Proficiency Exams

CPL may be awarded through examinations created and administered by academic units that offer the course. The examination is constructed to allow the student to demonstrate mastery of the learning outcomes of the course.

To earn credit by proficiency examination, the student must:

- A student must meet all prerequisite requirements before they are eligible to take the challenge/proficiency examination for a course.

- Must register for the course and pay appropriate tuition and fees as required.

Limitations on Students Eligible to Take Challenge Exams/Proficiency

- A student may not take a challenge exam/proficiency if he or she has already earned a grade for the course. A challenge exam/proficiency may not be used to supersede a grade a student already earned in the applicable course.

- A student may only attempt a challenge exam/proficiency once.
- Challenge/Proficiency Exams must be taken and graded by the first week the course is offered, but no later than the course census. Unsuccessful individuals may choose to stay enrolled in the course to earn course credit.
- For students enrolled in the course, successful challenge/proficiency examination completion may result in the student falling below full-time student status, which could negatively impact their financial aid status; therefore, students should consult with their Academic Advisors beforehand to discuss various options.
- As defined in the State Board of Community Colleges Code, developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency.
- The grade of Credit by Examination (CE) is the official grade used by the instructor to report the successful completion of a proficiency examination. To earn credit by examination, a student must achieve a score of C or better on the examination. A course in which the grade of CE is earned is not included in the calculation of the student's grade point average. A grade of CE will make the student ineligible to receive financial aid for that course.

G. Credit Through Portfolio Assessment

The College does not currently offer CPL through Portfolio Assessments.

H. Public Safety Training (PST) Prefix Courses

The College does not currently offer CPL through Public Safety Training (PST) Prefix Courses.

SACSCOC References: Standard 10.8 Cross Reference: Board Policy 2.61(C) ; 1D SBCCC 800.1-800.9; NCGS 115D-5
Senior Staff Review/Approval Dates: Rev. Dec. 2013, Oct. 2014, Oct. 2015, Mar. 2024

4.9 Credit for Prior Learning Appeal

Students may appeal a CPL decision made by the Vice President of Instructional Services within fifteen (15) working days. According to Board Policy 2.90, the appeal for reconsideration should be made to the Vice President of Student Services and must:

- Identify those portions of the CPL decision being appealed and specify the desired CPL award.
- Include additional information and documentation to support the review of the appeal by the Vice President of Instructional Services.

The Vice President of Student Services will review the appeal and consult with the appropriate College SME. The Vice President of Student Services will notify the student in writing of the appeal decision within ten (10) working days from the appeal submission date. If the matter cannot be resolved through the informal process, the Vice President of Student Services may

refer the appeal to the Services for Students Committee.

The Services for Students Committee will convene within 2-5 business days after receiving the notice of appeal. The outcome of any grievance presented to the Services for Students Committee will be determined by a majority vote of the committee members, who will then notify the student accordingly.

SACSCOC References: Standard 10.8 Cross Reference: Board Policy 2.61 (C); 1D SBCCC 800.1-800.9; NCGS 115D-5
Senior Staff Review/Approval Dates: Rev. Dec. 2013, Oct. 2014, Oct. 2015, Mar. 2024

4.10 Student Activities/Student Organizations

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

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

Student Government Association: The Student Government Association (SGA) operates under the direction of the Vice President of Student Services and is one of the most active organizations on campus. The purpose of this organization is to enhance the morale of the student body and to provide means for a closer working relationship between students and school personnel. SGA provides students with a channel to voice concerns regarding college affairs and SGA matters.

CE students are encouraged to participate in SGA activities as non-voting members. The President of the SGA serves as a non-voting member of the College's Board of Trustees.

The officers of the SGA include the President, Vice President, Secretary, Treasurer, and Administrative Assistant. Officer Elections are held after fall registration.

Phi Theta Kappa: Phi Theta Kappa is the International Honor Society for Two-Year Colleges. Its stated missions are to "recognize and encourage scholarship among two-year college students" and to "provide the opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and stimulation of interest in continuing academic excellence."

PCC holds the Alpha Xi Omicron Chapter of Phi Theta Kappa. To become a member, a student must have completed a minimum of 12 semester hours of associate degree coursework with a grade point average (GPA) of at least 3.5 on a 4.0 scale, adhere to the school code of conduct, and possess recognized qualities of citizenship. A GPA of 3.25 must be maintained to remain in good standing. Per the chapter bylaws, students may also be provisional members, alumni members, or honorary members.

High school students may qualify as provisional members if they meet all the following criteria:

- Maintained a 3.5 GPA on all coursework completed in high school
- Are currently enrolled in associate degree coursework
- Have at least 12 credit hours
- Adhere to the school code of conduct
- Possess recognized qualities of citizenship

Membership may also be transferred from another chapter at another two-year college.

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

SACSCOC References: Cross References: Board Policy 2.62
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.11 Discipline

PCC expects all students to maintain high standards as responsible members of the community. Students whose conduct is disruptive to the educational process or other lawful operations of the College, whether on campus or in the distance learning environment, may be subject to warnings, failing grades, withdrawal from class, probation, suspension, or expulsion.

Misconduct includes, but is not limited to, such behavior as stealing, cheating, bullying, sending derogatory/inflammatory e-mails or discussion forum entries, damaging institutional or personal property, or assault. Students are subject to civil authority on campus.

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

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.12 Disruptive Activities

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

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

1) The instructor (or person in authority in the area of disruptive activity) informs campus security, the Vice President of Student Services or, in their absence, any

member of the Executive Committee.

2) The responder responds to the trouble area immediately.

3) The instructor (or person in authority in the area of disruptive activity) attempts to restore order, keeping in mind that the minimum amount of restraint to normalize the situation is the desirable approach.

4) The instructor (or person in authority in the area of disruptive activity) makes an immediate verbal report to the official responder.

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

SACSCOC References: Cross References: Board Policy 2.45
Senior Staff Review/Approval Dates: Rev. Dec. 2013, July 2018, Nov. 2025

4.13 Student Involvement in Political Activities

PCC endorses the concept of citizenship development. College personnel believe that students should become as knowledgeable as possible about various political candidates and platforms. Therefore, group activities are permitted in support of a candidate or candidates, provided they follow the guidelines below:

1) The President of the College shall designate those meetings that are considered to be sponsored by the College. Therefore, unless the meeting is specifically designated in this policy as college-sponsored, the Request for Use of Facilities form (available on the Colleges team site, *PCC Forms,* and the College *website)* must be completed. It should be noted on this form that the request includes being designated as a college-sponsored meeting.

2) Meetings that fall within College sponsorship are automatically included and approved.

3) Meetings of the governing boards of the student activities committee, other college-sponsored student organizations, and college-sponsored alumni meetings.

4) Any approved student organization may use the facilities, but must schedule the meeting with the appropriate College personnel.

5) Political organizations comprised exclusively of students at PCC, so long as such organizations do not allow non-student participation on campus, except that such student organizations may invite non-student speakers to appear exclusively before the membership of their organization.

6) Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the SGA President or President of other approved student organizations and the Vice President of Student Services.

7) Activity in the halls must not interfere with classes or the instructional process.

8) Rallies may be held in the afternoon between 4:00 p.m. and 7:00 p.m.

9) Classes during the day or evening are not to be disrupted by any activity that might occur from any candidate or representative who visits the campus.

10) Students are to refrain from placing any item on any vehicle unless permission has been obtained from the owner.

4.14 College Property

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

4.15 Substance Abuse

Students shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or intoxicant of any kind while at PCC facilities or participating in a PCC-sanctioned activity. The Vice President of Student Services deals with students and instances of substance abuse at PCC facilities.

SACSCOC References: Cross Reference:
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.16 Communicable Diseases

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

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

Persons who know that they are infected are urged to share that information with their Vice President or advisor so the College can assist in the appropriate response to their health and educational needs. Such information will be disclosed only to responsible institutional officials on a limited, need-to-know basis unless the individual consents in writing to the release of the information. The College is obligated by law to disclose to public health officials information

about all confirmed cases of reportable communicable diseases.

4.17 Children on Campus

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

A College staff member must accompany campus tours and/or student groups visiting the campus.

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

SACSCOC References: Cross Reference:
Senior Staff Review/Approval Dates: Rev. Dec. 2013, Nov. 2025

4.18 Student Grievances and Appeals

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

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

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

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

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

Formal Process: If the student is not satisfied with the results of the informal process, s/he should initiate the formal process. Should a student wish to file a formal grievance against a college official, a written notice should be submitted by the student to the Vice President of Student Services.

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

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

All decisions from the President are final.

SACSCOC References: Cross References: Board Policy 2.88
Senior Staff Review/Approval Dates: Rev. Dec. 2013, July 2018

4.19 Health Services

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

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.20 Student Records

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

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

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

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

A. Student's name
B. Student's address

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

If a student does not desire this information to be released, written notification should be provided to Student Services.

SACSCOC References: Cross References: Board Policy 2.72
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.20(A) Retention and Disposition of Academic Records

Retention and disposition of records maintained by the Registrar is handled in accordance with the schedules published in the *Public Records Retention and Dispensation Schedule* as prepared by the NCCCS and State Board of Community Colleges for institutions in the community college system.

SACSCOC References: Cross References: Board Policy 2.72
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.21 Rights of Parents and Students to Review and Inspect Records

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

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

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

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

Parents/Guardians and students who wish to inspect records and live within 50 miles of the place where the records are kept must do so at the place designated by the College. After the inspection, they may request copies of the records they inspected. Parents/Guardians or students who live further than 50 miles from the place where the records are kept may request copies of the records without first inspecting them at the College. The copies shall be sent by encrypted email.

SACSCOC References: Cross References: Board Policy 2.72
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.22 Student Accident Insurance

Accident insurance is mandatory for all students. Students pay a small fee each semester for coverage. Information is published in the College catalog and will be made available at registration.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Rev. July 2011

4.23 Liability Insurance

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

4.24 Financial Information

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

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

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.24(A) Return of State Funds

Pamlico Community College calculates the amount of funds it must return when a student withdraws before or on the 35% point of the term through the State Grant Portal.

If a student's last day of attendance can be verified and is before or on the 35% point of the term, the state grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour programs). If the last day

of attendance occurs after the 35% point of the term, the state grant award is considered 100% earned, and no state grant repayment is due.

State grant repayment formula:

1. The percentage of state grants earned is calculated by dividing days in attendance by calendar days in the term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of state grant earned from 100%; this equals the percent of unearned state grant.
3. Multiply the percentage of the unearned state grant by the grant amount.

No Academic Credit

If a student earned no academic credit for the term, the institution must determine whether the student completed the term. If the institution determines that the student did not withdraw but instead completed the courses and earned no academic credit, Pamlico Community College is not required to return state funds. If the institution determines the student unofficially withdrew, the institution must complete a calculation using the last date of attendance or date of last documented academic activity to determine if any funds must be returned to the state. If there is no last date of attendance or last documented academic activity, the institution may use an official withdrawal date in place of the last date of attendance. If there is neither a last date of attendance nor an official withdrawal date, the state grant repayment will be 50% of the grant amount.

Never Attend Repayments

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment is 100% of the award. If Pamlico Community College is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy will apply.

Pamlico Community College will return state grant funds within 60 days of the date that the school determined a student has withdrawn. Pamlico Community College will fully reconcile and return all state grant funds owed back for the prior academic year by September 1st.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates:

4.25 Student Financial Aid Information

Financial aid is awarded to students to assist with educational expenses. It is administered through the Financial Aid Office in Student Services and is based on need, as determined by the FAFSA and other sources, including scholarships and veterans' benefits.

The Financial Aid Office works with the Business Office in administering the financial aid program. Information regarding federal financial aid is available by clicking here.

SACSCOC References: Cross References:

Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.25(A) Financial Aid Recalculation Date

The Financial Aid Pell Recalculation Date is the point at which a student's enrollment status cannot change for financial aid purposes. A student must register for all courses or make necessary adjustments for the semester before or during the drop/add period. For example, if a student registered full time at the beginning of the term and then dropped credits before the financial aid Pell Recalculation Date, the student's financial aid is then revised to match their eligibility based on the number of credits enrolled in as of the Financial Aid Pell Recalculation Date and types of aid that were awarded.

Credits added after the Financial Aid Pell Recalculation Date cannot be used to increase financial aid eligibility. When a student drops or withdraws from all classes, regardless of if the drop or withdrawal is before or after the Pell Recalculation Date, Pamlico Community College (PCC) must perform a Return to Title IV calculation. To ensure receipt of the maximum Pell Grant for which a student is eligible as well as avoid having to pay back Pell Grant funds already posted to the student's account, students are strongly encouraged to finalize their course schedule no later than the 10% point of the course as determined by the Registrar.

If the student increases or decreases their credit load before the Pell Recalculation Date, their financial aid may be adjusted, as appropriate, for their enrollment level. If the student's financial aid is reduced and it creates a balance due on their student account, the student will be responsible for payment. If the student adds credits after the Pell Recalculation Date, the student's financial aid will not be increased. Classes added after the Financial Aid Pell Recalculation Date will not be eligible to be counted for financial aid eligibility purposes. The student will be responsible for any additional charges not covered by his/her financial aid award as of the financial aid Pell Recalculation Date. The student's financial aid may be affected if the student is taking courses that begin after the financial aid Pell Recalculation Date. For example, if the student is enrolled in a class that starts after the Pell Recalculation Date, the Federal Pell Grant and other financial aid funds will not be disbursed until after the course has started.

If the student fails to begin attendance in all courses, the student's financial aid will be reduced accordingly. Attendance should be recorded according to the attendance policy. If a student initially enrolls for the semester after the Financial Aid Pell Recalculation Date, the Pell Recalculation Date for that student will be the date of their initial enrollment. Therefore, students will want to maximize their aid eligibility by enrolling in all the courses they plan to take during the initial registration process.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates:

4.25(B) Financial Aid Return of Federal Funds

The Federal Return of Funds legislation requires that when a student completely withdraws or fails all classes, the amount of federal grants earned must be recalculated. The school and/or student may then be required to return some or all the federal funds awarded to the student.

Federal financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws from all courses for any reason –including administrative withdrawals – the student may no longer be eligible for the full amount of federal funds that they were originally scheduled to receive. If a student has received federal financial aid, a return of funds calculation must be computed. The calculations are based on the number of days attended for the semester divided by the total number of days in the semester (minus any scheduled breaks of at least five days in length).

Funds that are Subject to the Return of Funds Calculation

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

How a Withdrawal from Class or School Affects Financial Aid

Though student aid is posted to the students' accounts at the start of each term, students earn the funds as they complete the term. If students withdraw during a payment period or period of enrollment, the amount of federal funds they have earned up to that point is determined by a specific formula. If students received less assistance than they earned, they may be able to receive those additional funds. If students received more assistance than they earned, the excess funds must be returned by the school and/or the student.

Student Notification of Results of Calculation

Upon completion of the Return of Funds calculation, students will receive a notification indicating the amount of aid that must be returned. Pamlico Community College will return the required funds on the student’s behalf to the appropriate federal program(s) by charging the student’s account. Students can view the return of any resulting account balance on the student portal after the return of funds has been processed. A letter will be mailed to the address on the student’s file.

Post Withdrawal Disbursements

If a student is awarded financial aid by the date of the withdrawal, but the financial aid has not been disbursed, the student may be eligible for a post-withdrawal disbursement. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement for the earned aid that was not received. Under these circumstances, a return of funds calculation must be performed to determine whether the student is eligible for a post-withdrawal disbursement. Pamlico Community College may automatically use all or a portion of your post-withdrawal disbursement for tuition, fees, and book charges.

If a student drops from some but not all courses before the census date, the course will be removed from the student’s Title IV eligible credit amount. If the student drops or withdraws from all courses at any point during the semester, a return of funds calculation will be done to determine the student’s earned financial aid.

Pamlico Community College must return unearned funds for which it is responsible as soon as

possible, but no later than 45 days from the date of determination of a student's complete withdrawal.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates:

4.25(C) Satisfactory Academic Progress (SAP)

To be eligible for financial aid, a student must maintain Satisfactory Academic Progress (SAP). At the end of each term, Pamlico Community College will determine each student's SAP status using the following criteria:

1. Grade Point Average: Students must maintain a minimum cumulative grade point average as published in the GPA section below.
2. Completion Rate: Students must earn credit for at least 67% of the credits attempted.
3. Maximum Timeframe: Students must graduate with less than 150% of the credits allowed to complete the degree.

Elements of SAP
SAP standards measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement, Completion Rate requirement, and a Maximum Timeframe requirement. Evaluation of GPA and Completion Rate is separate from Maximum Timeframe.

Grade Point Average (GPA)
To maintain Satisfactory Academic Progress, students must earn a cumulative GPA according to the number of semester hours the student has attempted as indicated in the table below.

Students are permitted to repeat courses twice for financial aid purposes, and the highest, most recent grade will be counted in the GPA calculation.

Total Hours Attempted	Cumulative Grade Point Average
0-12	1.0
13-24	1.5
25-36	1.75
37 and above	2.0

Completion Rate
Completion Rate is calculated by dividing the total number of credits earned by the total number of credits attempted. Students must successfully complete 67% of the total credit hours attempted, including developmental coursework, to maintain satisfactory academic progress. Successful completion includes grades of A, B, C, D, and P (passing).

ALL repeated courses are counted as attempted. However, repeated courses are only counted once as completed. Transfer credits from other institutions will be used to determine quantitative satisfactory academic progress for both completion rate and maximum timeframe.

Maximum Timeframe

To be eligible for financial aid, students must complete their degree within the maximum timeframe. This means graduating before accumulating 150% or one and one-half times the total number of program credit hours published in the catalog. A student's timeframe begins on the first day attending the college and continues until the student successfully completes a program of study, regardless of the number of years that may lapse between enrollment periods. Since the timeframe is cumulative, a student may lose financial aid eligibility by switching programs before successfully completing a program of study. Once a student completes a program, they will become eligible for a new timeframe for a second certificate, diploma, or degree.

Transferable credits from other institutions under the completed program are counted toward the new timeframe for a new program of study. Grades of W, F, I, R, or WE do not count as successfully completed but will count as attempted credits. Credit for developmental coursework by placement testing does not count toward the maximum timeframe.

If a student does not graduate within the maximum timeframe or the Financial Aid Office determines that it is mathematically impossible for a student to graduate within the maximum timeframe, the student's financial aid will be terminated.

Academic Warning
At the end of each semester, the Financial Aid Office will determine whether students receiving financial aid are making satisfactory academic progress. Grade Point Average and Completion Rate are both evaluated. Students failing to make satisfactory academic progress will go on Academic Warning.

Students on Academic Warning will be granted one semester to regain satisfactory academic progress. During this semester, the student will be eligible for financial aid, permitted they meet all eligibility requirements.

If, at the end of the financial aid warning period, the student regains satisfactory academic progress, the student will regain their satisfactory status. Students who fail to regain the minimum satisfactory academic progress during the warning semester will become unsatisfactory and will be ineligible for aid.

Regaining Eligibility
Once a student becomes unsatisfactory, there are two ways they can regain their financial aid:

1. Improve their academic performance to meet the minimum SAP requirements.
2. Submit an SAP Appeal to the Financial Aid Office for the SAP Committee to review.

Appeal Process
Students not making satisfactory academic progress will receive a notification in their PCC student email and through their student portal.

Students may appeal their suspension of their financial aid by submitting an SAP appeal form to the Financial Aid Office. SAP Appeal forms are available on the PCC website and in the Financial Aid Office. The Financial Aid Office. will then submit the appeal to the Services for Students Committee. The Services for Students Committee will approve or deny the appeal based on the documentation provided.

Students may appeal only for extenuating circumstances. Examples of extenuating circumstances include but are not limited to illness, hospitalization, accident, or death of an immediate family member. Appeals must be submitted with appropriate documentation.

Appeals will be limited to three per student during their time at PCC after receiving a terminated SAP status. SAP Appeals will be reviewed once each semester, after final grades for the term have been submitted. The SAP Appeal MUST be submitted to the Financial Aid Office PRIOR to the 10% point of the term for which a student is seeking reinstatement of financial aid. Late appeals will NOT be accepted.

Appeal Outcomes
The Services for Students Committee will review all appeals to determine if the reinstatement of financial aid is justified. The student's approval or denial will be sent to their PCC student email.

1. Approved/Academic Probation- A student may be placed on academic probation and must maintain all probationary requirements to continue receiving financial aid. Once approved, the student must meet with a Counselor to develop an academic success plan.
2. Denial- A student's SAP Appeal may be denied based on insufficient detail, documentation, or evidence of extenuating circumstances. The Financial Aid Office will notify the student of the Denial by email.

Guidelines for Probationary SAP Status for Maximum Timeframe, GPA, or Completion Rate

1. Students must complete 100% of their registered courses each semester with a cumulative semester GPA of 2.0.
2. Students can remain on Probation for up to four semesters.
3. Financial aid will be terminated if all requirements are not met.

SACSCOC References:
Cross References:
Senior Staff Review/Approval Dates:

4.26 State Authorization

In compliance with U.S. Department of Education regulation 34 CFR 600.9(c) regarding State Authorization, PCC must secure authorization from states and territories beyond North Carolina to offer online courses to residents who do not reside in North Carolina. PCC is a participating member of NC-SARA, the National Council for State Authorization Reciprocity Agreement. As a result, PCC is authorized to offer online courses to residents from states that also participate in NC-SARA. For more information on State Authorization, visit https://pamlicocc.edu/student-resources/state-authorization/.

