Northeast Alabama Community College

Faculty and Staff Handbook
Contents

Welcome
Nondiscrimination Policy
Accreditations and Institutional Memberships
Section I: Introduction
Section II: Institutional Mission and Effectiveness
Section III: Organizational Structure
Section IV: Human Resources
Section V: Financial Affairs
Section VI: General Institution
Section VII: Faculty and Academic Affairs
Section VIII: Student Affairs
Index
Welcome

The *Faculty and Staff Handbook* is compiled and maintained by the Office of Institutional Planning and Assessment with the cooperation and assistance of each administrative, curricular, and educational support office. We hope you find the Handbook a useful source of information. Questions, comments, and suggestions are welcome.

Policies and procedures are regularly reviewed and revised. The College reserves the right to change any statement, policy, or procedure herein as well as to establish new policies and procedures without prior notice. Such changes become effective as of the date of their enactment unless otherwise specified within the action itself. Any changes in federal or state law or state board of education policy affecting the contents of this publication will automatically supersede or otherwise modify the contents herein. The *Faculty and Staff Handbook* does not establish contractual relationships.

Efforts have been made to present information, policies, and procedures accurate at the time of publication. No responsibility is assumed for typographical, editorial, printing, or online posting errors. Individuals or entities outside the realm of Northeast Alabama Community College who wish to use material from this publication may submit a request to the Director of Institutional Planning and Assessment.

Brad Fricks, Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison
Nondiscrimination Policy

The Alabama Community College System Board of Trustees is an Equal Opportunity Employer, as is the Alabama Community College System.

It is the official policy of the Alabama Community College System Board of Trustees, including the entities under its direction and control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law.

Contact persons designated by the President of Northeast Alabama Community College for various concerns are as follows:

Title VI of the Civil Rights Act of 1964 (race, color, national origin):

Lynde Mann, 116 Charles Pendley Administration Building

Title IX of the Educational Amendments of 1972 (gender equity, sexual harassment):

Lynde Mann, 116 Charles Pendley Administration Building

Titles I and V of the Americans with Disabilities Act of 1990:

Kellie Siniard, 109 Student Center
Accreditations and Institutional Memberships

Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast Alabama Community College.

The Associate Degree and Practical Nursing Programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000, Fax 404-975-5020; www.acenursing.org). The nursing programs are also approved by the Alabama Board of Nursing.

The EMS Program is approved by the Alabama Department of Public Health (The RSA Tower, 201 Monroe Street, Montgomery, Alabama 36104; 800-962-9234). The EMS Community Training Center is approved by the American Heart Association (7272 Greenville Avenue, Dallas, Texas 75231; 800-242-8721).

The Paramedic Program is accredited by the Commission on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208; 312-553-9355).

The Industrial Electronics program is approved by Electronics Technicians Association International (ETA International) (5 Depot Street, Greencastle, IN 46135; 800-288-3824).

The Medical Assistant Program is approved by the American Medical Technologists (AMT) (10700 West Higgins, Suite 150, Rosemont, IL 60018; 800-275-1268).

INSTITUTIONAL MEMBERSHIPS include the Southern Association of Colleges and Schools Commission on Colleges, Inc., the American Association of Community Colleges, the Alabama Community College Association, the National Association for Developmental Education, the National League for Nursing, the League for Innovation in the Community College, and the National Institute for Staff and Organizational Development.
Section I: Introduction

NACC Today

Northeast Alabama Community College (NACC) is a public community college strategically located near Rainsville, Alabama, on the Jackson-DeKalb County line. The college began classes in September 1965 with 380 freshmen. The Fall 2015 semester saw 2,704 students enrolled in credit courses. The institution's third president, Dr. David Campbell, was appointed in July 2001.

The college mission – “to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama” – is consistent with that of the Alabama Community College System. Offerings include general education transfer courses, career and technical education, customized business and industry training, workforce development, and adult education. NACC offers the Associate in Arts, Associate in Science, and Associate in Applied Science degrees as well as certificate programs.