Points of Contact: The Registrar and Coordinator of Distance Learning will be the points of contact to coordinate, assist, and request authorization from states that require educational institutions to be legally authorized in their state before offering online/distance education programs/courses to students residing in that state.

The Registrar will maintain the information needed to determine eligibility in states that do not participate in NC-SARA and to complete authorization requests, as necessary. The Registrar will

maintain a database of out-of-state students enrolled in PCC distance learning programs/courses.

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

1. Act as the clearinghouse to assist academic units that offer online/distance education courses or programs to students residing in other states to obtain authorization in those states, as necessary.

2. Track enrollment of students from other states in PCC courses delivered by online/distance delivery. (Note: In states that require authorization for faculty residing in the state, the Registrar will work with the respective hiring Chair.)

3. Complete the authorization process when required by the state or states.

4. Establish and monitor renewal cycles for states from which authorization has been obtained.

The Business Office will:

5. Process the payment (if necessary) of fees required for state authorization in any state from which the need for authorization arises.

The Vice President of Student Services will:

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

The Coordinator of Distance Learning or a designee will:

7. Maintain PCC's annual NC-SARA membership.

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

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

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Rev. Dec. 2013

4.27 Library Services - Purpose

Library Services is part of the Department of Student Services. The Library provides support services and resources to meet educational and informational needs.

4.28 Services Available in the Library

- Library physical collection and Interlibrary Loan (ILL)

- Digital resources, including databases, e-books, audiobooks, and periodicals
- Public internet access to desktop computers
- Copier and laser printer
- Laptops and Wi-Fi Hot Spots available for checkout by students and employees

The Library Collection: PCC has one library that is centrally located on campus in the Johnson Building. Library resources and services are available to all PCC students, faculty, and staff.

The library also provides services and borrowing privileges to Pamlico County residents who are 18 years and older. The collection consists of print and non-print materials in diverse formats. These resources include books, periodicals, newspapers, and online digital resources. Equipment (such as laptops and Wi-Fi hot spots) checkouts are available for employees and students only.

Additional access to collections and resources are granted to students, faculty, and staff through a cooperative agreement at East Carolina University's Joyner Library. PCC students, faculty, and staff may register with Joyner Library by providing a current PCC ID or a current class schedule.

Cooperative Agreement: Additional access to collections and resources are granted to students, faculty, and staff through a cooperative agreement at East Carolina University's Joyner Library. PCC students, faculty, and staff may register with Joyner Library by providing a current PCC ID or a current class schedule.

Access to print materials: Patrons using the PCC library must complete an application form and present proper identification before checking out materials.

In-library only items: Reference materials, newspapers, and current magazines & journals may be used in the library only.

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

Evergreen Integrated Library System: A statewide shared library catalog resource including 50 community college libraries' collections (Evergreen replaced the CCLINC system in 2024).

Digital collections and resources: can be accessed from the library's *website*.

Computers with internet access. Patrons must follow the computer usage policy and guidelines which are posted on each computer's home screen.

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

Study Rooms: the library has two study rooms that can be reserved and used by students or employees.

4.29 Library Services Staff

The library provides qualified professional and support staff for PCC's library services to faculty, students, staff, and community patrons, supporting the educational and community outreach programs of the College.

(See organizational chart in Chapter 2 and Position Descriptions in the Colleges team site.)

4.30 Library Services Hours of Operation

Monday through Thursday: 7:30 a.m. – 6:00 p.m.

Friday: 7:30 a.m. – 1:00 p.m.

Holiday and summer hours vary and are posted on the library *website*.

4.31 Library and/or Bibliographical Orientation

In-person Library Orientation and/or Bibliographical Instruction are provided upon request by contacting the Director of Library Services. A pre-recorded Library Orientation video and a Bibliographic Instructional video are available at all times on our YouTube channel.

4.32 Library Cooperative Agreements

Cooperative agreements with other libraries are renewed after review per the requirements of the agreement.

4.33 Collection Development Policy

The purpose of the Collection Development Procedure is to establish guidelines for selecting and maintaining materials. In addition to addressing the initial selection of resources, the policy will also cover the associated functions of preservation, removal, and replacement.

Intellectual Freedom

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. The library strives to collect materials that enable intellectual freedom for its patrons.

Materials Selection

The Director of Library Services provides final approval for the acquisition of all materials purchased with library funds. The library staff consults with college faculty and staff on selection. Requests from faculty, staff, administrators, students, and members of the community are encouraged. Library staff also consult professional book reviews and book vendor catalogs during the selection process.

The information needs of the student body and teaching faculty are the top collection priorities. After budgeting for constant costs (such as serials, continuations, and databases), these needs are filled according to the following guidelines:

1. Requests from instructors of new courses for which few or no existing resources are available.
2. Requests from instructors for resources to support existing curricula.
3. Requests from any library patron for current interest and/or recreational materials.

Selection Criteria

The specific criteria used in considering an item for purchase include the following:

- Relevance to user needs at PCC and/or user requests
- Requirements for curriculum program accreditation
- Appropriateness to community college learning level
- Predicted likelihood of use by students and/or faculty
- Authoritativeness, accuracy, and timeliness
- Reputation of author and publisher or producer
- Positive reviews
- Price
- Appropriateness of format to need
- Organization and style

All library selections reflect the guidance of the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *ALA Code of Ethics*.

Languages

The predominant language of the material to be collected is English. Foreign language dictionaries and grammar are purchased for their value as general reference sources. Resources for students studying English as a Second Language and materials on travel and culture may also be purchased.

Formats

Formats collected are numerous and varied. These presently include print, audiovisual, and electronic resources. As new technologies appear, formats that make information more accessible to larger numbers of users will be considered and evaluated, weighing relative merit, cost, production standards, and convenience of use.

Periodical Selection

The selection of periodicals involves using similar considerations. Periodicals in specific subject disciplines are usually selected at the request of teaching faculty. If a periodical is available digitally via our databases, then a print edition is unlikely to be purchased. Price is also a factor in determining which title(s) may or may not be added.

Gift Policy

PCC is appreciative of community philanthropy in the form of useful gifts to its collection. However, the library is not currently able to accept donated materials due to space constraints. Donors are encouraged to contact the Pamlico County Public Library when seeking to donate materials.

Removal, Replacement, and Preservation

Collection management includes periodic and ongoing collection review based on space constraints, changing user needs, and deterioration or obsolescence of library materials. This procedure is in accordance with NCGS 115D-5 and NCGS 115D-31 as outlined in the State

Board of Community Colleges Code: 1H SBCCC 400.2 Surplus and Irreparable Books and Book-Like Media Policy. Faculty members are encouraged to participate in collection review. A review of materials for each academic program is completed by the Director of Library Services with faculty members during routine program reviews as part of the SACSCOC compliance process.

Criteria to consider when discarding a title:

- Poor condition
- Lack of currency
- Failure to conform to program or class needs
- No lasting importance
- Past or projected lack of use based on circulation data/statistics
- Lack of reference, historical, or critical value

Curriculum-related media is purchased almost exclusively at the request of faculty. Consequently, its removal from the collection is also coordinated with the faculty. As with print formats, there are a number of reasons for performing a collection review and choosing to weed items from the multimedia collection. Significant ones include:

- Damaged, brittle, or otherwise irreparable media condition
- Deteriorated visual or audio quality
- Content inaccuracies or irrelevance of themes
- Continued relevance to curricular or research needs
- Availability and operating condition of equipment on which material is used

When an item is discarded because of its poor physical condition, it should be considered for replacement. Replacement most often applies to materials considered classics. Other factors to be considered include:

- Whether the material has been superseded by a new edition or more current information
- If it is still relevant to student needs
- If it is still available and at what price.

4.34 Controversial Works

The Library Bill of Rights and the Freedom to Read Statement apply to all acquisitions of library materials. The library recognizes that many books, periodicals, and media are controversial and that any item may offend some patrons. While PCC does not endorse every idea contained in the materials made available, such materials should be made available to everyone who needs or desires them. Since tastes vary, one standard of taste or opinion should not be imposed. Therefore, PCC opposes and resists every encroachment of intellectual freedom by individuals or groups.

When a selection is challenged, the following procedure will be followed:

1) When a complaint is made, the library representative receiving the complaint should make no comments regarding the challenged material. That representative should ask the patron to make the protest in writing using the form: Request for Reconsideration of

Educational Material available in the Library.

2) The form is to be returned to the Director of Library Services, who shall:

    - Inform the President and formulate an ad hoc committee to meet and review the material in question.
    - Place the challenged material on reserve for one month so that members of the Committee may read and study the material.

3) The Committee shall:

    - Read the material, examine reviews, and consult authoritative lists and holdings of similar institutions.
    - Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context.
    - Prepare a report to be sent to the Vice President of Student Services within 10 working days.

4) If the Vice President determines that the challenged material should be removed from circulation, he/she will contact the Chair of the Curriculum and Program Committee of the Board of Trustees. The Curriculum and Program Committee will meet to review the findings and act in an advisory capacity to the Vice President. If the final decision is to remove the challenged material, it will be withdrawn from circulation.

5) The complainant will be notified in writing regarding the final decision of the Vice President. The complainant has a right to appeal the decision of the Vice President by requesting a hearing before the full Board of Trustees within 20 days of notification. The Board will schedule a review hearing within 15 days of the complainant's request. The Librarian of the Board of Trustees shall be the presiding officer at the hearing and the decision of the Board shall be final.

4.35 Library Circulation Procedures

The library provides access to a broad collection of books and other printed and non-printed materials. All students, faculty, staff, and the general public have access to books and materials. Faculty members are responsible for all books and materials checked out for classroom use. Faculty may check out reference books for in-classroom use upon request and approval by the Director of Library Services.

Book Loans and Renewals: Books are checked out for a three-week period and may be renewed twice (if no holds exist). Patrons should contact the library regarding renewals. The reserve collection loan period varies with the semester and instructor. There is a checkout limit of 5 items.

DVD videos: checkout period is one week and subject to the same fines as books.

Periodicals: Periodicals and newspapers are available for in library use only.

Reference: Reference books are identified by (REF) on the spine and include materials such as encyclopedias, handbooks, atlases, almanacs, dictionaries, and indexes.

Reserve Collection: Instructors may place books and other media on reserve. The reserve collection is located near the circulation desk and is subject to different checkout procedures and fines. Unless specifically requested, all reserve materials will be returned to the regular collection at the end of each semester.

Interlibrary Loan: Interlibrary loan materials are available on request from our consortium of community college libraries around the state as well as from around the United States via OCLC.

Borrowers: All borrowers must be at least 18 years of age and must show a photo ID before being allowed to borrow or be a student or employee with a PCC ID card.

Returning Materials: Students must resolve any outstanding library fines and charges to register, participate in graduation, or receive a transcript. Faculty members must return all materials checked out after each semester. Laptops and Wi-Fi Hot Spots must be returned by their designated due dates. All college employees must pay outstanding library fines at the time of termination or end of a contract period. Any outstanding amounts will be deducted from the final paycheck.

Fines and Lost or Damaged Material: When materials become overdue, the borrower will not be able to check out additional resources until the overdue ones are returned and the fines paid. Fines for print materials and DVDs are ten cents per day up to $10.00 per item.

Materials not returned are considered lost, and the borrower will be billed accordingly. Lost or damaged books and DVDs will be billed to the borrower at the cost of replacement plus a $10.00 processing fee. Lost or damaged laptops and Wi-Fi hot spots will be billed at replacement cost. All fines should be paid promptly.

CHAPTER 5
INSTRUCTIONAL SERVICES DIVISION (IS)

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CHAPTER 5
INSTRUCTIONAL SERVICES DIVISION (IS)

5.1 Purpose Statement

The purpose of the IS Division is to create relevant and dynamic learning experiences with quality instruction in a student-centered learning environment.

5.2 IS Departments

Departments in the IS Division are:

Curriculum (see Curriculum (CU)-Purpose)

- Off-Campus: Public Service, Cosmetology/Esthetics, Career and College Promise, and Corrections programs.
- General Studies & Allied Health

Continuing Education, Construction, and Industrial Programs (see Continuing Education (CE)-Purpose)

Transition Programs (see Basic Skills (BS)-Purpose)

Departments are led by Chairs or Program Coordinators.

Each department may further define a purpose statement as a component of IS that is aligned with the PCC mission statement.

5.3 Budget Procedures

Chapter 3, Business Office/Financial Resources, contains all relevant budgetary items for all divisions and departments.

IS budget managers develop and submit a budget for the fiscal year to the Vice President of Instructional Services in compliance with PCC Budget Procedures. Approved budgets are management tools and will be the responsibility of the department head.

5.4 Organization Chart

The Organizational Chart is published on PCC's website, pamlicocc.edu, *About PCC*.

Position descriptions are published on the College's team site.

SACSCOC References: Cross References: Board Policy 2.6
Senior Staff Review/Approval Dates:

5.5 Educational Opportunities

All educational programs are approved by the NCCCS. PCC awards the amount and level of credit hours based on the standards established by the State Board of Community Colleges and the NCCCS. The amount and level of credit awarded is published in the Combined Course Library (CCL) of the NCCCS. Furthermore, the amount and level of credit awarded for courses

offered at PCC, regardless of format or mode of delivery, is published annually in the *College Catalog & Student Handbook*.

All educational programs are approved by the NCCCS and recognized by our regional accrediting agency - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). CU, CE, and Transition programs are designed to complement each other.

Curriculum Programs are for-credit programs that lead to certificates, diplomas, and degrees. Additional information is in Curriculum (CU)-Purpose.

Continuing Education Programs are non-credit courses offered at various times and in formats available to the public to focus on the specific educational needs of the learner. See additional information in Continuing Education (CE)-Purpose.

Transition Programs encompass adult education programs and developmental education offerings. Adult education programs are specifically designed for those who have not completed high school or who may have mathematics and/or reading level difficulties.

Basic Skills Plus is designed to transition entry-level pre-college Basic Skills Program students into CU and/or CE programs. Developmental education courses are refresher pre-college courses. See additional information in Basic Skills (BS)-Purpose.

Distance Learning programs provide students with a virtual learning environment. Online and partial Internet courses are offered in both curriculum and continuing education programs.

Career and College Promise Programs offer college instruction to current high school and home-schooled juniors and seniors. These structured pathways provide entry-level job skills and credits towards an associate degree and may reduce completion time for students who continue into post-secondary education after graduating from high school.

Captive Programs refer to instruction provided to inmates at Pamlico Correctional Institution (PCI). PCC provides CU, CE, and BS programs to PCI students.

SACSCOC References: 10.7 Cross References:
Senior Staff Review/Approval Dates: June 2022

5.6 Registration

All IS employees are expected to participate in registration functions as needed. CU, CE, BS, CCP, and PCI registrations and pre-registration times are held on a staggered schedule. Scheduled classes will be advertised to inform interested individuals of class offerings. Classes may be canceled if enough students are not registered.

5.7 Professional Development

Full-time employees are expected to participate in professional development activities and report activities annually as part of the Employee Appraisal Process.

You are responsible for completing at least 12 hours of professional development during an academic year. Professional development comes in many forms, including but not limited to conferences, workshops, training, and presentations. Keep track of your professional

development on the Professional Development Record Form located in SharePoint under *PCC Forms.*

Newly hired faculty academic advisors are required to participate in a series of academic advisor training with the Coordinator of Academic Advising during their first semester of employment. These trainings are to be recorded in the employees' Professional Development Form.

SACSCOC References: Cross References: Faculty Handbook 4.1
Senior Staff Review/Approval Dates: Mar. 2018

5.8 General Duties and Responsibilities of Instructors

Develop, revise, and assess course learning outcomes and syllabus with the designated department chair or SME before classes begin. Specific duties are listed on the faculty position description, including, but not limited to:

- Instruct according to the course learning objectives and course syllabus.
- Be thoroughly prepared for each class session. Classes should be carefully planned and based on the course syllabus.
- Be prompt and utilize class time effectively. The instructor should arrive before the scheduled class time and utilize the total time the class is scheduled to meet.
- Maintain accurate attendance and student evaluation records.
- Keep a daily record of attendance in each class on the appropriate electronic platform for submission. Your mentor or SME will show you how to use it. Also, it is a good idea to keep an accurate record on a paper class roster. Additionally, new federal requirements necessitate faculty to indicate in the appropriate electronic platform for submission the student's last day of attendance with an *L*. If a student's last day is their first day, we would indicate this by *EL*. However, if a student never attends your class, you would normally just withdraw them and click in the *never attended* box.
- Emphasize to all students the importance of prompt, regular, and continuous attendance.
- Report promptly any problems and areas of concern to the designated department chair or SME.
- Observe housekeeping rules and customs. The instructor is responsible for enforcing regulations concerning smoking, drinking, and eating in classrooms. Instructors are responsible for maintaining a safe, healthful, and hazard-free learning environment for students in classes on or off campus.
- Emphasize safety first in labs and classrooms. The instructor is responsible for maintaining a safe and hazard-free learning environment.
- Ensure all college equipment removed from the campus is properly checked out and returned at the end of the class.

- Encourage life-long learning and be aware of individual student learning styles.

SACSCOC References: Cross References: Faculty Handbook 4.16 and 4.18; Board Policy 2.95
Senior Staff Review/Approval Dates: Mar. 2018

5.9 Course Syllabus

Before the start of each course, instructors must develop and provide a course syllabus that accurately reflects the actual class content, activities, class policies, grading scale, and learning outcomes. Instructors are expected to use the Common Syllabus Template located in Faculty Resources in Moodle. You will place your syllabus on your Moodle class page for each course. All approved course syllabi must be submitted electronically to the Program Support Coordinator and Institutional Effectiveness, where they will be maintained in an electronic file.

PCC Syllabi must include the following items. The PCC Syllabus Template contains a full list of required items:

- Your name
- Course number and section number
- Credit hours and contact hours
- Semester
- Census date
- Class times and dates
- Office hours
- Course description
- Supplies needed
- Titles of classroom texts
- A list of student learning outcomes
- Methods of evaluation
- Attendance policy
- Grade distribution scheme
- A general or specific course outline.

Some instructors prefer a fully structured list of assignments, while others prefer flexibility. The first alternative is highly recommended. If you want the option of changing the syllabus during the semester, add a statement at the end of the syllabus informing students.

SACSCOC References: Cross References: Faculty Handbook 4.3
Senior Staff Review/Approval Dates: Mar. 2018, Nov. 2025

5.10 Instructional Material Preparation and Reproduction

Instructors are expected to prepare all instructional materials. The instructor will need to contact the department chair, Program Coordinator, SME, or Coordinator of Instructional Support for information on copying locations and procedures.

5.10(A) Intellectual Property Guidelines for Distance Learning

Also, see PCC Board Policy 2.34 *Intellectual Property Rights*.

Definitions:

1) **Distance Learning Courses/Materials:** Includes any materials specifically created for use in a distance learning course. These materials could include, but are not limited to, courses, study guides, software, videotaped lectures, databases, transparencies, visual aids, lab manuals, syllabi, bibliographies, glossaries, tests, assignments, course documents, and other instructional materials.

2) **Distance Learning Course:** Any course primarily delivered in a format not limited by traditional limitations of time and place.

    - **Examples:** Online classes, self-paced courses, or any combination of these.

3) **Course Developer:** An individual who works alone or with others to develop or create a distance learning course or related course materials.

4) **Course Materials:** Any resources used to create or develop a distance learning course, such as, but not limited to, text, images, diagrams, graphs, multimedia presentations, instructor's notes, readings, bibliographies, lectures, simulations, and group projects.

Guidelines:

1) Creation of Distance Learning Courses/Materials: Unless otherwise provided in a written statement, PCC owns all rights to a copyrightable or patentable work if:

    A. The work (or course material) was created or updated by an employee, whether full-time or part-time, or outside contractor who has been given commission from PCC (i.e., reassigned time, faculty development grants, special project funds, and other time or money given specifically for development purposes) in the course or scope of employment with PCC; and/or

    B. The work (or course material) was created or updated by an employee, whether full-time or part-time, using PCC's facilities, time, equipment, or resources.

2) Ownership of Distance Learning Courses/Materials

    A. The developer and PCC will retain the absolute, unrestricted right in perpetuity to use without charge the course(s) and/or content should the developer(s) leave the employment of PCC;

    B. The developed course (or materials) may be offered and taught by any faculty member employed with PCC;

    C. It is understood the developer is responsible for understanding the Copyright and Fair Use guidelines and all applicable laws, whether federal, state, or local; and

    D. It is understood the developer must agree to comply with all institutional rules, policies, course development criteria, and/or guidelines, as well as all contracts and licenses.

3) Disputes

A. The Executive Committee has the authority to resolve disputes or concerns or can appoint an ad hoc committee to resolve DL issues regarding the Intellectual Property Policy at PCC.

B. Resolution of disputes will receive approval from the Vice President of Instructional Services and the President.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Added Nov. 2013

5.11 Requisitioning Instructional Books, Supplies, and Materials

Instructors will discuss projected instructional needs with the department chair, director, or SME, allowing ample time for processing and delivery of instructional materials. The instructor, department chair, director, or SME will complete appropriate requisitions in accordance with the PCC Procedure 7.2 *Purchasing*.

Each semester, the Campus Bookstore will publish a purchasing timeline to have books available to students for the beginning of classes. It is the instructor's responsibility to follow the purchasing timeline to support student success.

When considering assigning a textbook for a course, instructors should be mindful of the cost to the student. Furthermore, potential conflicts of interest should be avoided; instructors are not permitted to assign books they have written and/or published.

A minimum of two (2) work weeks are allowed for local purchases. Items that must be purchased from outside vendors and/or sent for bids will need four to six weeks for processing and delivery. Requisitions will be processed on an as-needed basis as long as funding permits.

SACSCOC References: Cross References: Faculty Handbook 4.5
Senior Staff Review/Approval Dates: Mar. 2018, July 2020

5.12 Evaluating Students

Student evaluations are to be established by the instructor and included in class syllabi. All measurements should adhere to a valid assessment process and support clear direction and weight of each measure. Course content/outcomes regulated by an external accrediting agency must adhere to their processes and may incorporate additional assessments above the minimum standard established. Assessment instruments and methods should contain relevant content that reflects material covered during instruction, out-of-class assignments, research, and other activities during the course's delivery. The assessment's delivery is to adhere to the highest ethical standards to preserve the integrity of the assessment and the course credential. A major graded assignment is to be scheduled before the 60% withdrawal date to allow students to make decisions about staying or dropping a course.

Posting Grades
Instructors are required to post grades in the appropriate electronic platform for grading and the Learning Management System (LMS). Grades are to be posted in the LMS not to exceed 10

working days following the assignment submission due date. However, it is acknowledged that certain assignments, such as major projects or papers, may require additional time to ensure thorough evaluation and quality feedback. If more time is needed beyond the 10 days to provide comprehensive feedback, instructors should notify students of this before the original due date. This proactive communication enables students to track their progress in the course effectively and make informed decisions about their academic commitments. Instructors must post final grades by the due date set by the Registrar's Office.

SACSCOC References: Cross References: Faculty Handbook 4.6
Senior Staff Review/Approval Dates: Mar. 2018

5.13 Attendance Taking

Students are expected to be in class on time and attend all classes, laboratory periods, and shop sessions for their entire duration to receive a passing grade.
Attendance requirements will be included in each class syllabus.

In developmental courses, a student must attend a minimum of 85% of the total class hours, laboratory periods, and shop sessions for each developmental course to receive a passing grade.

In allied health core courses, a student must attend a minimum of 90% of the total class hours and laboratory periods. Additional attendance requirements may be placed on externships and clinical field trips. See the *Allied Health Handbook* and the individual instructor's course syllabus for clarification of the absentee policy.

Keep a daily record of attendance in each class on the appropriate electronic platform for submission. Instructors must take attendance for the entire semester. Your mentor or SME will show you how to use it. Also, it is a good idea to keep an accurate record on a paper class roster.

Additionally, new federal requirements necessitate faculty to indicate the student's last day of attendance with an *L*. If a student's last day is their first day, we would indicate this by *EL*. However, if a student never attends your class, you would normally just withdraw them and click in the *never attended* box.

If a student's name appears on your roster and that student fails to show up, complete an Early Alert to Student Services using AVISO. Do not mark off a name or add a name to your roster. If there is a change, take it to the College Registrar immediately for resolution.

Any student attending your class whose name is not on the class roster must be sent to Student Services immediately. The student cannot remain in the classroom.

At the end of the semester, record each student's grade in the appropriate electronic platform for submission.

SACSCOC References: Cross References: Faculty Handbook 4.16; Board Policy 2.95
Senior Staff Review/Approval Dates: Mar. 2018, Nov. 2025

5.13(A) Last Date of Attendance Recording for Instructor

Pamlico Community College adheres to the philosophy that regular attendance and/or

participation in courses is essential to receiving the maximum benefit from the educational experience. Pamlico Community College requires that attendance be taken for the entirety of all courses.

Attendance must be completed by the close of business on Friday of each week using the designated attendance-taking platform. If a student fails to attend or academically participate in a class for **14** consecutive calendar days, the instructor **must** document the last date of attendance in the attendance-taking platform to signify the last date the student was in attendance. Exceptions to the 14-day rule may be made if there is an extenuating circumstance. The documented extenuating circumstance must be significant in nature, such as a confirmed medical condition or other approved obligations.

Faculty may adhere to a more restrictive attendance requirement (less than 14 days) in their course, provided the attendance requirements are specified in their course syllabus. However, faculty are not permitted to use a less restrictive attendance requirement that would exceed the 14-day window. Students who fail to meet the attendance requirements specified in the course syllabus must be documented with a last day of attendance in the attendance-taking platform.

Instructors will place the last day of attendance in the attendance-taking platform on the actual date the student last attended class. If the last day of attendance falls on a holiday, the last day of attendance will be entered on the following scheduled class day. Instructors should only input the last day of attendance to signify the last date of attendance **after** the census date for the class. Student withdrawals up to the census date are considered drops, and the drop form must be completed.

If an instructor wishes to withdraw a student for reasons other than attendance (discipline, violation of college policy or procedure, disruption of class, etc.), the instructor will need to contact the Vice President of Student Services for approval.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates:

5.14 Field Trips

Field trips may be a useful supplement to classroom instruction. Instructors wishing to make a field trip should take the following action:

- Establish a direct relationship between the trip and the objectives of the course.
- Caution students to exercise good safety practices during trips.
- Make arrangements for the trip and secure approval from the Vice Presidents for Instructional Services and Administrative Services before the proposed trip.
- Have students sign a waiver of responsibility form.

All field trips should be carefully coordinated to ensure full learning value to the students; i.e., there must be pre-instruction, post-instruction, and detailed planning for instruction at the field trip site. The Division of Curriculum or Continuing Education must be notified and approval gained two weeks in advance of field trips. A form is available for this purpose on SharePoint under *PCC Forms*.

When it is necessary to use vehicles other than the van provided by the College, the faculty or staff member in charge shall make all reasonable provisions for the safety and welfare of the students involved. Students must complete a waiver of liability form before the field trip. This is required each academic year and must be on file in the Business Office. This form is also available on SharePoint under *PCC Forms*. Questions about field trips should be referred to the SME/Chair.

SACSCOC References: Cross References: Faculty Handbook 4.10
Senior Staff Review/Approval Dates: Mar. 2018

5.15 Live Client Projects

In certain curriculum or continuing education classes, live projects may be used to supplement theoretical learning and for students to practice and/or demonstrate skills. Instructors must use caution in selecting live projects. Projects must relate to the instructional program and not benefit the instructor or any PCC employee. According to State Board Policy, Administrative Code 1H SBCCC 300.1 *Live Client Projects*.

Live Client Projects are defined as (1) educational programs in which students, as part of their educational experiences or the instructional course requirements, repair or remodel non-college owned, personal property or real property; or (2) educational programs that construct structures that are sold, produce goods that are sold, or provide services for which a fee is charged, such goods or services being the normal and necessary product of learning activity of students.

Live Client Projects are deemed necessary to provide a realistic experience in specific program areas in which there are currently limited training opportunities available. The utilization of *live client projects* for a program shall be based on:

1) Projects that are appropriate to the current subject material being taught.

2) Projects that facilitate meeting current course objectives.

3) Projects that can reasonably be accomplished given the time constraints of the current subject matter.

4) Authorization for *Live Client Projects* will be limited to those educational programs that are included in course requirements as published at the beginning of each semester in conjunction with the various instructional course requirements and shall be approved by the Vice President of Financial Services and the President before the beginning of a live client project.

5) The cost of supplies, replacement parts, or other materials necessary for a project and any assessment of the College shall be the responsibility of the individual or organization for which the work is performed.

6) Any *Live Project* funded by the College will be disposed of in accordance with North Carolina General Statutes.

5.16 Student Projects

In classes that require certain performance measures of practical or applied skills, it is suggested that students participate in projects to develop their skills. If the student chooses to maximize learning by engaging in a non-required project, the student is responsible for purchasing his/her supplies. Instructors are encouraged to provide students with a handout listing the supplies and possible retail vendors.

5.17 Instructor Absences/Lateness

Instructors are expected to make all scheduled classes. When an instructor is unable to attend his/her class for any reason, he/she should inform the SME/chair immediately so arrangements may be made for a substitute or other appropriate action. Each instructor is responsible for all instructional components outlined in the course outline and must make up any work missed in the most appropriate way. Students will not be penalized for the instructor's absences or lateness. If students wait ten minutes and no word is received on when the instructor is going to arrive, it is reasonable for the students to create an attendance sheet.

SACSCOC References: Cross References: Faculty Handbook 4.16
Senior Staff Review/Approval Dates: Mar. 2018

5.18 Guidelines for Making Up a Canceled Class

Canceled classes will be rescheduled per CU, CE, or BS procedures. After each cancellation, a memo/email from the Vice President of Instructional Services or the Senior CE Officer will be sent explaining makeup procedures.

In the event a class is canceled due to weather or other reasons, you are still responsible for making sure that the full measure of teaching occurs despite these disruptions. You will need to fill out the appropriate Course Make-Up Form to document your make-up method of choice. These forms are located on the PCC Moodle Advising Site. Please complete the appropriate form and submit it to your SME/Chair within two weeks after the date that the class was missed. Once approved, your SME/Chair will submit this plan to the College Registrar.

SACSCOC References: Cross References: Faculty Handbook 4.17
Senior Staff Review/Approval Dates: Mar. 2018

5.19 Safety First and Good Housekeeping

Instructors are responsible for maintaining a safe, healthful, and hazard-free learning environment for students in classes on or off campus.

Students in instructional areas that involve the use of machines must be taught safety rules by the instructor or safety officer, and every precaution should be taken to ensure the safe operation of equipment. Following the live or electronic safety presentation, student participation should be recorded. Students are required to wear personal protective equipment in designated areas.

Instructors are expected to use assigned classrooms and laboratories and to leave the areas clean and in good order. The instructor is responsible for enforcing regulations, including smoking, drinking, and eating in classrooms. Any complaints about the condition of assigned rooms or labs should be made to the designated department chair, director, or SME.

5.20 Reporting Problems and Special Needs

Classes are diverse and may be conducted in various locations and through different modes of delivery. Instructors and students should communicate issues or problems with the department chair, director, or SME. Students who disclose the need for special accommodation should be referred to the Student Services Division.

5.21 Curriculum (CU)-Purpose

- PCC curriculum programs lead to associate degrees, diplomas, and certificates. Associate in Applied Science (A.A.S.) degree programs provide preparation for various career fields with entry-level skills and competencies required in today's technology-oriented workplace.
- The Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs are designed for transfer to a senior college or university at the junior level.
- The Associate in General Education (A.G.E.) degree is not intended for transfer, but it provides the latitude and options for students to design programs tailored to their needs and interests.

5.22 Curriculum Programs of Studies

Curriculum programs are organized as follows:

Off-Campus Programs

- Criminal Justice
- Career and College Promise (CCP) - high school collaborations
- Cosmetology/Esthetics
- Prison Curriculum Programs

General Studies

- Associate in Arts
- Associate in Science
- Associate in General Education
- Accounting and Finance
- Business Administration
- Early Childhood Education
- Environmental Management
- Environmental Science

Allied Health

- Dental Lab Technology
- Human Services Technology
- Medical Assisting

Construction and Industrial Technologies

- Electrical Systems Technologies

- Welding Technologies

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Mar. 2018, Sept. 2020

5.23 Curriculum Practices

Effective teaching implies an atmosphere conducive to study and learning. Every effort is made at PCC to create a climate of intellectual curiosity and achievement among students.

In some curriculum programs, appropriate clinical and practical experiences with outside agencies are provided. Cooperative Education and learning experiences for which credit is awarded must contribute to the student's learning objectives for the student's program of study.

Through course outlines and stated competencies, instruction is related to the specific goals of each course, with due attention to the capabilities and abilities of the students and the general standards of quality. Appropriate resources are available and should be known and used by all teachers for all students. Students must have a clear idea of the aims and requirements of each course, and the methods of evaluation used.

5.24 Curriculum Faculty

All CU instructors must have appropriate educational credentials from a regionally accredited agency. Relevant instructional experience is desired; however, work experience will also be considered, along with professional licensure and certifications, and honors and awards in their discipline. Part-time instructors are selected after all full-time permanent and part-time permanent instructors have been assigned the required teaching hours. Exceptions may be approved by the Vice President of Instructional Services. Part-time hourly faculty are paid according to the highest degree level attained when the budget permits. See PCC Procedure 6.18 *Personnel Qualifications.*

5.24(A) Instructor Evaluations

Evaluation is required of all faculty (adjunct and full-time) during their employment at PCC. Class Observations will be performed at least once per academic year. The basic evaluation instrument will be the Instructor Observation Form. Full-time faculty and adjunct faculty will be evaluated by their respective Chair/SME or designee.

The Instructor Observation Form will be completed by the faculty member's supervisor, department head, or designee. Instructor Observation forms are kept on file in the Human Resource Office.

The evaluator shall provide a written copy of the evaluation, along with any narrative comments, to the person evaluated, with an invitation to confer with the evaluator. All of these actions shall be in accordance with the College's procedures.

The evaluation narrative shall include, but not be limited to, the following criteria:

- Effectiveness in the performance of instruction.
- Effectiveness in establishing and maintaining positive professional relationships with

colleagues, students, and the community.
- Effectiveness in maintaining a current competence in the particular discipline or field of specialization.
- Adherence to policies, procedures, and regulations of PCC and the NCCCS.

Needs Improvement and *Significant Concern* ratings require a written narrative. These ratings indicate that the individual fails to meet the standards of performance expected of them as a faculty member at PCC.

The evaluator giving this rating must be specific in narrative comments to include on the Instructor Observation Form, setting forth the ways in which the individual has failed to meet expected performance standards and recommendations for improvement.

SACSCOC References: Standard 6.3 Cross References: Faculty Handbook 4.1, 4.2
Senior Staff Review/Approval Dates: Mar. 2018, Apr. 2019

5.25 Requirements for Graduation

PCC has been approved by the North Carolina State Board of Community Colleges and SACSCOC to award the Associate in Applied Science Degree, the Associate in Arts Degree, the Associate in Science Degree, the Associate in General Education Degree, diplomas, and/or certificates to those who qualify through coursework taken at the College.

- An **Associate in Applied Science** degree is awarded to a student who completes a two-year technical program with a GPA of 2.0 (C) or better.
- An **Associate in Arts** or an **Associate of Science** degree is awarded to a student who completes a two-year transfer program with a GPA of 2.0 or better.
- An **Associate in General Education** degree is awarded to a student who completes a two-year general education program with a GPA of 2.0 or better.
- A **diploma** is awarded to a student who completes a diploma option with a GPA of 2.0 or better.
- A **certificate** is awarded to a student who successfully completes a certificate option with a GPA of 2.0 or better.

A student must earn a minimum of 25% of the credits at PCC.

Upon recommendation of the curriculum advisor and approval by the Vice President of Instructional Services, certain specific graduation requirements may be substituted. This action may be necessitated as a result of curriculum changes during a student's enrollment, which would prevent such a student from completing all courses listed. However, only courses that are relevant to the curriculum will be allowed as substitutions. Approved substitutes must meet the curriculum standard guidelines. Inadequate enrollment for a particular course during a student's final semester would also be grounds for substituting a course applicable to the field of study being pursued.

All financial obligations to PCC must be cleared before a degree, diploma, or certificate can be awarded.

By signing the student's application for graduation, the faculty advisor endorses the student's eligibility for graduation.

5.26 Continuing Education (CE)-Purpose

The purpose of CE is to facilitate lifelong learning by offering educational programs and services that respond to community needs in basic skills, short-term job skills training, and avocational opportunities.

5.27 Continuing Education Program

The components of CE are:

- Workforce and Career Training (Occupational Extension)
- Distance Learning Offerings
- Self-Supporting Classes
- Occupational Health and Emergency Services
- Cultural and Life Enrichment Classes
- Basic Skills
- Human Resources Development (HRD)
- Small Business Center (SBC)

Workforce and Career Training: These courses consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields.

Distance Learning Offerings: These classes deliver instruction using various learning management systems, which can be held synchronously or asynchronously. Online classes will deliver classes with the same rigor as a seated class, utilizing various instructional methods.

Self-Supporting Classes: All students are required to pay a non-state-mandated registration fee established to meet the costs of delivering the course. These courses are offered with the intent of keeping student fees as low as possible. Each student, without exception, is required to pay a prorated share of the cost of conducting the course.

Occupational Health: Programs offer instruction relevant to the medical health industry and adhere to external credentialing agencies. These programs work in partnership with regional health providers to ensure instruction is current and provides students with real-life experiences in their training. Students will be prepared to take state and national licensure or credentialing exams.

Occupational Health courses include, but are not limited to:

- Home Care Aide
- Nurse Aide I & II
- Phlebotomy

Emergency Services: These courses are designed and delivered to provide the skills necessary to perform duties set by state and national regulatory agencies as they relate to the emergency services. These programs require students to meet licensure and/or credentialing standards through written examination and practical completion. Students may be fee-waived if affiliated with an approved agency and meet all state qualifications.

Emergency Services courses include, but are not limited to:

- Fire Service
- Emergency Management
- Emergency Medical Services
- Law Enforcement
- Code Enforcement

Cultural and Life Enrichment Classes: See 5.36 below.

Basic Skills: See 5.32 below

SBC: The SBC supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, resources, and funding information.

5.28 Guidelines for Making Up a Canceled Continuing Education Class

Canceled CE classes will be rescheduled in conjunction with the instructor and department chair. The instructor will be issued a revised contract.

5.29 Cancellation of Continuing Education Classes

CE classes may be canceled due to an insufficient number of students or the unavailability of a qualified instructor. If a cancellation is necessary, the students and instructor will be notified.

5.29(A) Refunds for Continuing Education Classes

A refund shall be made only under the following circumstances:

- A continuing education student is eligible for a 100% refund if s/he officially withdraws before the first day of class or if the class fails to make due to insufficient enrollment. After the respective class begins, a 75% refund shall be made upon the request of the student if s/he officially withdraws from the class before or on the 10% point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.

- For contact hour classes, a 100% refund shall be made if the student officially withdraws from a contact hour class before the first day of class of the academic semester or term or if the College cancels the class.

- A 75% refund upon the request of the student if the student officially withdraws or is officially withdrawn by the College from the course section before or on the 10% point of the scheduled hours of the course section. This sub-section applies to all course

sections except those course sections that begin and end on the same calendar day.

Colleges shall not provide a student with a refund using state funds after the start of a course section that begins and ends on the same calendar day.

- After a non-regularly scheduled course section begins, the College shall provide a 75% refund upon the request of the student if the student withdraws or is withdrawn by the College from the course section before or on the 10th calendar day after the start of the course section.
- Self-supporting classes are not eligible for refunds.
- If a student dies before the class is completed, all fees may be refunded to the deceased's estate.

All requests for refunds will be forwarded to the Coordinator of Continuing Education Services.

SACSCOC References: Cross Reference: Board Policy 2.67; 1E SBCCC 900.2
Senior Staff Review/Approval Dates: Mar. 2018

5.29(B) Concurrent Enrollment in Continuing Education Classes

According to 1D SBCCC 200.95, concurrent enrollment allows a high school student to be enrolled in high school and a local institution of higher education at the same time. A high school student, 16 years old or older, may be admitted to any continuing education course, except adult basic skills, concurrently under the following conditions and by completing the Concurrent Enrollment Form found in the Colleges team site:

1) Upon recommendation of the chief administrative school officer and approval of the President of the College or designee.
2) Upon approval of the student's program by the chief administrative school officer and the President of the College or designee.
3) Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.
4) High school students shall not displace adults but may be admitted during any term on a space-available basis to any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.

SACSCOC References: Cross Reference: 1D SBCCC 200.95
Senior Staff Review/Approval Dates: Added: Jan. 2015, Rev. Mar. 2018

5.30 Continuing Education Accountability and Integrity Plan

Purpose

North Carolina Community Colleges are mandated through the State Board of Community Colleges Code [1B SBCCC 400.3, 1D SBCCC 300.4] to review the programs provided to ensure

that the provided training is relevant to the workforce, responds to training needs, and is responsible for state funds. In addition to SBCCC requirements, colleges are responsible to a number of external agencies to document their programs and processes. This includes the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies, and various grant entities, among others.

The implementation of these plans is a required NCCCS model for accountability. Local plans, which address the unique needs of the institution, will be internally reviewed regularly and reviewed and/or revised for approval every three years.

The primary components of the accountability framework are:

- Governance Priorities
- Academic Integrity and Program Accountability
- Market Forces

The elements of the plan, which are focused on student success and the provision of high-quality instruction, will be utilized to assess progress and goal attainment, as well as the need to adjust the goals and objectives to meet internal and external requirements.

Governance Priorities

Goal 1: Demonstrate accountability and credibility of operational functions, ensuring division operations are efficient in terms of resources and effective in terms of meeting requirements.

Objective: Demonstrate processes for core reporting requirements.

Objective: Identify and establish authority for roles and functions responsible for operations, program development, policy creation, and fiscal management.

Goal 2: Demonstrate operational accountability for data reported to the state, ensuring that requirements for NC General Statutes and State Board of Community College Code relevant to hours reported for state budget resources are met.

Objective: No material findings in biennial review of records.

Goal 3: Meet performance benchmarks as defined by state or federal agencies.

Objective: Meet NCCCS Performance Measures in Basic Skills/College and Career Readiness Student Progress and NRS Annual Goals.

Objective: Pass all external credentialing agency audits and program assessments (including but not limited to DHHS, NC OSFM, NC OEMS, NC DOJ)

Academic Integrity and Program Accountability

Goal 1: Students will meet specific course criteria to attain relevant license, credential, or demonstrate course completion requirements. The college's responsibility is to align and demonstrate student learning outcomes, as defined in college documents, with actual student learning, culminating in the demonstration of competency and/or attainment of licensure or credentials.

Objective: Students will successfully attain the student learning outcomes described within the course outline or syllabus.

Goal 2: Instructional programs will demonstrate relevancy, rigor, viability, and student success, providing quality training that is relevant to student learning and workforce needs.

Objective: Utilize program reviews to demonstrate program relevancy.

Goal 3: Ensure that faculty are appropriately qualified (experience, credentials, licensure, etc.) to deliver relevant, quality training and ensure student success.

Objective: Faculty will hold appropriate credentials for licensure programs.

Objective: Faculty will demonstrate effective instructional methods.

Market Forces

Goal 1: Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths, thus ensuring that education/workforce partners collaborate to identify strategic solutions for current and future workforce needs.

Objective: Develop partnership agreements between the NCWorks Career Centers and respond to employment needs.

Goal 2: Demonstrate proactive and reactive responses to industry training needs, ensuring the development of workforce training programs based on industry standards and documented business needs.

Objective: Develop training programs in response to specific businesses or industry sectors.

Goal 3: Demonstrate development of a high-quality North Carolina workforce prepared to succeed in employment by developing workforce employability programs to support the development of a North Carolina talent pool.

Objective: Develop training programs impacting the employability of the workforce.

Objective: Collaborate with NC Works Career Center to leverage resources impacting student access to quality jobs.

SACSCOC References: Cross References: Board Policy 2.80; 1B SBCCC 400.3, 1D SBCCC 300.4(a)
Senior Staff Review/Approval Dates: Jan. 2017, Mar. 2018, Jan. 2020, Mar. 2023

5.30(A) Continuing Education Instructor Visitation Plan

The *Continuing Education Division Visitation Plan* will be administered by all supervisors of continuing education programs.

A visitation will occur for each instructor and will be documented by their supervisor using the *Instructor Observation Form*. Each unannounced visit should occur no less than thirty minutes in

the classroom without disrupting delivery. The supervisor will meet with the instructor to discuss the evaluation within ten working days from the date of the observation.

If any corrective action is needed, it will be determined at this time and documented. Observation forms and any additional documentation pertaining to the evaluation will be kept with the Human Resources Office for full-time instructors and part-time instructors.

It is the expectation that supervisors will conduct a visitation of each instructor on a yearly basis unless the duration of the instruction is less than 16 hours. For new or returning instructors, an observation should occur during the first teaching assignment. The frequency of observations can be increased if necessary.

SACSCOC References: Cross References: Board Policy 2.80; 1B SBCCC 400.3, 1D SBCCC 300.4 (a)
Senior Staff Review/Approval Dates: Jan. 2017, Mar. 2018, Jan. 2020, Mar. 2023

5.30(B) Continuing Education Instructor Evaluations by Students

Instructor evaluations are used to achieve quality in teaching and learning. The evaluation targets student retention rate, timeliness, and accuracy in completing paperwork, and initiative used in making classes optimally effective. CE instructors will be evaluated by the students at the end of each course. Data gathered are summarized, analyzed, and filed in the instructor's file, maintained in his/her supervisor's office. Feedback is given to the instructor and, if needed, an improvement plan will be jointly developed.

5.31 Basic Skills (BS)-Purpose

Basic Skills (BS) assists adults in obtaining the knowledge and skills necessary for employment and self-sufficiency, assists adults who are parents in obtaining educational skills necessary to become full partners in the educational development of their children, and assists adults in the completion of secondary school education.

5.32 Components of Basic Skills Department

The components of the Basic Skills Department are:

- Adult Basic Education (ABE)
- High School Equivalency (HSE; formerly GED)
- Adult Basic Skills/Community Living
- English as a Second Language (ESL)
- Human Resources Development (HRD)

ABE is designed for adults who are working at the pre-HSE level.

The HSE program consists of classroom instruction designed to qualify a student to demonstrate competency on the HSE tests and receive a High School Equivalency from the State Board of Education. The official HSE Tests are administered through the Basic Skills Department.

The Adult Basic Skills/Community Living program is designed for adults with diagnosed special needs. The purpose of the program is to compensate adults with developmental or intellectual disabilities through a structured and comprehensive educational and life skills

program. The focus of the program is to help individuals become as independent as possible through acquiring the basic and life skills needed for successful daily living.

ESL classes provide non-native speakers of English a competency in the English language in order to allow them to function comfortably in their communities. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship.

5.33 Basic Skills Staff

All BS instructors are required to have the appropriate educational credentials from a regionally accredited institution. Instructional experience is desired.

5.34 Cultural and Life Enrichment

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

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

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

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

5.35 High School Equivalency (HSE, formerly GED) Testing

The HSE Testing Center is located in the PCC Library. Continuing Ed manages all functions of the testing center.

Testing information is available in the Basic Skills Department. Students are required to come in person to take the test and must provide one valid form of government-issued identification in order to be admitted into the testing room. Students may schedule and pay for testing online at the test manufactures' *website*.

HSE testing also takes place at the Pamlico Correctional Institute (PCI) in Bayboro, NC. Please contact one of the High School Equivalency Examiners for more information.

The Director of Basic Skills serves as the Chief High School Equivalency Examiner.

Chapter 6
EMPLOYMENT AND PERSONNEL

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CHAPTER 6
EMPLOYMENT AND PERSONNEL

6.1 Authority to Employ

Pursuant to the General Statutes of North Carolina and the Board bylaws and policies as outlined in PCC's Board Policies 2.24 Authority to Employ, the President is delegated the authority to hire all personnel and to make instructional and staff assignments. The President is also delegated authority to suspend, dismiss, and accept the resignations of College personnel on behalf of the Board of Trustees as final within the guidelines of College policy.

Non-renewals and terminations shall be reported to the Board of Trustees by the President prior to taking any action. All other employment decisions will be reported to the Board of Trustees at its next regularly scheduled meeting.

6.2 Employment Categories

- **Permanent Full-Time:** A position established in the budget as a permanent, recurring position and is so designated by the President at the time of employment. Employment must be for nine or more months per fiscal year and considered full-time weekly employment. The employee is subject to mandatory retirement deductions, as determined by the North Carolina Teachers and State Employees Retirement System, is eligible to participate in the *NC State Comprehensive Medical Benefits Plan* (employee's premium paid by the College to the extent allowed by NC law), earns sick leave, earns vacation (instructors are exempt from vacation) and is eligible to participate in all other employee benefit plans.

- **Permanent Part-Time:** A position established in the budget as a permanent recurring position and is so designated by the President at the time of employment. Employment must be for nine or more months per fiscal year and at least 20 hours per week but less than full-time weekly employment. Each employee is eligible to earn sick leave and vacation (instructors are exempt from vacation) on a pro-rata basis of that of a full-time employee. Personnel hired for 30 hours or more but less than full-time per week are eligible for paid medical benefits and are required to contribute to the NC Teachers and State Employees Retirement System. Personnel hired for 20 hours through 29 hours per week may participate in the *State Medical Benefit Plan* by paying the full cost of the premium. No other benefits apply to this position.

- **Temporary Full-Time:** A position not established in the budget as a permanent recurring position and is so designated by the President at the time of employment. Employment must be for a period of nine or more months per fiscal year and considered full-time weekly employment but only for a special assignment or project not expected to recur continuously. The employee is eligible for paid holidays and vacation. However, the employee will earn vacation only at the first-year experience level, as defined in the vacation policy in Section 2.51 of Board Bylaws and Policies. In addition, all vacation must be taken before the contract expires. These employees will not be paid for any unused vacation. This category earns sick leave at the rate outlined in the sick leave policy in PCC Board Policies 2.52 *Family and Medical Leave*. ~~This category is not eligible~~

~~for paid medical nor retirement benefits~~. *Process under revision.*

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

6.3 Definitions of Workforce Categories

For federal and state reporting purposes, PCC's workforce is divided into the following categories:

- Executive/Administrative/Managerial
- Faculty/Instructors
- Professional
- Technical/Paraprofessional
- Clerical and Secretarial
- Skilled Crafts
- Service/Maintenance

These categories are necessary for reporting staff information and IPEDS data and in complying with the Fair Labor Standards Act.

6.4 Equal Employment Opportunity

PCC is dedicated to the concept of Equal Employment Opportunity in all aspects of its operation. More specifically, the Board of Trustees has adopted a *Human Resources Plan* to define its commitment to diversity and equal opportunity in employment. It is the responsibility of administrators to comply with the plan in the employment process.

See PCC Board Policy 2.1 *Statement of Commitment to Equal Opportunity*.

6.5 Responsibility for Equal Employment Opportunity

Executive Committee members, chairs, directors, administrators, and coordinators with recruitment, hiring responsibilities, or decision-making influence must understand Equal Employment Opportunity (EEO) guidelines and handle Civil Rights complaints in accordance with the Grievance Procedures outlined in PCC Board Policies 2.88-2.89. Individuals in these roles must recuse themselves from serving on a position vacancy screening committee if a relative, business associate, or friend is being interviewed.

See PCC Board Policy 2.28 *Employment of Relatives*.

6.6 Reporting Violations of the Equal Employment Opportunity Policy

Harassment, retaliation, coercion, interference, or intimidation of an employee due to his or her race, color, national origin, religion, sex, age, disability, or other legally protected status is strictly forbidden, and any employee who experiences such activity should report it immediately to his or her supervisor, who will make a careful inquiry into the facts and circumstances of the complaint. Following this investigation, a review of the results of the investigation with the

person or persons involved will be conducted, and corrective and/or disciplinary action will be taken, which may result in immediate termination of employment. Any supervisor or other administrative person to whom such a report is made shall report the matter to the Executive Committee member responsible for the supervision of the complainant's division and to Campus Security. If an employee is uncomfortable with reporting such harassment, retaliation, coercion, interference, or intimidation to his or her supervisor, he or she should go directly to the Campus Security Officer or the Vice President of Student Services who oversees Campus Security. Each employee is responsible for furthering the implementation of this policy.

6.7 Disabilities

As part of its Equal Employment Opportunity policy and in accordance with the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, PCC has adopted a policy of nondiscrimination. PCC will provide equal employment opportunities to disabled applicants and employees who meet the skill, experience, education, and other job-related requirements of a position desired or held and who, with or without reasonable accommodation, can perform the essential functions of the job.

Applicants or employees will not be asked about their disabilities unless an applicant or employee voluntarily discloses the existence of a disability and requests an accommodation. If an applicant or employee has a disability that will require an accommodation to enable him or her to perform an essential function of a job desired or held, it is that person's responsibility to notify his or her interviewer or his or her supervisor, as applicable, of the disability and or the need for an accommodation.

Any interviewer or supervisor who receives a request, either verbal or in writing, for an accommodation that cannot be provided on an informal basis must notify the appropriate Executive Committee member and Human Resources of the requested accommodation and should provide any suggestions they have for meeting the accommodation request. Once the College is made aware of an applicant's or employee's disability, every effort will be made to discuss potential accommodations with that individual and to provide disabled individuals who are or will be employed by PCC with a reasonable accommodation that is appropriate to their needs and the needs of the College. Appropriate college officials will be consulted regarding the feasibility of any proposed accommodation. The College may also seek guidance from various resource organizations that may be helpful in designing reasonable accommodations for such individuals. In determining the extent of PCC's accommodations obligations, business necessity, and financial cost and expense to PCC will always be considered, among other factors. PCC will not be required to accommodate an applicant or employee who poses a significant risk to the health or safety of himself or herself or others in the workplace if a reasonable accommodation will not eliminate or reduce the risk.

PCC reserves the right to require medical documentation of an applicant's or employee's disability. Disclosures of disabilities, all medical documentation, and other information pertaining to such disabilities, and any reasonable accommodations proposed or made for an applicant or employee will be kept confidential, except that appropriate physicians, supervisors, department heads, administrative staff, and safety and health personnel may be informed regarding any restrictions in work duties or necessary accommodations, and government representatives may be provided information in compliance with applicable laws and regulations.

6.8 Overview of the Employee Selection Process

The President retains the authority to hire all full-time and part-time personnel. The President delegates to the appropriate Executive Committee member the responsibility for recommending to the President qualified (in accordance with accreditation requirements) full-time and part-time (permanent and temporary) personnel for employment for positions under their respective supervision. The President further delegates to the Executive Committee members the authority to recommend to the President lateral transfers, promotions, non-renewals, terminations, and other changes in status for positions under their respective supervision. The Executive Committee member is responsible for establishing a Screening Committee to select, interview, and recommend external candidates for full-time positions when a qualified internal candidate is not available.

SACSCOC References: SACSCOC Standards 5.4, 6.2.b, 6.3 Cross Reference:
Senior Staff Review/Approval Dates: Mar. 2018; May 2021; Aug. 2021

6.9 General Procedures for Filling Position Vacancies

The Payroll/Human Resources Technician is responsible for or assisting in the procedures outlined in filling permanent position vacancies. Temporary positions fall under the jurisdiction of the Executive Committee member responsible for the Division. Vacancies may be filled through internal or external recruitment or reassignment by the President. Supervisors may request assistance from the Payroll/Human Resources Technician in filling temporary positions.

As soon as an Executive Committee member knows that a new or existing position vacancy will be occurring, and upon approval from the President, he or she will contact the Payroll/Human Resources Technician to request that a search be initiated.

The Payroll/Human Resources Technician will assist the Executive Committee members with preparing a new position description if the position is new or with updating the current position description if necessary. The Payroll/Human Resources Technician and the Executive Committee members also work together to create a Position Vacancy Announcement (PVA). The PVA can be found in the Colleges team site in *PCC Forms*.

The PVA and position description will be submitted to the President for review and approval. Upon approval, the Payroll/Human Resources Technician will begin the posting process.

SACSCOC References: SACSCOC Standard R 5.4, 6.3 Cross References:
Senior Staff Review/Approval Dates: Mar. 2018; May 19, 2021; Aug. 2021

6.10 Transfer, Promotion, and/or Advancement

Transfers: Qualified permanent employees may be transferred to a comparable position, based either on the needs of the College or by request. In the event an employee requests the transfer, the Vice President(s) of the division(s) impacted will seek approval from the President for the transfer. If more than one division is involved, the logistics of the transfer will be agreed upon by the respective Executive Committee members.

Promotion through Advancement: In keeping with PCC's philosophy of encouraging upward mobility, qualified full-time permanent employees, having demonstrated professional growth, may be promoted within their department upon recommendation of the Executive Committee member and written approval of the President.

Promotion through Position Upgrade: Upon recommendation of the Executive Committee member and written approval of the President, qualified part-time permanent employees may be promoted to full-time permanent employees with associated benefits upon the need to upgrade the position.

Temporary Assignment: If an employee is unable to complete a full contract period, a full-time temporary person may be hired to fill the position until it can be filled permanently. The position will be filled in a reasonable time period, not to exceed 365 days from the time the permanent position is vacated.

6.11 Filling Permanent Position Vacancies

All permanent position vacancies will be posted on the websites of PCC, the NCCCS, and the Division of Employment Security and will be advertised by a variety of electronic platforms and other recruitment sources as deemed appropriate (such as minority recruitment media, trade magazines, national publications, etc.).

The Payroll/Human Resources Technician will receive applications for positions advertised and will screen, through a checklist, all employment applications to ensure they have the minimum qualifications for the position. Furthermore, he or she will determine whether any applicants are claiming the Veteran's Employment Preference qualification, and, if so, ensure that the Form DD-214 is attached. The Veteran's Preference qualification shall be noted on the list of qualified applicants compiled for the Screening Committee, and a copy of the policy and procedure shall be included in the committee packet.

Employees interested in the position should submit a letter of interest to the Payroll/Human Resources Technician indicating their qualifications, along with an updated application and any updated transcripts. All qualified, permanent internal candidates will be provided with the opportunity to interview for the position**.**

Applicants requesting the activation of an application already on file must submit a cover letter and any updated information to the Payroll/Human Resources Technician. Applicants applying for more than one position may submit a single application and resume to be placed in the position vacancy files. However, they must submit a cover letter for each position for which they are applying, ensuring that the cover letter identifies the applicable position.

The Payroll/Human Resources Technician will respond to applicants with a courtesy letter or e-mail confirming receipt of the application, and whether or not the application includes all required documentation (what constitutes required documentation remains the discretion of the supervisor, with the approval of the President when necessary, but in most cases refers to the signed application, a resume, and transcripts). It is the applicant's responsibility to ensure that all required items have been submitted and received by the deadline stated in the vacancy announcement; otherwise, the applicant will be ineligible for consideration. Unofficial copies of transcripts will suffice during the application process, but employment is contingent upon receipt

of official transcripts. Requested reference letters must arrive at PCC before an interview with the applicant is scheduled.

The Executive Committee member will appoint a Screening Committee Chair (this will be the direct supervisor of the vacant position). The Chair will work closely with the Payroll/Human Resources Technician to ensure that proper guidelines are followed throughout the screening process.

The Chair will appoint a Screening Committee to be representative of a cross-section of existing college employees knowledgeable of the duties and responsibilities being filled, and will provide guidance and leadership to the Screening Committee. The Chair must select committee members on an impartial basis so as not to give an appearance of bias or discrimination. All permanent employees will serve on a Screening Committee on a rotational basis, when possible (except the staff at the prison, due to limited availability).

The Payroll/Human Resources Technician will provide the applications of those qualified to the Screening Committee Chair, along with all necessary forms, a checklist of applicants' names to be used as a ranking form, a copy of the position description, and a copy of the *Screening Committee Handbook* for each committee member. The Payroll/Human Resources Technician will attend the initial Screening Committee meeting to provide training and technical assistance as needed. The Screening Committee is expected to study and understand the *Screening Committee Handbook*, as it is designed to protect the College during the interview process.

The interview process is to be conducted without discrimination. The Chair is expected to maintain the committee's integrity by emphasizing nondiscrimination, confidentiality, and professionalism. Committee members must maintain the confidentiality of the committee by not discussing candidates with coworkers or with one another outside of the committee meetings.

Before interviews begin, each committee member will submit recommendations for interview questions to the committee Chair for review and approval. The Payroll/ Human Resources Technician will review the interview questions to confirm legality and non-discrimination. The Chair will facilitate committee discussion on qualification requirements based on the position description. Any applicant who has claimed the Veteran's Preference qualification and who possesses the minimum education and experience requirements will be interviewed. After all applications have been reviewed by committee members, the Chair will facilitate group discussion on selecting the interview candidates and will mark the tallies on a form provided with the applications.

Those selected for interview will be contacted by either the Chair or the Payroll/Human Resources Technician for the scheduling of interviews. Human Resources will monitor interviews, as needed, to assure compliance with the Equal Opportunity/Nondiscrimination Policy.

After all interviews, committee members will individually rank the candidates. The Chair will devise the best method to use in tallying the committee results.

- **Example:** The Chair may opt to have the committee rate each candidate on a scale of one to five (based on the number interviewed), or questions can be weighted and candidates given a rating for each response. The Chair will document the tallies.

The Chair will prepare a memorandum to the Executive Committee member, which contains the committee's recommendations of the top candidates for employment consideration. The Chair or Division Administrator will conduct reference checks on the top candidate. The Payroll/Human Resources Technician will conduct a background check on the top candidate. If there are two or more equally ranked candidates in the finalist pool and one is a veteran, the veteran shall remain in the finalist pool pending reference and background checks. If the reference and background checks are determined to be acceptable, the veteran shall be selected and offered the position. In the case of two veterans in the finalist pool, the best-qualified veteran shall be selected and offered the position.

If a veteran is not in the finalist pool, the Executive Committee member may either accept or reject the committee's recommendations. If the Executive Committee member rejects all recommended candidates, he/she may elect to reopen the position or direct the Screening Committee to interview additional candidates. In addition, the Executive Committee member shall direct a memorandum to the President stating the reasons for rejecting the committee's recommendation.

If the Executive Committee member concurs with the committee's recommendation, a second interview may be held between the candidate of choice, the Executive Committee member, and the immediate supervisor of that division. After the second interview, the Executive Committee member shall direct a memorandum to the President recommending employment, along with a starting date and salary recommendation.

The President will either accept or reject the recommendation of the Executive Committee member. If the President rejects the recommendation, again, a decision will be made whether to re-advertise or reopen the applicant pool. If the President concurs with the recommendation, an offer will be made to the candidate of choice. If the offer is accepted, a contract will be issued to the candidate of choice, including a starting date and monthly salary.

The Payroll/Human Resources Technician will develop and maintain a position file for each vacancy, which will remain on file for two years after the position closes. The position file will contain the following documentation: vacancy announcement, applications, Screening Committee appointments, listing of names of eligible applicants, list of recruitment media used, completed ranking forms, and a memo with the President's signature of approval to offer employment.

After the selection process is complete and all associated paperwork has been returned to the Payroll/Human Resources Technician, the Chair of the Screening Committee will discharge the committee.

The Payroll/Human Resources Technician will send letters to applicants who were not offered employment. He/she will activate an applicant's file upon his/her request to apply for future vacancies.

SACSCOC References: SACSCOC Standard 5.4, 6.3 Cross References:
Senior Staff Review/Approval Dates: Aug. 2021

6.12 Documentation Responsibilities for New Hires

It is the responsibility of the successful applicant, once hired, to provide the official transcript to the Payroll/Human Resources Technician.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Aug. 2021

6.13 Orientation of New Employee

New employee orientations are the responsibility of the department's Executive Committee member and department chairs. Supervisors will be responsible for ensuring the completion of the Employee Orientation checklist, available in the College's *PCC Forms*. Assistance will be provided by the Payroll Technician in matters relating to employee benefits.

New academic advisors will be trained over their first semester on campus by the Coordinator of Academic Advising. This training will be conducted as a series of training sessions to prepare and familiarize the new employee with the PCC academic advising process.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Aug. 2021

6.14 Identification Badges

- All permanent full and part-time faculty and staff will be provided with a name tag and a photo ID badge clearly labeled STAFF or FACULTY.
- The faculty/staff name tag/ID badge will be considered current at the time of issue and will not need to be revalidated each semester.
- To provide for safety and security, faculty/staff may be required to produce the name tag/ID badge upon request and are encouraged to wear it when on campus.
- Faculty/staff may be charged a $5.00 replacement cost for each lost name tag/ID card.

6.15 Restructuring and Reassigning

The President is commissioned with the responsibility for the total operation of PCC, which includes assigning and/or reassigning all personnel holding instructional and staff positions. Divisional and departmental restructuring may be done by recommendation of the department's Executive Committee member and/or the President, upon the President's signed authorization.

SACSCOC References: Cross References: Board Policy 2.24
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16 Sexual Misconduct-Procedures & Regulations

PCC provides an atmosphere free from sexual harassment for students, employees, and visitors. See PCC Board Policy 2.86 *Sexual Misconduct*.

Any employee or student who believes he or she has been subjected to sexual harassment has the

right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain confidentiality and protect the privacy of all parties. For more information, refer to PCC Procedure 6.16(C) *Sexual Harassment Grievance Procedure*.

The Title IX Coordinator shall be responsible for assisting employees and students in seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature. The Title IX Coordinator is also responsible for the investigation of any complaint alleging sexual harassment or sexual misconduct. The Chief Financial Officer is designated as the Title IX Coordinator for employees at PCC, while the Vice President of Student Services serves as the Title IX Coordinator for students.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(A) Sexual Misconduct/Sexual Harassment

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

The Board and PCC employees take seriously the obligations placed on colleges and universities by the Title IX civil rights laws and the Federal Violence Against Women Reauthorization Act (VAWA) signed into law on March 7, 2013. VAWA includes the Campus Sexual Violence Act (SaVE Act) provision, Section 304, which updates the 1990 Jeanne Clery Act.

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

Sexual Misconduct reporting procedures, PCC's response to allegations of sexual misconduct, Complainant/Respondent rights, interim interventions, potential sanctions, and definitions are published in PCC Procedure 6.16(C1). The full text of the Board of Trustees policy may be found in the PCC Board Policy 2.86. The Title IX Coordinator will provide a hard copy upon request.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(B) Title IX Complaint Process

The Title IX Complaint Process provides an aggrieved student or employee grievance procedure that provides for the prompt and equitable resolution of complaints related to sex discrimination. For any sex discrimination complaint that is not related to sexual harassment, the student or employee may follow the College's Grievance Policy as outlined in PCC Board Policy 2.88 or report a complaint of sex discrimination to the regional Office of Civil Rights (OCR) for investigation. Contact the Title IX Coordinator for information or see How to File a Discrimination Complaint with the Office for Civil Rights. The OCR address for higher

education in North Carolina is Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-1475 or Email: OCR.DC@ed.gov.

For any sexual harassment complaint, the College adheres to PCC Procedure 6.16(C), the *Sexual Harassment Grievance Procedure* below.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C) Sexual Harassment Grievance Procedure

The following procedure complies with the Title IX regulations promulgated by the U.S. Department of Education in 2020, addressing sexual harassment complaints in educational institutions.

Although alleged victims of sexual harassment have options to pursue actions outside of this Sexual Harassment Grievance Procedure (such as filing an OCR complaint as described in the Title IX Complaint Process policy, pursuing civil litigation, or pressing criminal charges), this procedure addresses how PCC (the College) will respond to allegations of sexual harassment that occur when an individual is participating in or attempting to participate in an educational program or activity by the College that occurs in the United States.

Under Title IX regulations, the College's obligations are to:

- Promptly respond to individuals who are alleged to be victims of sexual harassment by offering supportive measures.
- Follow a fair grievance process to resolve sexual harassment allegations when a complainant requests an investigation, or the Title IX Coordinator decides that an investigation is necessary.
- Provide remedies to victims of sexual harassment.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C1) Definitions

- **Complainant:** A student or employee who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Sexual harassment:** Conduct on the basis of sex that satisfies one or more of the following:
    - A College employee conditioning the provision of an aid, benefit, or service of the

College on an individual's participation in unwelcome sexual conduct;

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- Sexual assault as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. § 12291(a) (10), domestic violence as defined in 34 U.S.C § 12291(a)(8), or stalking as defined in 34 U.S.C. § 12291(a) (30).

- **Formal complaint:** A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. To file a formal complaint, the Complainant must be participating or attempting to participate in the College's educational programs or activities in the United States. A formal complaint may be filed by submitting a written, signed document to the Title IX Coordinator via mail or email.
- **Supportive measures:** Non-disciplinary, non-punitive individualized services the College offers to a Complainant or Respondent without fee or charge to help restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party. Such measures may include counseling, extensions of deadlines, course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, or increased security and monitoring of certain areas of the campus.
- **Advisor:** An individual of the party's choice who accompanies the Complainant or Respondent during the grievance process, who may be, but is not required to be, an attorney.
- **Title IX Coordinator:** An individual designated by the College to coordinate its efforts to comply with the College's responsibilities under Title IX.
- **Investigator:** An individual selected by the Title IX Coordinator to investigate a formal complaint. (The Title IX Coordinator may serve as the Investigator.)
- **Decision-maker:** An individual selected by the Title IX Coordinator to adjudicate a formal complaint during the live hearing. The Decision-Maker cannot be the same person as the Title IX Coordinator or the Investigator.
- **Preponderance of the evidence:** The standard of evidence used by the Decision-Maker to determine responsibility of a formal complaint. For the Decision-Maker to determine the preponderance of the evidence standard, he or she must conclude that a fact is more likely than not to be true.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C2) Reporting Sexual Harassment

The College's Sexual Harassment Grievance Procedure will begin if an individual reports sexual harassment allegations to the College's Title IX Coordinator or the College's President or Vice President of Student Services. This report may be in person, by phone, by email, or by mail. The Title IX Coordinator will promptly (within at least three business days) contact the Complainant to (1) discuss the availability of Supportive Measures, (2) explain that Supportive Measures are available regardless of whether a formal complaint is filed, and (3) explain the process for filing a formal complaint.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C3) Formal Complaint

A Complainant may choose to file a formal complaint by giving a written statement to the Title IX Coordinator in person or sending the complaint via mail or email. The Title IX Coordinator may choose to file a formal complaint on behalf of the Complainant (and against the Complainant's wishes) only if doing so is not unreasonable in light of the known circumstances.

If a formal complaint is filed, the Title IX Coordinator will provide written notice to the Respondent and Complainant regarding details of the allegations, this grievance procedure, informal resolution process (if appropriate), and other pertinent information.

Dismissal

The Title IX Coordinator may dismiss a formal complaint if the conduct alleged, even if true, (1) would not constitute sexual harassment as defined above (and in 34 CFR § 106.30); (2) did not occur in the College's education program or activity; or (3) did not occur against a person in the United States. If any of these three circumstances exist, the College must dismiss the formal complaint for purposes of Title IX sexual harassment; however, such dismissal does not prevent the College from taking action under its other policies.

The College also may dismiss a formal complaint if the Complainant chooses to withdraw the allegations; the Respondent is no longer enrolled or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the College will promptly send written notice of dismissal and reasons for the dismissal to all parties.

Informal resolution

Except when allegations involve a College employee sexually harassing a student, the Title IX Coordinator may offer the parties the opportunity to informally resolve a formal complaint at any time before a final determination of responsibility. The Title IX Coordinator must obtain the parties' voluntary, written consent to the informal resolution process. Either party has the right to withdraw from the informal resolution process and resume the grievance process at any time.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C4) Investigation of Formal Complaint

Following submission of a formal complaint and notice to the parties, the Title IX Coordinator or the assigned Investigator will conduct an investigation of the allegations and gather evidence sufficient to reach a determination regarding responsibility. As part of the investigation, the Investigator may hold hearings, investigative interviews, or other meetings. A party whose participation is invited or expected in any of these activities will be provided with written notice of the date, time, location, participants, and purpose, and given sufficient time to prepare to participate. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

Toward the end of the investigation, the Investigator will send to each party (and Advisor) the evidence obtained as part of the investigation that is related to the allegations raised in the formal complaint. Each party will then have 10 calendar days to submit a written response, which the Investigator will consider before completing the investigative report. The Investigator will then create an investigative report that fairly summarizes relevant evidence.

The investigative report will be sent to the parties (and Advisors) at least 10 calendar days before the live hearing.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C5) Hearing Regarding Formal Complaint

Once an investigation has been conducted, all parties will be asked to be present for a live hearing that will be facilitated by the Decision-Maker. The Title IX Coordinator will provide notice of the date, time, and location of the live hearing. During the hearing, the Decision-Maker(s) will allow each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions. Cross-examination must be conducted orally and in real-time by the party's Advisor, and not by a party personally. If a party does not have an Advisor, the College will provide one without charge to that party.

Any cross-examination questions an Advisor plans to ask the Complainant or Respondent must be submitted to the Decision-Maker no later than five (5) calendar days before the scheduled hearing. The Decision-Maker will review all proposed cross-examination questions before the hearing to determine if they are appropriate. During the hearing, the Decision-Maker also must determine whether questions asked of other witnesses (if any) are relevant and explain any decision to exclude a question.

Either party may request that the live hearing occur with the parties located in separate rooms with technology enabling the Decision-Maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

The College will arrange for a transcription or other recording of the live hearing and make it

available to the parties for review afterward.

The Decision-Maker(s) will conduct an objective evaluation of all relevant evidence, determine whether there is a preponderance of evidence that sexual harassment occurred, and issue simultaneously to both parties a written decision regarding responsibility, including any sanctions imposed on Respondent and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to Complainant.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C6) Disciplinary Sanctions and Remedies

The following are the disciplinary sanctions the Decision-Maker(s) may impose following a determination of responsibility:

- Suspension (unpaid for employees)
- Termination or expulsion

The following are potential remedies the Decision-Maker(s) may award following a determination of responsibility:

- Counseling
- Course-related adjustments
- Campus escort services
- Restrictions on contact between the parties
- Changes in work or housing locations
- Leave of absence
- Increased security and monitoring of certain areas of the campus

While the disciplinary sanctions must be disclosed in the Decision-Maker(s) determination, the remedies may be kept confidential and separately determined between the Complainant and Title IX Coordinator.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C7) Appeals

A party may appeal from a determination regarding responsibility or the College's dismissal of a formal complaint (or any allegations therein) for the following reasons:

1) Procedural irregularity that affected the outcome of the matter;

2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

3) The Title IX Coordinator, Investigator, or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant

or Respondent that affected the outcome of the matter.

A party may file an appeal by submitting a written request for appeal to the Title IX Coordinator within 10 calendar days of the rendered outcome of the case. Upon receipt of an appeal, the College will notify the other party in writing.

The College will then appoint an appellate Decision-Maker(s), who cannot be the Title IX Coordinator, Investigator, or the Decision-Maker(s) who reached the determination regarding responsibility. Each party will have 10 calendar days from the date the College informs both parties of the appeal to submit a written statement in support of, or challenging, the outcome. The appellate Decision-Maker(s) will then issue a written decision simultaneously to both parties describing the result of the appeal and the rationale for the result.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C8) Important Notes

- The Respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- The College will not impose discipline on a Respondent or take other actions that are not Supportive Measures unless and until a determination of responsibility for sexual harassment has been made against the Respondent.
- At all times during the grievance process, all parties may be accompanied by the Advisor of their choice, who may be, but is not required to be, an attorney.
- The College will keep confidential the identity of all parties involved in the Sexual Harassment Grievance policy, except as may be permitted by FERPA or otherwise required by law.
- Nothing in this procedure prevents the College from pursuing the immediate removal of an individual if sexual harassment allegations justify such removal and the College provides the Respondent with notice and opportunity to challenge the emergency removal decision immediately following the removal.

SACSCOC References: Cross References: Board Policy 2.86
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(C9) Prohibition of Retaliation

The College will not retaliate against any individual because he or she made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing as required by these Title IX procedures. However, violating the College's Code of Conduct for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Any questions regarding 6.16(C) *Sexual Harassment Grievance Procedure* should be directed to

the Title IX Coordinator.

Any sanctions may be appealed according to procedures listed in Board Policies 2.88 and 2.89 for employees and 2.90 for students.

SACSCOC References: Cross References: PCC Board Policies 2.86; 2.88; 2.89; 2.90
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(D) Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of college officials, constitutes an ongoing or continuing threat, local law enforcement will be notified and a campus-wide timely warning (required, see *34 CFR 668.46(e)*) will be issued via appropriate channels, such as by telephone, e-mail and/or other communication devices. Personally identifiable information about the complainant will not be released in a timely warning.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(E) False Accusation

PCC recognizes that the question of whether a particular course of conduct constitutes discrimination or harassment requires a factual determination. The College also recognizes that false accusations can have serious effects on innocent persons. If, after investigation, it is clear that a person who has accused another of discrimination or harassment has maliciously or recklessly made a false accusation, the accuser will be subject to appropriate disciplinary action, up to and including termination or, in the case of a student, expulsion. In such an event, the College will also take appropriate action to restore the accused's reputation.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.16(F) Education and Awareness

PCC shall provide primary awareness education about, but not limited to, dating violence, domestic violence, sexual assault, and stalking as part of orientation. This will include information on how to report an incident and the policies and procedures relating to disciplinary proceedings. Ongoing prevention and awareness campaigns utilizing posters, brochures, and presentations are also required.

The Title IX Coordinator shall be responsible for assisting employees and students in seeking guidance or support in addressing matters relating to harassment or inappropriate behavior of a sexual nature. The Title IX Coordinator shall be responsible for investigating any complaint alleging sexual harassment. The President shall appoint this person, and his/her name and office location shall be posted on the College *website*.

Sexual Misconduct policies and procedures shall be made available to PCC employees through the publication of this document on the College *website*. The policies and procedures shall also

be published in the PCC catalog as a part of the student information section, which is also published on the *website*. A hard copy may be made available to any employee or student upon request.

All employees will receive primary prevention and ongoing awareness education and training on implementing the new policies and procedures. Employees in key positions, i.e., the Title IX Coordinators, will participate in annual training.

Students will be informed of their rights under this policy in new student orientation sessions, emails, and on the College *website*.

6.16(G) Periodic Review of Sexual Misconduct Procedures

These procedures will be reviewed annually by a committee designated by the President, under the oversight of the Title IX Coordinator(s).

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Reviewed annually; revisions made Apr. 2015, Sept. 2020

6.17 Grievance Policy/Statement of Due Process for Personnel

PCC Board Policies 2.88-2.89 *Discipline/Non-Reappointment/Grievances Policy and Procedure* covers the following topics: appeals procedures, civil rights complaints, dismissal of employees, and non-renewal of contracts. The steps that supervisors must follow to ensure employees are not unjustly terminated are described in those sections.

SACSCOC References: Cross References: Board Policy 2.88; 2.89
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.18 Personnel Qualifications

Efforts will be made to employ the best candidates available. Position descriptions, found on the Colleges team site, include minimum qualifications.

Faculty: PCC shall employ faculty members who hold appropriate credentials, as set forth herein, from a regionally accredited college or university. Full-time and adjunct faculty must meet the following criteria for academic and professional preparation to teach at PCC:

- Faculty members teaching courses designed for transfer to a 4-year institution must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree or hold a minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas.

- Faculty members who teach non-transferable courses must possess appropriate academic

preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational, and technical areas must be at the same level as the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience.

- In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and nontransferable courses in these areas.

SACSCOC References: Cross References:
Senior Staff Review/Approval Dates: Rev. Sept. 2020

6.19 Employee Assessments

In accordance with the PCC Board Policy 2.32 *Employee Assessment*, all employees shall be evaluated annually by their immediate supervisor. Faculty and staff assessments will be completed by March 31st each year. The supervisor will schedule a meeting with the employee before March 31st, the deadline for the final evaluation. During the meeting, the employee and supervisor will discuss the evaluation and review the job description to ensure that it matches current responsibilities or projected responsibilities for the coming year. The supervisor and employee will discuss top goals for the next three and twelve months, and then determine an action plan to achieve these goals. The supervisor will complete the comments section and allow the employee the option to do so as well. Signatures of the supervisor, employee, and the President will be obtained, and the Performance Evaluation will be placed in the employee's file.

It is the supervisor's responsibility to alert the appropriate Executive Committee member or department head if any problems or concerns are apparent.

In addition, all instructors will be evaluated by students every semester, and a classroom visit/observation will be conducted by the instructor's supervisor annually.

Instructor evaluations are used to achieve quality in teaching and learning.

The process for evaluating administrators will proceed in the same way. It is the responsibility of the President to let administrators know at this time if any problems or concerns are apparent.

Instructors within the Continuing Education Department will be evaluated as outlined in PCC Procedure 5.30(B).

Annual assessments will be kept in the employee's personnel file, along with any corrective plan. They are subject to review at any time by the President or the Chair of the Personnel Committee of the Board of Trustees.

SACSCOC References: SACSCOC Standard R 5.4 Cross References: Board Policy 2.32, PCC Procedure 5.30(B); 1C SBCC 200.94(10)
Senior Staff Review/Approval Dates: July 2011, Jan. 2015, March 2018, Sept. 2020

6.20 Employment Contracts

All employees will be issued a contract stating a specific length, salary/hourly rate of pay, and

other conditions affecting the nature and substance of the contract. The contract template can be found on the Colleges team site in *PCC Forms*.

6.21 Contract Non-Renewal Notification

See PCC Board Policies 2.88-2.89.

6.22 Reduction in Force

See PCC Board Policies 2.89.

6.23 Employment of Relatives

See PCC Board Policies 2.28 Employment of Relatives

6.24 Employee Resignations

Employees desiring to terminate their employment are encouraged to give their supervisors as much notice as possible regarding separation. Instructors are requested to time resignations to become effective at the end of a semester. Any employee terminating employment must complete a check-out sheet (available in the College team site in *PCC Forms*) and submit it to the Business Office before the release of the final paycheck.

6.25 Secondary Employment

See PCC Board Policies 2.30 Secondary Employment.

6.26 Academic Freedom

PCC endorses and accords academic freedom to instructors and students.

SACSCOC References: Principle 6.4 Cross References: Board Policy 2.36; Faculty Handbook 10.0
Senior Staff Review/Approval Dates: May 2019

6.27 Employee Personnel File

PCC maintains a central personnel records system under the supervision of the Vice President of Financial Services, as delegated by PCC Board Policy 2.31 *Employee Personnel Files*. All personnel must request permission from the Payroll/Human Resources Technician, who stores the records, to examine or otherwise have access to his/her records. Immediate supervisors or division Vice Presidents will be permitted to access only the files of employees in their division. Employees who gain knowledge of confidential employee information are not to divulge it.

SACSCOC References: Principle 6.4 Cross References: Board Policy 2.31
Senior Staff Review/Approval Dates: May 2019

6.28 Records for the File

Upon initial employment of an employee, the administrator, to whom the employee will be reporting, will submit for inclusion in the employee's personnel file the application of employment, resumé, official academic transcripts, and other pre-employment documents, along

with a *Personnel Change* form approved by the President (see the Colleges team site *PCC Forms*).

The personnel file shall include records and documents regarding the employment history of the employee, including but not limited to commendations, criticisms, and complaints about the employee, notices of disciplinary actions, special appointments, updates to the employee's academic record, and professional development activities record.

In addition, a record that is open to public inspection will be maintained as required by General Statutes 115D-28, Article 2A. The Vice President of Financial Services maintains a current list of records open to public inspection.

6.29 Workweek/Work Hours, Overtime, and Compensatory Leave

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

Workweek/Work Hours: PCC operates a schedule of service from 7:30 a.m. to 10:00 p.m. Monday through Thursday and from 7:30 a.m. to 1:00 p.m. on Friday. In addition, PCC may offer classes at times other than these depending on community needs. Employee assignments may be made anytime during these hours. The established workweek is defined as 168 consecutive hours beginning at 12:00 a.m. Sunday and ending at 12:00 a.m. the next Sunday. The number of work hours in a normal workweek is considered 40 hours for all non-instructional employees.

- **Exception:** During the Summer Session, PCC may operate on a four-day workweek. However, this will not affect the defined workweek as outlined in this section. See PCC Board Policy 2.43 *Workweek* for more information.

Instructor On-Campus Work Schedule: Instructors are employed for a normal workweek, 40 hours or the number adopted as a standard by the College. Full-time instructors will follow work schedules that meet the following minimum criteria:

Minimal Hours Required on Campus	30
Teaching Load Hours	18-21
Minimal Other Hours Worked	9-12
Total Hours Worked	40

The Vice President of Instructional Services approves work schedules at the beginning of the semester. The minimal other hours worked are used for class preparation, research, meetings, etc. This schedule sets the official on-campus work hours for the instructors. Any deviation requires the prior approval of the Vice President of Instructional Services.

Additional teaching workload for faculty or non-instructional staff will be negotiated under a separate contract. Independent study courses are **NOT** considered part of the instructors' regular workload nor an overload class.

Normal Workload

a) Teaching loads for full-time faculty during the regular academic year may include a combination of day, evening, and weekend classes as the needs of the College require. Classes may be scheduled on campus, at an off-campus instructional site, or through distance learning.

b) During the regular academic year, full-time faculty are required to maintain a workload of eighteen to twenty-one (18-21) workload credits per semester. Adjunct faculty should not exceed an average of 13.5 workload credits per semester.

c) Faculty teaching loads shall be calculated for the academic year (fall and spring semesters). The expectation is that the teaching workload is distributed relatively evenly between the fall and spring semesters. When a teaching load is less than or in excess of a full load for the fall semester, it may be compensated with adjustments in the teaching load in the spring semester.

d) For purposes of workload calculations:

- Every lecture hour shall equate to one (1) workload credit.
- Every laboratory hour shall equate to one-half (1/2) workload credit.
- Every clinical hour shall equate to one-half (1/2) workload credit.

e) The College may adjust a faculty member's teaching load to consider such factors as the use of instructional assistance, team teaching, nontraditional instructional delivery systems, and special assignments.

Office Hours & Student Hours: Full-time faculty are required to provide five (5) office hours per week. Office hours should be scheduled at a consistent time each week and be clearly stated in the course syllabus and on the faculty door schedule. Office hours are designed to promote the availability of faculty to work with students individually.

All full-time faculty teaching online courses must include two (2) student hours as part of the five (5) office hours each week. Student hours are offered using the College's Zoom platform synchronously with a camera and microphone. While the instructor has the freedom to select the best time each week to offer the student hours, the hours must be the same throughout the semester.

Adjunct Contracts: Adjunct instructors sign a contractual agreement with PCC to provide instruction for a course. The contractual agreement is for the course identified in the contract, and neither party should expect additional contractual agreements. The college reserves the right to cancel the course without financial penalty if an insufficient number of students register for the course. Should a class be canceled or reassigned, the contract becomes invalid.

Full contracts are issued for course sections containing three (3) or more students. Partial contracts, prorated at half of a full contract, are issued for course sections with enrollment of less than three (3) students.

As defined in PCC Board Policy 2.26 *Definitions of Employment Categories*, full-time employment must be for nine or more months per fiscal year.

Hours of Work and Overtime Compensation: Employees subject to overtime compensation

must have authorization from their supervisor to work hours in excess of those defined as their regular workweek hours. See PCC Board Policy 2.44 *Overtime Leave Compensation*.

Internal Educational Benefits: Employees may be permitted to take release time, not exceeding 55 hours of work time per semester, to attend courses offered by PCC, provided that such release time does not interfere with the operation of PCC and is considered by the employee's supervisor to contribute to job performance.

Educational Leave with Pay: Procedures for requesting Educational Leave with Pay are outlined in PCC Board Policy 2.56 *Educational Leave*.

SACSCOC References: 6.1, 6.2. Cross References: Board Policy 2.26, 2.43, 2.44, 2.56
Senior Staff Review/Approval Dates: Feb. 2023

6.30 Reporting Leave and Time Worked

The various forms of leave available for employees are discussed in PCC Board Policies 2.49 - 2.60. Available leave includes annual leave, sick leave, holidays, family and medical leave, civil leave, military leave, educational leave, and Personal Observance Leave.

This section merely discusses the mechanics involved in utilizing all forms of leave except educational leave.

A monthly form, either the *Monthly Report of Time Record* or the *Monthly Leave Report*, will be used by employees to account for time worked and to record vacation leave, sick leave, civil leave, or any other type of leave that might be taken except educational leave. The form to use depends upon the employee's classification for Fair Labor Standards Act reporting requirements. The Monthly Report of Time records each day worked and any leave taken or compensatory time earned. The Monthly Leave Report is summarized from the first workday through the last workday of each month as to the different types of leave taken. Reports shall be approved and signed by supervisors and turned into the Business Office by the 5th day of each month.

Requests to take any planned leave should be approved by the immediate supervisor at least five (5) workdays in advance of the proposed leave date. Requests for leave in an emergency must also be made and approved, at least verbally, and time submitted immediately upon return to work. In the event of personal illness, an employee must verbally notify his or her supervisor for each day of absence.

Personal Observance Leave is to ensure that eligible employees have an opportunity to observe a day of personal, cultural, or religious importance. The day used for this type of leave does not have to be a day from the employee's own religious or cultural background. Employees are not required to justify the reason for requesting Personal Observance Leave to their supervisor. Full-time permanent employees receive 8 hours of Personal Observance Leave annually; part-time permanent employees receive a prorated amount based on their number of hours compared to a full-time schedule. Temporary employees and less than half-time employees are not eligible for this leave. The total amount of leave must be utilized in one work shift. For more restrictions and other details, see PCC Board Policy 2.49(a) *Personal Observance Leave.*

Leave balances are computed monthly in the Business Office and may be examined at any time

at an employee's request. Leave balances reported on pay advice are always one month behind. However, leave records are maintained in the Business Office monthly and verified as to correctness at the end of each month.

At his discretion, the President may advance annual leave to an employee in an amount not to exceed the amount the employee would accrue within the leave year. At no time will an employee be advanced annual leave when it is known (or reasonably expected) that the employee will not return to duty. When considering the request for advance leave, the President will consider such matters as the expectation of return to duty, the need for the employee's services, and the benefits to the College of retaining the employee (this list is not all-inclusive). At such time when an employee seeks to receive advance leave, the request will be made, in advance, to the employee's immediate supervisor and forwarded to the appropriate department Vice President for review. A written request from the immediate supervisor and the department Vice President, with a justified recommendation, will be forwarded to the President for consideration; the President is the only person authorized to make this decision.

When it has been determined that an employee's status has resulted in the individual exceeding the amount of sick leave that can be accumulated during the current fiscal year, this information will be submitted to the President for consideration. To avoid the abuse of sick leave privileges, the President may consider such matters as repeated instances of excess sick leave, the expectation of return to duty, the need for the employee's services, and the benefits to the College of retaining the employee (this list is not all-inclusive) and may, upon this consideration, deny the advancement of sick leave and, instead, authorize the immediate deduction of pay. The President may also require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, family illness, or death in the family.

SACSCOC References: Cross References: PCC Board Policies 2.49 - 2.60
Senior Staff Review/Approval Dates: Feb. 2023

6.31 Recognized Holidays

All leave policies and procedures are covered in Board Policies Section 2.49 - 2.60. Recognized holidays for PCC employees shall be:

New Year's Day (1)	Independence Day (1)
Martin Luther King, Jr. Day (1)	Labor Day (1)
Easter Monday (1)	Thanksgiving (2)
Memorial Day (1)	Christmas (4)

The President is authorized to set the number of days the College will be closed during break periods as established in the College calendar. The College will be closed for a minimum of five days during Christmas break. Employees must use vacation leave to cover those days that are not included as paid (recognized) holidays. If an employee does not have adequate vacation leave, they must either use the advance provision or go on leave without pay.

The College's annual calendar will designate the dates the College will be closed for the five-day Christmas break. The President may close the College for additional days if it will make for a more efficient operation of the College. Employees will be notified of any changes early in December.

SACSCOC References: Cross References: PCC Board Policies 2.49 - 2.60; 2.54
Senior Staff Review/Approval Dates: Rev. Oct. 2013

6.32 Employee Attendance at Commencement

All full-time employees are expected to be present at and/or participate in commencement exercises. In addition, employees at Pamlico Correctional Institution (PCI) are expected to be present at the PCI commencement. The approval of the employee's immediate supervisor and the department Executive Committee member must be secured if an employee is unable to attend.

6.33 Change of Employee Address

Employees should give any change of address or telephone number to their immediate supervisor and the Payroll/Human Resources Technician.

6.34 Campus Visitors

All employees are encouraged to assist campus visitors to the appropriate office.

6.35 Employees Leaving Campus During Normal Workday

Any employee leaving campus during normal working hours shall notify his/her supervisor or others within their department.

6.36 Professional Conduct

See PCC Board Policy 2.46 *Professionalism*.

6.37 Public Relations

Staff and faculty members are expected to promote good public relations. All employees are subject to requests that they participate in activities that promote PCC's image within the community. All institutional publications, press releases, the College catalog, advertising, etc., will be directed through the Director of Public Affairs to ensure consistency and to avoid duplication.

SACSCOC References: SACSCOC Standard 10.3 Cross References:
Senior Staff Review/Approval Dates: Mar. 2018

6.38 Maintaining College Records

Records at PCC shall be kept in accordance with the NCCCS Office and state guidelines.

6.39 Computer System Use

Each employee will be required to sign and submit to the System Administrator a copy of PCC's Verification of Compliance form, available from Computer Services or Human Resources, indicating that he/she understands and agrees to carry out basic responsibilities related to the protection of PCC's computer system. This verification is a standard form in the required New Hire packet.

Access to the system or any part of it will be granted according to the employee's job responsibilities. Access requests should be directed to the appropriate supervisor, the data owner, and the System Administrator. All requests for access are subject to the final approval of the President or designee. Employees needing assistance with computer equipment, related devices, and software must send a detailed request via the appropriate electronic platform.

6.40 Process for Reporting Improper Activities (Whistleblower)

Any person who knows of a violation should report this information to any senior-level administrator. All reports should be factual rather than speculative and should contain as much specific information as possible to demonstrate that there are sufficient grounds for concern.

The senior-level administrator will conduct an investigation and report his or her findings to the President, or if the allegation of wrongdoing includes the President, to the Chair of the Board of Trustees.

A report may be filed anonymously using the same steps described above. Anonymously filed reports must provide sufficient evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without sufficient grounds for concern. Because an anonymous whistleblower cannot be interviewed, it may be more difficult to evaluate the allegations and less likely that an investigation can be initiated.

An employee who is asked to aid in an investigation should not discuss the investigation with anyone other than the individual or individuals officially assigned to investigate the allegations.

6.41 Process for Reporting Retaliatory Actions (Whistleblower)

An employee is protected from retaliation only if he/she did not participate in the alleged violation, the alleged violation is reported, and the employee provides the College with the opportunity to investigate and correct the alleged violation.

Any whistleblower who believes that he/she is the subject of retaliation may file a written complaint with any senior-level administrator. The complaint must be filed within 30 days of the employee's discovery of the retaliatory action.

This protection from retaliation is not intended to prohibit supervisory personnel from taking, directing others to take, recommending, or approving any adverse personnel action, including disciplinary action, in the usual scope of their duties and based on evidence separate from the fact that the person has made a protected allegation.

6.42 Conflict of Interest

In accordance with NC General Statute 14-234, it is the policy of PCC that any college employee or official will discharge his/her duties in the best interest of PCC and the public and that he/she will avoid the following:

- Obtaining a direct benefit from any contract in which he or she is involved on behalf of the public agency he or she serves.
- Influencing or attempting to influence anyone in the agency who is involved in making

the contract.

- Soliciting or receiving any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract.

6.43 Date of Salary Increases

Salary increases are given only in July of each year unless otherwise specified by the State Board of Community Colleges. Salary increases are dependent on funds being appropriated for that purpose in the budget allocations made by the funding source. This does not limit increases due to promotions or substantial increases in job duties.

6.44 Political Activities of Employees

North Carolina Administrative Code, Section 2C.0208 regulates the political activities of PCC employees.

See PCC Board Policies 2.76 - 2.77.

6.45 Substance Abuse Policy

Employees have the right to work in a drug-free environment. PCC is committed to maintaining a drug-free workplace.

SACSCOC References: Cross References: Board Policy 2.79
Senior Staff Review/Approval Dates:

6.46 Longevity Pay Plan

Full-time and part-time permanent employees paid from state funds are eligible for a longevity payment upon the completion of ten years of eligible service.

Full-time permanent employees paid from County funds are eligible for a longevity payment upon completion of five years of eligible service. Employees paid from state and county funds will receive longevity pay. Longevity plans are available in the Business Office.

6.47 Recognition of Employees Terminating College Service

Retirement: Employees retiring with 10 to <20 years of service at PCC will be given a refreshment-type reception. Those with 20 or more years of service at PCC will have the option of an event for them and one guest off campus, to which all PCC employees will be invited, or an on-campus event provided by the College to which all PCC employees will be invited. When an on-campus event is planned, the Hospitality Committee should be contacted for assistance.

The appropriate division head will be responsible for coordinating the retirement event based on the budget established by the Executive Committee. Approved event-related costs will be paid through the College vending fund.

Retirees will be allowed to select a Years of Service appropriate gift from the Service Awards Gift Items at http://www.osp.state.nc.us/Reward/recognize/service.htm.

Non-retirement: It will be up to the appropriate department/ division to plan and fund events for other employees terminating college service.

SACSCOC References:
Cross References:
Senior Staff Review/Approval Dates: Rev. Nov. 2013

6.48 Employee Probationary Period

All PCC employees receiving initial faculty or staff appointments to permanent full-time or permanent part-time positions of the College and current employees who move into a new position at the College must serve a nine-month probationary period and successfully complete review requirements as outlined in this procedure. If the supervisor does not have a firm assessment of whether the employee's performance warrants continued employment, probationary periods may be extended for up to an additional six months as approved by the College President. Probationary employees receive all applicable benefits afforded to other permanent employees as they meet eligibility requirements, unless specifically excluded in a particular policy.

All probationary employees shall receive a written evaluation at four months of service as well as at the end of their first nine months.

Four-month evaluation: The immediate supervisor shall prepare the four-month evaluation, using the PCC Probationary Evaluation form available either on SharePoint or from Human Resources. This document will be reviewed by the respective Department Vice President before discussion with the employee. The document should contain a clear indication of the employee's progress or lack thereof and include any measures needed to improve performance to increase the chances of successful completion of the nine-month probationary period.

Both the employee and the immediate supervisor shall retain a copy of the completed four-month evaluation for review at the nine-month evaluation.

Nine-month evaluation: The immediate supervisor shall also prepare the nine-month evaluation using the same form. This evaluation must include a recommendation to the President to:

- Release the employee from probation.
- Extend the employee's probationary period for up to six months with a detailed explanation and the reasonable expectations that the required performance can be achieved in the requested extended period.
- Terminate employment, with a detailed explanation to the President.

Once prepared, the immediate supervisor shall review the document with their Department Vice President. Upon approval, the Department Vice President will then submit it to the President for consideration before discussing it with the employee. The President may decide to meet with the employee at this time. Once the President has approved or disapproved the recommendation by signing the evaluation form, the document shall be returned to the immediate supervisor for the employee discussion and signature. The President may wish to be the one to discuss this with employees in some or all cases. The original, signed document shall be submitted to Human

Resources for inclusion in their personnel file. To avoid redundancy, employees on probation will be exempt from the annual evaluation process required of other employees.

If, at any time during the nine-month probationary period or at the end of the probationary period, it is determined by the administration that this employee has not proven, based on his or her performance, that he or she will satisfy expectations for this position, the employee will be terminated. The decision to terminate an employee during or after the probationary period is committed, without further recourse, to the President and may not be appealed through PCC's grievance procedure or otherwise.

The President shall provide notification to the PCC Chair of the Board of Trustees of a pending termination of any permanent full-time or permanent part-time employee before the termination. This is for information purposes only. At the next meeting after the termination, the full Board shall be notified for information purposes only that the termination occurred.

CHAPTER 7
PROFESSIONAL INFORMATION

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CHAPTER 7
PROFESSIONAL INFORMATION

7.1 Travel

PCC encourages professional development for all full-time employees. Travel incurred on the direct behalf of the College is supported based on the travel policies of the State of North Carolina.

Travel is classified into four categories:

A. Local
B. In-State
C. Out-of-State
D. Out-of-Country

Local travel involves all travel within a fifty-mile radius of PCC. Mileage of this type is kept on a Local Travel Form, available on the College's team site, *PCC Forms,* for purposes of reimbursement. Reimbursement for local travel is made only to those individuals whose job requires travel as part of their job duties. In the case of local travel, the President may grant blanket approval for employees whose job dictates local travel regularly.

Employees traveling for personal needs but who may conduct College business incidental to the travel shall not be reimbursed.

- **Example:** An Employee is taking leave to go home due to personal needs but agrees to handle a College transaction on the way or the return trip.

In-state travel is travel incurred within North Carolina. Before one is authorized to travel outside the fifty-mile local travel radius and/or to incur overnight lodging expenses within the state, a *Travel Request Form* must be completed. Mileage and travel expenses are reported on the *Request for Reimbursement Form* for purposes of reimbursement. Both forms are available on the Colleges team site, *PCC Forms*.

Out-of-state travel is travel incurred outside of North Carolina. Prior approval of the President or the President's designee is required two weeks (when possible) before the actual out-of-state travel is incurred. A *Travel Request Form* must be completed for each out-of-state trip. Mileage and travel expenses are reported on the *Request for Reimbursement Form,* as with in-state travel for reimbursement purposes.

Out-of-country travel approval in writing by the President or his/her designee is required.

All types of travel must be approved by the division Vice President and the President or the President's designee before the date of travel.

Reimbursement Approval for Travel: The division Vice President and President, or the President's designee, must approve by signing the employee's *Travel Reimbursement Form* before submitting it to the Business Office for reimbursement. The Controller will verify the reimbursement request and submit it to the President or his/her designee for payment authorization.

An employee having local travel and in-state travel within the same month must show the local travel as a single entry on the *Request for Reimbursement Form*. The local travel form will be attached as backup documentation.

Travel and Subsistence: The state-mandated rules and regulations regarding travel, subsistence, registration, tuition, and related matters are subject to change. The state regulations are available on the NCCCS *website*. PCC's Board of Trustees can establish a mileage reimbursement rate less than the maximum in-state travel regulations. The maximum rate currently established by the Board of Trustees is located on the Travel Request Form in the Colleges team site, *PCC Forms*. Local mileage may be paid to part-time instructors upon approval of the President.

Excess Travel Authorization: To be reimbursed for lodging and registration fees greater than those established by the State of North Carolina, employees must receive approval from the President or designee authorizing payment of the excess expenses. Approval for excess lodging expenses will only be given in situations where the least expensive lodging facility within commuting distance of the meeting has been selected, or it is in the best interest of the employee to stay at the designated meeting site.

Request for excess lodging and registration fees should be made on the *Travel Request Form*.

Request for Travel Advance: On occasions, it may be necessary for an employee to obtain an advance for an anticipated trip. In this case, the *Advance Travel Request Form*, found on the Colleges team site, *PCC Forms*, must be completed and submitted to the Business Office. All advances must have the prior approval of the Executive Committee member and will not exceed 80% of the projected amount of travel, and is subject to availability of cash certification by the NCCCS.

7.2 Purchasing

The College maintains a decentralized Purchasing System since the implementation of E-Procurement on July 1, 2005. The College is required by law to follow procedures established by the NC Division of Purchase and Contract (copy available in the Business Office or on the NC Division of Purchase and Contract *website*).

General Purchasing Procedure: Any employee of PCC may initiate a requisition; however, he/she must go through the proper steps and channels to receive approval of a request. The employee should proceed as follows:

1. Determine need and have the designated departmental personnel enter the requisition into E-Procurement (e.g., supplies, calculator, office supplies, etc.). Equipment and supplies should be placed on separate requisitions when ordering. For non-e-procurement vendors, a paper requisition may be found in the Colleges team site, *PCC Forms*.

2. Approval of requisition:

    A. **Faculty:** Submit requisition to the department chair or, in the absence of a department chair, to the Vice President of Instructional Services. By signing the requisition or giving verbal approval (as in the case where a requisition is not used), authorization is indicated. In addition, the Executive Committee members

whose budget is affected must certify that funds are available to cover the purchase. The requisition is then entered into E-Procurement. The electronic approval flow will be as follows: Vice President of Instructional Services, department head, Director of Purchasing (to verify purchases are in accordance with the State purchasing policy), and the Vice President of Financial Services.

B. **Other Staff:** Submit requisition to the department head for approval (written approval, if using a requisition form, or verbal approval if no form is used). The designated departmental staff member will enter the requisition into E-Procurement. The approval flow will be as follows: department head (to verify there are sufficient funds in the budget to make the purchase), division Vice President, Director of Purchasing (to verify purchases are in accordance with the purchasing policy), and the Vice President of Financial Services.

Special Considerations Concerning Supplies and Equipment: The requesting individual should obtain information about specialized equipment, supplies, or materials, preferably from a vendor handling these items. The Director of Purchasing offers resources in helping to furnish or obtain such information, but a complete description is the responsibility of the requesting individual. When an item is on the NC State Term Contract, the item must be purchased from the vendors listed. The NC Division of Purchasing and Contract has implemented an electronic system for state agencies to use via the Internet.

Receiving material on approval is discouraged by the state purchasing authorities; however, when receiving material on approval is anticipated, it should be coordinated through the Director of Purchasing and Vice President for Computer Services & Facilities/Chief Information Officer (for receiving) to the actual receipt of the goods. If the shipment is audio/visual materials, the request should be made through Library Services, who will initiate and approve the purchase and coordinate the receipt and return of the merchandise.

Special Note: It is imperative that all requests be submitted well in advance of the actual need. Purchases made without proper approval will be the responsibility of the individual making the purchase.

Bidding/Procedures for Non-State Contract Purchases: For purchases of items that are not on NC State Term Contracts, are not offered by the North Carolina Correction Enterprises, and for which the College has a purchasing exemption, the following procedures apply:

1. Items costing less than $5,000, not including taxes and transportation charges, do not require competitive bidding. However, an exact price should be obtained from the vendor of choice. Whenever possible, purchases should be made from local businesses.

2. Purchases of over $5,000.00, not including taxes and transportation, will require competitive bidding. The development of product specifications and terms and conditions of sale, or the development of a request for proposals (RFP) that can be communicated verbally to vendors, will be produced. The person making the purchasing request should work with the Director of Purchasing to develop the specifications or proposal. Price quotations should not be requested until this step is completed, and then only by the Director of Purchasing. The Vice President of Financial Services may delegate this step to the requisitioner in some cases. Three (3) telephone quotations, with confirmation in

writing, either faxed or mailed, are required. It is important that specifications be generic so suppliers of different products can bid. If someone is requesting a specific brand, a complete justification must be included with the requisition. Local businesses should be given the opportunity to quote whenever possible.

3. Purchases in excess of $10,000.00 must be sent to the NC Division of Purchasing and Contract Office and approval received from that office before bids can be accepted. Price, terms, shipping, quality, and warranties are some of the factors to consider when awarding the bid. Local businesses should be given the opportunity to bid whenever possible. (This limit does not apply to IT equipment – see #4).

4. IT-related items costing over $25,000 must be requisitioned through the NC Division of Purchasing and Contract in Raleigh, NC, for competitive bidding.

5. Design Selection Contracts for Capital Projects will require letters of interest by design firms and a review by a committee consisting of the Chief Financial Officer, Capital Project Coordinator, and two to three other committee members assigned by the President or designee. The committee will review the qualifications of all design firms submitting a letter of interest in this project and rank those firms. The Capital Projects Coordinator will verify any known state experience with the Office of State Construction, Designer Contract Coordinator, before inviting the top three to six firms for an interview. Following the interviews, the Committee will select the top three and rank those for submission to the Board of Trustees for their final approval at a regular or called meeting. Per NCGS 143-64.31, the Board's final selection shall be based on demonstrated competence and qualifications based on the type of professional services required, without regard to fee. Purchasing will notify the State Construction Office of the Board's approval, along with notifying the chosen vendor via award letter and advisory letters to firms not selected.

In all cases, written documentation of the bid process will be maintained along with written evaluations of the bids and reasons specified for award decisions. The Business Office will maintain a copy of all bids, other documentation, and the purchase order in a central file.

In addition, a complete set of bid documents and other supporting documentation will be filed with the Business Office copy of the purchase order. The resulting purchase order will become a part of the payment voucher packet and will be filed by check number.

Emergency Orders: While they should be kept to a minimum, emergency situations will arise that require an authorized purchase. In these situations, it is necessary to place an order without generating a requisition. In this instance, the employee should proceed as follows: determine the need for the emergency purchase; obtain permission from the department head, the Vice President of Financial Services, or the President, who will authorize the purchase and certify that funds are available for the purchase; then place the order. In such a situation, the invoice will not be matched with a purchase order, but the aforementioned authorizing manager will sign approval before a check is generated.

- **Examples:** HVAC repair, Federal Express/Express mail charges, etc.

Approval of requisitions/orders: The department head must approve all requisitions/orders.

S/he will sign or approve electronically the requisition authorizing purchase and certify that funds are available in the budget. The requisition is then submitted to the Purchasing Director, who verifies compliance with state purchasing guidelines. The requisition is then forwarded to the Vice President of Financial Services, who has final approval.

Orders not requiring a requisition: There are certain routine invoices that will not require the submission of a requisition.

- Examples include, but are not limited to, postage and Central Supply bill-backs, employee reimbursements, childcare payments, travel reimbursements, concession purchases, etc. Also included are orders, which, when placed, will cause either a duplicate shipment or a duplicate invoice to arrive.

The procedure in this case is as follows: the order is placed within the department, where it is approved by the department head, who signs approval authorizing the purchase and certifies that funds are available in the budget for the purchase. The order is then submitted to the Business Office for processing.

Confirming Orders: Situations sometimes arise whereby department personnel must place an order directly with a vendor to avoid miscommunication with the vendor (e.g., advertising, unique or special orders, etc.). In this case, the requisition documentation will indicate that it is a confirming order when the order is placed. The order will then be entered into E-Procurement and will receive the authorized approvals.

Local Purchases: Local purchases are permitted within established guidelines, as set forth above under the second paragraph of Chapter 7.2 *Purchasing Procedure*.

The procedure is:

1) Secure approval from the department head responsible for payment, who will certify that funds are available in the budget for the purchase.

2) Enter requisition into E-Procurement, and the approval flow will be as follows: department head, division Vice President, Purchasing Director (to verify compliance with NC state purchasing guidelines), and the Vice President of Financial Services. If this is an emergency purchase, see Bidding/Procedures for Non-State Contract Purchases (Emergency Orders), above.

3) Pick up the merchandise and obtain a receipt.

4) Submit receipt obtained from vendor to the Vice President for Computer Services & Facilities/Chief Information Officer (if a Purchase Order was issued) or, if a Purchase Order was not used, have the department head sign approval and deliver the receipt to the Vice President of Financial Services, who will authorize payment for Accounts Payable.

7.3 Historically Underutilized Business Policy

PCC, as a part of its purchasing delegation, is committed to using Historically Underutilized Businesses (HUBs) in accordance with NC Executive Order No. 77. PCC's Director of Purchasing is responsible for implementing the following procedures into the College's

purchasing program:

1) To establish a minimum goal of 4% utilization of HUB vendors, communicate to the faculty and staff the necessity to search and identify HUB vendors, and to offer them the opportunity to bid on non-contract purchases or to furnish items on term contracts.

    A. A competitive quote shall be solicited from HUB vendors on open-market purchases and include HUBs in non-competitive small local purchases whenever practical.

    B. HUB vendors will be allowed to quote on projects that can be subcontracted.

    C. Inform faculty and staff of the College's commitment to identify and promote HUB vendors. This will be accomplished through the *PCC Procedure Manual*, faculty and staff meetings, and one-on-one conversations when working on specifications for products to be bid on.

2) Additional HUB requirements were part of the 2000 bond referendum legislation. The College adopted an additional HUB plan to cover these requirements.

7.4 Bookstore Operations

The bookstore is an auxiliary enterprise of PCC, receiving no outside funding. Normal bookstore operating hours will be posted on the door of the bookstore and the window in the student lounge.

Desk Copies: The bookstore does not provide desk copies of textbooks to the instructors. Instructors should request desk copies from the publishers. When Desk Copies are not supplied by publishers, a purchase requisition listing the PCC bookstore as the vendor should be processed and charged to the appropriate division, in which case, the book will be sold at the cost price.

Textbook Orders: Each instructor is responsible for requisitioning textbooks for the course he/she teaches. The following procedures have been established to assist in this process:

1) Each instructor should estimate the expected enrollment for each class and submit a requisition for the estimated books needed at least six weeks before the actual need of the textbook. The class name and number should be indicated for the books being requisitioned. The block titled *For Resale* should be filled in, and the Source of Funds would be *Other Bookstore*.

2) A requisition should be completed for each vendor.

3) If class enrollment exceeds projection, the instructor should determine the number of additional books needed and immediately submit a requisition to order additional books.

4) When selecting textbooks for adoption, instructors are requested to give top consideration to publishers who allow 100% returns.

Sales of Textbooks and Other Instructional Materials: Textbooks and other instructional materials will be made available for sale in the bookstore as soon as practical. Books not sold during the current semester will be returned to the publisher as soon as practical. If unsold books

are used in the next semester, they may remain in the inventory. Retaining books for future semesters will be determined based on a consultation between the instructor and the Bookstore Manager.

To sell books to students enrolled in off-campus classes, the following procedures will be followed:

1) The instructor responsible may be issued books from the bookstore by the Bookstore Manager or Controller for sale to students.

2) The instructor will be responsible for receiving cash from the student and giving the cash to the Bookstore Manager, along with any books unsold, on the next business day.

Book Returns: Textbooks that will not be used again in the following semester may be returned to the publisher for credit. Instructors will be requested to review bookstore inventory periodically to determine when books in inventory will be needed again and will be involved in determining which books to return.

Adoption of New Editions: The bookstore should be notified by memo one semester in advance of an anticipated adoption of a new textbook. This is necessary to make inventory adjustments without incurring losses associated with unreturnable books.

Textbook changes will not be allowed unless there is no inventory in stock or notice as required above has been given.

Disposal of Out-of-Date Textbooks: Books that become out-of-date and are unreturnable to the publisher shall be disposed of following the procedures listed below:

1) Textbooks will be declared dead stock and so indicated on the inventory card.

2) Books will be placed for sale on a dead stock table to students and staff.

3) If dead stock is of sufficient quantity, companies purchasing dead stock will be consulted.

4) If there is not a sale for dead stock, books will be offered free to the library first, then to patrons of PCC.

5) Any dead stock remaining will be recycled at the close of the fiscal year.

Physical Inventory - Bookstore: A complete physical inventory is taken of all items for resale as of June 30 each year. This inventory should list each item on hand on June 30th and should provide columns for quantity on hand, unit cost, and total cost. The total value of the inventory at cost using the first in/first out (FIFO) method should be recorded in the ledger and used to arrive at the cost of goods sold.

The inventory list should be saved for use in auditing the bookstore.

All items on hand at year end must be included in the inventory, although invoices on some of these items may not have been received until the following year. Care must also be taken to include any items that may have been returned but for which credit has not yet been received.

Physical inventories are taken at times other than June 30th as an internal control. To produce

interim statements, some inventory estimating methods may be used if the inventory is reported at cost.

7.5 Divisional Printing and Copier Charges

PCC has high-speed copiers available for large-volume printing, one in each of the three buildings on campus and others at off-site locations. The copiers can record usage by division. Each division is charged a prorated amount of the cost of maintaining each copier, based upon usage as recorded on each copier.

7.6 End-of-Year Supplies and Material Inventories for Business Office

The purpose of the annual inventory is to get an accurate dollar value of supplies and materials for financial reporting as of June 30 of each fiscal year. Inventory sheets will be supplied by the Business Office.

1) Instructional supplies used in the next fiscal year will be inventoried by faculty or support staff of the Instructional Services Division.

2) Janitorial and maintenance supplies used in the next fiscal year will be inventoried by the custodial and maintenance staff.

3) Administrative supplies held for use in the next fiscal year are to be inventoried by administrative staff. Items to be excluded are letterhead stationery, letterhead envelopes, library cards, etc.

4) An inventory of postage balances in the postage meter, account balance for bulk-rate mail on deposit at the post office, and all stamps will be conducted by the Executive Assistant to the President.

7.7 Public Information and Advertising

The Director of Public Affairs is responsible for college publicity, including internal communications, and increasing public awareness of PCC and its programs. The Director of Public Affairs manages both the advertising and promotional printing programs and exercises control over all publicity and promotional materials. Input into the marketing process is provided through a standing Marketing, Recruitment, and Retention Committee, which represents all segments of the College.

Advertising funds made available through grants for use with the specific objectives of the grant or specific program funds, which are to be used only for advertising that program, are handled by the Vice President in charge of the grant or program. However, these special promotional efforts should be coordinated with other PCC marketing efforts.

All paid personnel recruitment ads of any type will be handled by the Vice President of Financial Services or designee, whether for permanent full-time personnel or permanent part-time personnel, and submitted to the Business Office.

7.8 Board Relations

Statements concerning PCC policies and procedures, position statements on PCC, long-range

planning, physical facilities, and Board relations shall be released by the Board of Trustees Chair or the President. Board committee meeting outcomes shall be released only by the Board Chair, the committee chair, or the President. Board meeting notices or notices of committee meetings shall be released through the office of the President.

Contact of an institutional nature with members of the Board of Trustees shall be conducted only through the President. This statement does not include interpersonal contact with Board members of a non-institutional nature.

A staff member receiving calls from a Board member concerning PCC business is to refer the caller to the President. It shall be the responsibility of the President to take whatever action is requested within policy bounds or to gather whatever information is requested by contacting appropriate staff or students. The President shall then re-contact the Board member concerning the action or information requested. This position statement includes requests from Board members concerning potential employee referrals; requests for projects to be done; requests for curriculum or activity information; requests concerning dissatisfied employees or students, requests about salary, pay raises, class schedules, location of classes or offices, workday or work week, parking, etc.; requests concerning members of the community about the nature of instructional work, inability to get needed courses or instruction, inability to receive financial aid or V.A. benefits, College waste, use of facilities, parking, and requests for employment assistance, etc. Requests for the use of PCC facilities and loans of PCC property or equipment must be directed to the President or his/her designee.

In the previous paragraph, the use of college facilities refers to the case where a Board member is interceding for a member of the community who is having trouble regarding facility usage. Such contact should be made only with the President. In the case where a Board member wants to use the facility and is acting as an agent for the group making the request, the regular facilities utilization policies shall apply.

7.9 Equipment, Phones, Mail, and Keys

PCC has five major classes of equipment. These are: State Board of Community Colleges Equipment, Local Equipment, Special Projects Equipment, Institutional Funds Equipment, and Federal Surplus Equipment. For Fixed Asset Accounting, items costing or donations with a market value of $5,000.00 or more will be reported for financial statements.

1) **State Board of Community Colleges Equipment:** This equipment consists of items purchased with regular budgeted capital outlay funds from the State Board of Community Colleges. This equipment is subject to State Inventory Audits and performance evaluations by program areas. The State Board of Community Colleges' equipment is classified as either Major or Minor equipment. The difference between the two is the cost of the item. Items costing less than $1,000.00 are classified as minor equipment for inventory purposes. However, for the financial statement reporting of fixed assets, only items $5,000.00 and over will be included as fixed assets.

2) **Local Equipment**: Local Equipment items are purchased with Local or County Capital Outlay Funds. These items are subject to audit by the NC State Auditors. Items of local equipment will normally be items necessary for the upkeep and maintenance of buildings and grounds. The fixed asset standard of $5,000.00 applies to financial statement

reporting. Major and minor equipment designations are the same as for state funds.

3) **Special Projects Equipment**: Special Projects Equipment are items purchased with project grant funds and remain the property of the funding agency and subject to the inventory audit.

4) **Institutional Funds Equipment**: Institutional Funds Equipment are those items purchased with Concessions, Bookstore, or other special monies and are the sole property of the College. Normally, this equipment is used in operating auxiliary enterprises. The fixed asset standard of $5,000.00 applies to financial statement reporting. Major and minor designations are the same as for state funds.

5) **Federal Surplus Equipment**: Federal Surplus Equipment are items donated to the College through the state by the Federal Property Officer. Sometimes, there are stipulations on this equipment that cause the title to remain with the federal government. In any event, when the title is transferred, this equipment becomes the property of the State Board of Community Colleges and is subject to its inventory requirements and the fixed asset standard of $5,000.00.

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

Equipment Accountability: The importance of maintaining and accounting for state-owned property is outlined in the NCCCS *Equipment Procedures Manual*. The responsibility for managing equipment rests initially with the Board of Trustees, which has assigned this responsibility to the President. The President's responsibility is vested in each employee having equipment assigned for his/her use. Employees are responsible for the appropriate use and maintenance of equipment. Employees are responsible for the appropriate use and maintenance of equipment.

Each employee having equipment assigned shall report any missing or damaged equipment to the Director of Purchasing or the Vice President of Financial Services. For equipment repairs or replacement, follow the normal requisitioning process. For equipment leaving campus for repairs, an off-campus removal of equipment form must be approved by the President or his/her designee and submitted to the Director of Purchasing with a copy attached to the requisition.

No equipment shall be removed from PCC without prior approval of the President or his/her designee.

Transfer of Equipment Between Areas: Transfer of equipment between different areas of PCC is permissible; however, a record is to be kept by the staff or faculty member whose area the equipment is charged to. A check-in and check-out sheet for the division should be kept by the individual who has been assigned control over the equipment.

If the transfer of equipment is to be permanent, the Director of Purchasing should be notified so that inventory records can be adjusted. A *Request for Inventory Adjustment* must be completed

and submitted before an employee is released from responsibility (available in the Colleges team site, *PCC Forms*).

Removal of Equipment from PCC: Equipment leaving PCC or other offsite locations for any reason must be checked out through the Director of Purchasing by completing an off-campus removal of equipment form and obtaining the approval of the President or his/her designee. Equipment leaving campus to another agency on loan is permissible; however, proper procedures are to be followed:

Equipment may be loaned to:

- Another state agency for temporary use.
- An agency of Pamlico County for temporary use.

Equipment loaned to an outside agency must be approved by the President or his/her designee, checked out by completing the off-campus removal of equipment form, and loaned with the understanding that the agency is responsible for the return, repair if damaged, or replacement of the equipment if lost or stolen.

Physical Equipment Inventory Requirements: In compliance with the State Board of Community Colleges' Policy and the policies of the Board of Trustees of PCC, the following procedures will be followed for equipment inventories:

1) Each employee assigned equipment will be given an inventory list for their equipment.

2) The Director of Purchasing will maintain a master list of equipment for PCC and for each assigned area.

3) Each employee is responsible for keeping up with his/her equipment. This includes both major and minor physical equipment.

4) The Director of Purchasing will conduct a total inventory once each fiscal year. This inventory will be conducted by areas. Each employee-assigned equipment will be expected to be available to assist in the location and identification of the equipment.

5) Upon completion of the inventory, a memorandum should be sent to the employee's supervisor and the Vice President of Financial Services, stating that the inventory has been completed and all units accounted for or submitted with a list of items found missing. If items need repair, the employee should complete a regular requisition requesting repair of the item. Under the description, a complete explanation of the repair needed should be given, along with the inventory and serial number of the item. If items are found to be surplus to the College's needs, damaged beyond repair, lost, or stolen, a *Request for Inventory Adjustment* should be prepared and submitted along with the inventory memorandum.

6) An inventory evaluation will be prepared by the Director of Purchasing and submitted to the Vice President of Financial Services, the President, and the NCCCS.

Procedures for Acceptance of Donated Equipment or Supplies: Individuals wishing to donate materials or equipment to PCC may do so with the approval of the President or Vice President of

Financial Services. When an individual makes known his/her wishes to donate equipment or materials, a determination must be made as to the suitability of the items for use by the College. In the case of equipment to be used in instruction, the instructor should examine the items and make a recommendation to the Vice President of Instructional Services. The Vice President should make a written recommendation to the President that the items be accepted if both he/she and the instructor agree on their usefulness. Once this decision is approved, an acknowledgment receipt will be prepared and signed by the donor, the President, and the Vice President of Financial Services, with a copy sent to the Foundation Director.

Hazardous materials will not be accepted without full justification in writing, an MSDS sheet supplied by the donor, and the Safety Officer's recommendation. Hazardous materials are a liability to the College and should not be accepted except in the most justified situations.

One copy of the acknowledgment receipt should be given to the donor, and the remaining copies should be forwarded to PCC's Director of Purchasing. The Director of Purchasing will then ensure that PCC's equipment records reflect the donation, inventory records are completed, and the items are added to the fixed assets of the College if appropriate. The $5,000.00 minimum will apply for fixed asset reporting.

Staff Use of College Equipment:

- Equipment may be made available to the staff. Contact the Library for a list of equipment that falls into this category.

- Employees may check out equipment to complete College business, to familiarize themselves with its operation for on-the-job activities, or for an instructional purpose, such as preparation of experiments or lab projects.

- Use of College equipment for personal reasons is prohibited.

- College equipment may be used in connection with any approved College *Live Project*.

College Telephone Network: PCC's administration views the telephone system as a business tool to be used wisely and efficiently when conducting College business.

Personal use of the phone on a regular basis is not allowed. Receiving personal calls regularly should be discouraged by college employees. Personnel violating this policy are subject to disciplinary action.

Mail Service: Incoming mail will be sorted in the Business Office and will be available for pick up there.

Outgoing mail must be in the bookstore no later than 4:00 p.m. each day to be mailed that day. If the mail is late, it will be mailed the following workday.

Keys: It is the supervisor's responsibility to indicate on the check-in sheet any keys that an employee needs to perform his/her duties. All keys will be checked out and returned through Campus Security. Upon termination, all keys must be returned before the final paycheck will be released. No master keys will be issued to an employee without the authorization of the President or the Vice President of Student Services, who heads the Security Department. File cabinet keys

are the responsibility of the chair/department head.

7.10 Standard Forms and Documents

Where standard forms and documents have been designated, all personnel shall use the prescribed forms. Recommendations for changes may be made to the appropriate Vice President.

Employee Contract: All employees of PCC will be hired on a contract basis. The type of contract depends upon the position classification (permanent full-time, permanent part-time, temporary full-time, temporary part-time, and hourly) and whether the contract is for class instruction. Definitions of contracts are included in PCC Procedure 6.20.

Employment Termination Check-Out Form: An *Employee Check-Out Sheet*, available in the Colleges team site, *PCC Forms*, is to be initiated by the supervisor upon employee termination. This form is to be placed in the employee's personnel file and completed just before the employee's final departure from PCC.

Release of the employee's last paycheck is dependent upon the completion and submission of this form to the Business Office.

Signatures, not initials, are required on this form.

7.11 Adverse Weather or Conditions

The President or his/her designee will decide as to whether or not classes will be held during periods of inclement weather or because of other unusual circumstances. Announcements will be made on local radio, television stations, the College *website*, Facebook, and through a specially maintained telephone extension. However, regardless of the status of the College in an inclement weather situation, employees are encouraged to make their own decisions regarding their safety, reporting to work and notifying supervisors accordingly, and subsequently taking appropriate leave.

Local radio and television stations will be notified as soon as a decision is made.

The President or his/her designee will notify the TV and radio stations and the President's Executive Assistant. A telephone/e-mail/text messaging chain of notification to faculty/staff is in place to inform individuals of their duty responsibilities. The mandatory closing of PCC will not affect employees' annual leave. However, should make-up days be required, employees will work the make-up days without overtime leave accruing.

The conditions surrounding a decision as to whether PCC will operate are not the same conditions surrounding a decision concerning the operation of the public school system.

On the day in question, the President will be in touch with the North Carolina Highway Patrol or other legitimate sources of information concerning road conditions. Based on the information received, the President or his/her designee will notify the stations. Operational information should be available to staff and faculty as soon as possible.

Information as to the operation of evening programs following a day during which school was open will be determined by 5:00 p.m. of the day in question and conveyed by the President or his/her designee to all local radio and television stations.

The decision relative to the operation of the College applies to staff, faculty, and students unless specifically spelled out otherwise in the notice of operation.

All Curriculum and selected Continuing Education classes that are canceled because of adverse weather, natural disasters, emergencies, or other unanticipated causes will be rescheduled or made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the PCC administration. The alternative(s) chosen may be affected by the duration of the closure, the point at which the closure occurs in the academic term, or other factors, but the College will make a good-faith effort to make up classes that have been missed.

The Prison Education Department will follow a modified version of the College Adverse Weather or Conditions process. The Chair of Off-Campus Programs will contact the Officer in Charge at Pamlico Correctional Institution by 6:15 a.m. and will consult with the Vice President of Instructional Services to determine the delivery of classes. Staff will be contacted as to whether classes will be held.

7.12 Material from Staff for Board Agenda

Executive Committee members who have material to be approved by the Board of Trustees or items to be included on the Board agenda must submit those items to the President ready for distribution within 10 workdays of the regular or called Board meetings.

7.13 Business Office Procedures for Student Financial Aid Payments

The Financial Aid awards process is the responsibility of Student Services. The Vice President of Student Services, through the designation of a Financial Aid Director, is responsible for coordinating with the Business Office the payment of financial aid awards, including Title IV, scholarships, loans, and other forms of student aid. To ensure accountability for the expenditure of funds, the Business Office will make payments or allow third-party billings only when proper certification is on file in the Business Office.

7.14 Financial Aid Awards

7.14 A. Pell Grants

Pell Grant checks will be written based upon a yearly schedule of payments developed by the Financial Aid Director and the Controller at the beginning of each fiscal year. Checks will be written only after the 10% point of each semester. Proper certification is made by the Financial Aid Director and the Controller that the federal grant award amount is adequate to cover the check writing for the award. The Controller verifies that funds are on deposit in PCC's account. All Pell Grant checks will be mailed to students by the Business Office, except when an internal audit is scheduled. In this case, students must come to the Business Office, present photo identification, and sign for checks.

7.14 B. Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG checks will be written following a schedule of payments developed by the Financial Aid Director and the Controller at the beginning of each fiscal year. Checks will be written only after

the 10% point of each semester and under the following conditions**:** proper certification of student awards has been made by the Financial Aid Director, the federal grant award is adequate to cover all payments, and funds are on deposit in PCC's account. All FSEOG checks will be mailed to students by the Business Office, except during an internal audit. In this case, students will pick up checks from the Business Office. A photo identification and signature will be required.

7.14 C. Federal Work-Study

Federal Work-Study checks are written along with the regular payroll on the last working day of the month. The financial aid office must submit a Federal Work-Study Payroll by the 5th of each month for hours worked the previous month. This is true except for June when hours worked in May and June shall be submitted for the June payroll. The Financial Aid Director must work with the Business Office to determine the cut-off date for work in June.
Federal Work-Study payments will be made only when the federal grant is adequate to support the expenditure, the Work-Study student has filed federal and state withholding forms, and a Payroll Information Form is completed and submitted to the Payroll Technician in the Business Office. Federal Work-Study 1st checks may be picked up by the student at the Business Office on the last working day of the month. Checks not picked up by 3:30 p.m. will be mailed to the student's address on file in the Business Office.

7.14 D. Scholarships

The procedures outlined for each scholarship by the awarding agency will determine the date, method, and time of scholarship payment. The Business Office will make payment as soon as possible after funds are available and certification of recipients is received from the Financial Aid Director. Students with scholarships whose funds are deposited in PCC's account before the day of registration may be allowed to charge tuition, fees, and books (depending on the amount of the award) to the scholarship. Any remaining balance may be paid to the student when the scholarship checks are written, as allowed by the funding authority.

7.14 E. Third-Party Billing

A student may register where a third party has agreed to pay his/her tuition, fees, and books. An authorization must be provided by the third party specifying the name(s) of the student(s) covered by the fees the third party will pay and any other limiting factors that will affect the fees the third party agrees to pay. It is the student's responsibility to see that this authorization is received by the Business Office before the day of registration for approval by the Business Office. Approval will not be granted to individuals operating a private business whose purpose is to defer payment of personal tuition, fees, and book charges.

The WIA Program Coordinator must work closely with the Business Office staff in connection with the WIA. It is the responsibility of the WIA Coordinator to certify to the Business Office the names of students eligible to receive benefits under the grant. For a student's tuition, books, fees, and insurance to be charged to WIA, the WIA Coordinator must provide certification by issuing a voucher to the student before the student's registration and payment of fees at the cashier's window. Third-party charges will not be allowed until this certification is received. After each registration period, the WIA Program Coordinator will supply an updated list of certified students for each grant and a vouchering certificate, *Authorization for Training*. This list

and the vouchering certificate will be used to verify invoices for third-party payers.

Similar grants made available to PCC for student expenses will be handled in the same manner as WIA grants.

7.14 F. Tuition Refund

The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (1E SBCC 900), which states that a refund shall not be made except under the following circumstances:

1) A refund shall not be made except under the following circumstances.

    - A 100% refund shall be made if the student officially withdraws before the first day of class(es) of the academic semester as noted in the academic calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to make due to insufficient enrollment.

    - A 75% refund shall be made if the student officially withdraws from the class(es) before or on the official 10% point of the semester.

    - For classes beginning at times other than the first week (seven calendar days) of the semester, a 100% refund shall be made if the student officially withdraws from the class before the first class meeting. A 75% refund shall be made if the student officially withdraws from the class before or on the 10% point of the class.

2) Fees (i.e., activity, insurance, technology, etc.) are non-refundable.

3) To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

4) Where a student, having paid the required tuition for a semester, dies during that semester (before or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

Students desiring a tuition refund are asked to follow the steps listed below:

1) Contact the counselor to obtain the appropriate withdrawal form.
2) Complete the withdrawal form.
3) Submit the completed withdrawal form to the Office of the Registrar.

It is the Financial Aid Director's responsibility to ensure that each student's award is correct and to ensure that student records are filed with the appropriate federal office.

Military Tuition Refund Policy: Upon request of the student, PCC shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations taking place outside North Carolina that make it impossible for them to complete the course requirements.

PCC will also buy back textbooks through the bookstore operations to the extent possible under the college's buy-back procedures.

SACSCOC References: Cross References: 1E SBCCC 900.1-900.5; 2A SBCCC 22
Board of Trustees Review/Approval Dates: July 2007, Jan. 2012, July 2012, Nov. 2019

7.15 Use of College Resources and/or Time by Personnel for Non-Institutional Purposes

As a general statement, the use of PCC's resources (supplies, equipment, or personnel) or time for personal use is prohibited. However, the College does encourage the use of college time and resources for work that results from a relationship or position held at the College if the work does not result in direct or indirect financial benefit to the individual.

Personnel involved in non-institution-related work but work which results from a relationship or position held at PCC may use college clerical and technical assistance if the use of such assistance does not impede the College-related work objectives of such clerical or technical assistants.

Use of clerical and technical assistants during college time shall be kept at a minimum, and such personnel shall receive no additional compensation for work performed during college time. Work that results from a relationship or position held at PCC shall be limited to the following:

1) Work resulting from civic (not social or fraternal organizations) club membership.
2) Work resulting from a municipal, county, or state appointment to a municipal, county, or state agency or board.
3) Work resulting from participation in professional organizations.
4) Work resulting from recognition received by virtue of professional publications.
5) Work resulting from involvement in an educational program that is directly related to the mission, goals, and objectives of PCC.

Any financial benefit that results from activity undertaken with the use of College clerical and/or technical assistance shall accrue to the College unless such assistance takes place on an individual's own time.

Personnel involved in non-institution-related work, but work that results from a relationship or position held at PCC, may undertake such work on college time if such work does not impede the College-related work objectives of the personnel in question. Any financial benefit that results from activity undertaken on college time shall accrue to the College.

Use of college personnel, equipment, or supplies involved in non-institution-related work stemming from a request by an outside agency or organization shall be predicated upon prior approval by the President or designee, an agreement that the agency in question is non-profit in orientation, and the understanding that the College will be reimbursed for the cost of any supplies used. Furthermore, the fulfillment of such a request shall not impede college-related work objectives or the personnel involved.

7.16 Electronic Signature

Electronic consent and/or authorization is acceptable due to unforeseen circumstances, with written permission from the College President. Such cases shall include, but are not limited to, national or local emergencies, weather-related events, or student medical issues.

SACSCOC References: Cross References: Board Policy 2.94
Senior Staff Review/Approval Dates: May 2020

CHAPTER 8
PHYSICAL PLANT/SAFETY

8.1 College Facilities
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CHAPTER 8
PHYSICAL PLANT/SAFETY

8.1 College Facilities

The main campus spans 44 acres in Grantsboro and features three multi-purpose buildings that accommodate both administrative offices and educational facilities. Additionally, there is a separate building for housing maintenance equipment, the Maintenance Shop, and instructional space.

The Bayboro Campus includes the Mattocks Building, which provides classrooms for high school students and continuing education programs. The Bayboro Center also has classrooms and is home to the Small Business Center. The Cosmetology Center is home to the Cosmetology and Esthetics programs and serves as the instructional facility for these courses.

8.2 Operation and Maintenance

The operation and maintenance of the physical plant rests with the Vice President of Student Services and the President. The College may contract with temporary employment companies to supplement the maintenance staff. In addition, independent contractors are used to complete jobs beyond the regular staff's capabilities.

8.3 Hours of Operations

The College normally operates between 7:30 a.m. and 10:00 p.m. Monday through Thursday and from 7:30 a.m. through 1:00 p.m. on Friday. Summer hours will be posted. Custodial staff hours are from 7:00 a.m. through 10:30 p.m. Monday through Thursday and from 7:00 a.m. to 1:00 p.m. on Friday.

8.4 Required Staffing

Buildings of the College shall not be open for use unless there is at least one designated employee present. This employee should know the following aspects of the physical plant:

- Heating and air conditioning equipment operation
- Safety procedures in case of accidents
- Arming and disarming security devices

8.5 Work Orders

Maintenance Department work orders are submitted via SchoolDude.com. Instructions for logging in and submitting a work order are available on the SharePoint Team site. Work will not be performed without a valid work order. Employees are reminded that personal property attached in a permanent way to walls will cause damage that cannot be corrected. A work order for any such needs should be submitted and approved.

Important: Under no circumstances should tape, bumper stickers, or any other adhesive material be placed on walls, doors, or equipment and furniture. Work orders will be prioritized upon receipt. Execution of the required work is subject to the availability of time and funds. Only the President or Vice President of Student Services may approve exceptions.

8.6 Facilities Use Policies and Procedures: College-Sponsored Events

College-sponsored events include College staff or instructional activities, college committee meetings, student organizations' activities, and the PCC Foundation and its committee activities.

Procedure for college-sponsored events: The division head is responsible for ensuring the person designated to head up the activity follows the In-House Facilities Use Policies and Procedures, found in the Colleges team site, *PCC Forms*. The person responsible for the activity must complete an In-House Facilities Use Request/Activity Proposal Form and a Maintenance Work Order requesting set-up needs. The form is not required for committee meetings.

If the activity is planned for the Delamar Center, the two completed forms should be turned in to the Delamar Center Events Coordinator at least two weeks before the event. The coordinator will route it to the appropriate parties for signatures, return the approval to the requestor, and submit the work order, when applicable, to Maintenance.

If the activity is planned for any area or building other than the Delamar Center, the person planning the activity is responsible for obtaining the signatures and submitting the work order, if applicable, to Maintenance. The President's Designee named on the Activity Proposal Form as one of the signatories shall, in this case, be the Executive Assistant to the President, who also reserves the Stancil Board Room and the Cox Conference Room.

If the SGA or other student organizations are planning the event, the completed and signed Activity Proposal Form may be submitted to Student Services.

8.7 Use of College Facilities by Outside Agencies or Persons

As stated in PCC Board Policy 2.81, the College provides a service to the community by allowing the use of campus buildings and facilities for civic, cultural, educational, recreational, and other activities within the policies and regulations of the College. Campus buildings and facilities refer to and include the buildings, grounds, and parking lots of the main college campus at 5049 Highway 306 South, Grantsboro, NC, and of the College's Bayboro Center, 701 Main Street, Bayboro, NC.

Below is a summary of the potential uses of PCC facilities by the public or agencies. Further details and leasing information may be obtained from the Coordinator of the Delamar Center events (hereafter referred to as Event Coordinator) or the Vice President of Student Services.

Eligible Facility Users: (Includes, but is not necessarily limited to, the following):

- **Non-Profit:** Community, civic, governmental, and/or non-sectarian organizations that are NOT using the facility for a *for-profit* event. Proof of 501(C)3 or other designated tax-exempt status must be provided at the time of contract.
- **For-Profit**: Private businesses, industries, organizations, groups, and/or individuals when the intended use is *for-profit*.
- **Private Organizations**: Private organizations, groups, or individuals will be allowed only in strict accordance with the Policies and Procedures.

- **Free Leasing**: Certain users whose purpose is education, and where there is no cost to participants, will be allowed to use the College facilities at no cost during regular working hours (Monday through Thursday from 7:30 a.m. until 10:00 p.m. and on Friday from 7:30 a.m. until 3:00 p.m.). Summer hours may vary. This includes, but is not necessarily limited to, agencies of federal, state, county, or municipal government, public or private higher educational institutions, and secondary and primary schools, for which the intended use is NOT a *for-profit* event.
    - There will be a charge for a College Event Coordinator when an event falls outside of regular working hours. Additional fees may also apply if there is a need for an Audiovisual Coordinator.
    - The College facilities can be used for one-time or short-term events. The facilities will not be leased on a continuing or long-term basis in lieu of an organization's own facilities. Any exceptions to the stated rules and regulations will be determined by the Event Coordinator and approved in advance by the Board of Trustees.
    - The College agrees not to discriminate against a Lessee because of disability, gender, race, age, ethnicity, sexual or religious orientation, or national origin, and as Lessor, further agrees not to discriminate for these same reasons against any person relative to admission, services, or privileges offered to or enjoyed by the public.
    - An individual or group is not eligible to use the facility if he, she, or they have previously damaged or otherwise abused the College's facility; or if he, she, or they have previously disrupted or interfered with the work, discipline, or educational activities of the College (e.g. by violating reasonable College rules and regulations, interrupting classes or other College programs or activities, or inciting or producing imminent violence or other lawless action on College premises).

SACSCOC References: Cross References: Policy 2.81
Senior Staff Review/Approval Dates:

8.8 Political or Religious Activity Restrictions

The College does not promote religious and/or political organizations. The following may be allowed:

- Religious courses offered by the College.
- Individual prayer or meditation.
- Meetings, assemblies, forums, and related activities that are or may be political in nature when sponsored by organizations that have no political affiliation.
- Officials holding elective office who speak at meetings, assemblies, forums, and seminars that are not political in nature, even if such elected officials are candidates for re-election or candidates for a different elective position.

SACSCOC References: Cross References: Board Policy 2.76; 2.77
Senior Staff Review/Approval Dates:

8.9 Shops and Equipment Labs

Shops and equipment labs are not to be used for meetings by outside groups or individuals unless the College sponsors such groups or individuals.

SACSCOC References: Cross References: Board Policy
Senior Staff Review/Approval Dates:

8.10 Appeals

An organization, group, or individual that wishes to appeal any decision of the administration relative to facility usage or damage assessment may do so by writing to the Chair of the Board of Trustees as outlined in the Facilities Application and Leasing Agreement. The decision of the Board or its committee is final.

SACSCOC References: Cross References: Board Policy
Senior Staff Review/Approval Dates:

8.11 Safety

It is the responsibility of every administrator and instructor to ensure that facilities, equipment, and activities in their areas of responsibility are in conformity with good safety practices and compliance with OSHA standards. Therefore, it is expected that these individuals will be familiar with the safety standards applicable to conditions in their areas. Every effort is made to ensure that the campus buildings and facilities of the College are maintained in a safe and orderly manner and that they comply with federal, state, and local standards.

Periodic inspections are made by the Safety Officer/Campus Security, the Vice President of Student Services, and/or members of the Security, Safety & Facilities Committee to evaluate the safety status of the College and to investigate complaints involving safety matters.

The Campus Security/Safety Officer is the safety contact for OSHA. Compliance is sought to bring the safety standards of the College up to OSHA standards, including changes within the OSHA Act. All instructional staff members are expected to evaluate the safety of the areas they use constantly and to be familiar with and enforce safety standards in the courses they teach. Hazards beyond the control of the instructor or employee occupying the area should be brought to their supervisor's immediate attention, who will notify the Safety Officer/Campus Security. Reported hazards are given priority and investigated immediately. A remedy correcting the potential danger is then prescribed and put into effect. The Safety Officer/Campus Security reports to the Safety Officer/Campus Security.

Instructional staff members must be present whenever students are involved in potentially dangerous activities. Instructors, students, and visitors are required to wear industrial-quality eye-protective devices when in any lab or classroom area where shop-type instruction is occurring or where caustic or explosive chemicals or materials are being used. Hearing

protection devices may be called for in some situations and should be worn. It is the instructor's responsibility to order personal protective devices required for themselves and their students. In addition, instructors using chemicals in the instructional process must become familiar with the proper use, storage, and disposal of these chemicals, residue from the use of the chemicals, and any other hazardous materials accumulated in the area of responsibility (See *Hazardous Materials Manual* in the Vice President of Financial Services or Safety Officer/Campus Security). Copies of the *Hazardous Materials Manual* may also be found in lab or shop areas where hazardous materials are used.

8.12 Accidents

In the event of an accident resulting in personal injury, the following procedure should be observed:

1) The welfare of the injured party should be attended to immediately to whatever degree possible by those in attendance at the time of the accident (i.e., administering first aid, seeing to the comfort of the injured party, determining the degree of injury, etc.).

2) If the injury is determined to be beyond the capabilities of those in attendance and the injury is severe, outside aid must be requested immediately by those in attendance by dialing 911.

3) The President, Campus Safety Officer/Campus Security, and appropriate Executive Committee member shall be notified in writing of the action taken in steps one and two.

First Aid Kits are located throughout the campus in all shops, labs, the staff lounge, Student Services, and the Business Office. The Safety Officer/Campus Security, with assistance from the Director of Purchasing, is responsible for maintaining all first-aid kits.

8.13 Workmen's Compensation

All employees of PCC are covered under Workmen's Compensation. All employees funded in whole or in part by state funds are covered under state workers' compensation. Local and institutionally funded positions are covered under a separate insurance contract. All Workmen's Compensation accident reports must be filed within five days with the NC Industrial Commission. Therefore, all accidents must be reported to the Safety Officer immediately.

8.14 Safety Plan

A *Safety Plan* for the College has been developed, and a copy should be made available to every employee. A Safety, Security, & Facilities Committee is appointed by the President to assist the Safety Officer/Campus Security with the College's safety procedures.

8.15 Emergency Evacuation

A fire and safety diagram with all emergency routes from office complexes, classrooms, shops, labs, the library, and the student lounge is strategically located throughout all college facilities.

8.16 Critical Incidents

Refer to the *Critical Incident Response Plan* as it pertains to off-campus emergency telephone

numbers, relevant on-campus numbers, checklist for lockdown, threat conditions, death on campus, explosions on campus, criminal or violent behavior, evacuation procedures, fire procedures, severe weather/tornadoes, armed or dangerous intruder on campus, hostage situation, medical and first aid, chemical/hazardous substance spills, and bomb threats.

8.17 Procedures for Operation as a Red Cross Emergency Shelter for Pamlico County

College facilities are the only Red Cross approved emergency shelter in Pamlico County. Pamlico County Commissioners and the Board of Trustees have agreed to make available its facilities, during emergencies requiring an evacuation shelter, to the Emergency Management Team of Pamlico County.

Before facilities are turned over to the emergency management team, the College will ensure that the facilities and equipment are set up to prevent loss of equipment or unnecessary damage. In the event the order to close the College for sheltering operations occurs during normal operating hours, employees will be required to assist in building preparations before leaving.

In addition, when the shelter is closed, and the facility is returned to College operations during normal working hours, staff and faculty should report to work to assist in clean-up operations.

If the above condition occurs at night or during hours when the College is not normally open, maintenance and custodial personnel and other administrative staff contacted by the President will be requested to report for duty.

8.18 Procedures for Handling Disruptive Activities

See PCC Board Policy 2.45.

SACSCOC References: Cross References: Board Policy 2.45
Senior Staff Review/Approval Dates:

8.19 Securing Work Areas

Before leaving for the day, all personnel should ensure that the work area is secure. Where applicable, windows should be closed and doors locked.

8.20 Smoking

See PCC Board Policy 2.83.

SACSCOC References: Cross References: Board Policy 2.83
Senior Staff Review/Approval Dates:

8.21 Soliciting On-Campus

All sales representatives and other solicitors shall be referred to the Purchasing Director unless they have appointments with College personnel. No required joint meeting of employees will be held for any sales presentation. Sales representatives may be given the opportunity to make presentations following regular staff meetings when approved by the President. Employees are not required to attend these presentations. Companies offering approved employee benefit plans

will be asked to make presentations at designated times of the year. Employees will receive a notification. Other than PCC Foundation-related, the only solicitation of funds allowed on campus shall be employee funds, such as coffee, flower, and gift funds.

8.22 Freedom of Speech

See PCC Board Policy 2.82.

SACSCOC References: Cross References: Board Policy 2.82
Senior Staff Review/Approval Dates:

8.23 Access to Vocational Shops and Equipment Labs

All vocational shop areas and equipment labs will be closed and secured at all times other than normal scheduled class hours. During class hours, the instructor is expected to always be in attendance.