The campus currently consists of 18 buildings situated on 117 acres. The newest facility is the Mathematics, Science, and Engineering Technology Center, which opened for classes in Summer 2014. The Center includes space for classrooms, laboratories, and faculty offices. In addition to the main campus, NACC offers a Salon and Spa Management Program at the NACC Salon Institute in Scottsboro. In Fall 2015 the college offered dual enrollment/dual credit classes at 15 area high schools, including courses at the DeKalb County Technology Center and the Ernest Pruett Center of Technology.

NACC has a strong academic transfer program. The Statewide Articulation Reporting System (STARS) coordinates transfer among two- and four-year public colleges and universities in Alabama. STARS enhances advising to ensure a successful transfer experience for students. NACC transfer students consistently achieve success at their transfer institutions. Approximately 64% of degree students are enrolled in transfer programs.

The Division of Workforce Development and Skills Training and the Alabama Technology Network (ATN) Center provide education, training, workshops, and customized on-site technical assistance and problem solving for area businesses and industry. ATN is a cooperative program of the Alabama Community College System, the University of Alabama System, Auburn University, and the Economic Development Partnership of Alabama.

The Northeast Alabama Adult Education Program provides GED, ESL, adult reading and college refresher classes for the people of DeKalb, Jackson, Marshall Counties and part of Blount County. The program maintains 23 instructional sites and last year served 1,508 students.

Campus and community life are enhanced by a variety of cultural activities, including the widely acclaimed theatre program, playing to approximately 15,000 patrons each season; the Latino Festival: Music on the Mountain; the Arts & Humanities Speaker’s Forum, and a partnership with the Alabama Ballet. The NACC Health Lecture Series provides valuable health-related information to both the NACC community and the public at large. An inviting walking and nature trail, open to the public, encircles a four-acre lake on the north end of campus and includes an outdoor classroom and picnic area. Wireless internet service is available throughout the entire campus, with access available to the public, and the Learning Resources Center provides community library services.
History of the Institution

Northeast Alabama Community College (NACC) was created as one of 12 junior colleges by the Alabama State Legislature during the first administration of Governor George C. Wallace (Act No. 93, approved May 3, 1963). The College was named Northeast Alabama State Junior College.

Numerous individuals and organizations were instrumental in locating the College on the DeKalb-Jackson County line. The DeKalb County Board of Commissioners and the Jackson County Board of Revenue collectively donated a 60-acre site for the College, 30 acres from each county. An additional 35 acres were purchased in 1969, 5.54 in 1982, 2.7 in 1991, 10 in 1996, and 3.76 in 2008. Additionally, 1.7 acres were donated in 1996. The NACC campus now consists of more than 117 acres and 18 buildings, with a credit enrollment of approximately 2,700 (Fall 2015). In addition to the main campus, NACC offers a Salon and Spa Management Program at the NACC Salon Institute in Scottsboro.

Dr. Ernest Rudder Knox was appointed on April 17, 1964, to work with the Alabama State Board of Education in planning the junior college program. He was appointed the first president of Northeast Alabama State Junior College on October 9, 1964, serving the College for 18 years.

Dr. Charles M. Pendley was appointed second president of Northeast Alabama State Junior College on July 1, 1982. Under his leadership, the E. R. Knox Science Laboratory Building, Tom Bevill Lyceum, and Bevill Administration Building (renamed Charles M. Pendley Administration Building in 2002) were added to the campus. Dr. Pendley served the College for 36 years. Upon Dr. Pendley's death in March 2001, Dr. William Osborn served as interim president. On July 10, 2001, by a unanimous vote of the Alabama State Board of Education, Dr. David Campbell was named the third president of Northeast Alabama Community College. Dr. Campbell has overseen the completion of the Technology Center (DDT and ILT facilities); construction of the Health Education and Technology Center and the NACC walking trail; the opening of the NACC Salon Institute; establishment of an English instruction and writing center; establishment of the College and Career Planning Center; completion of the Industrial Systems Technology building and the Mathematics, Science, and Engineering Technology Center; expansion of the campus; and numerous other improvements to campus, including extensive landscaping projects.

The College began operation on the quarter system (fall, winter, spring and summer). The first classes began September 30, 1965, with an enrollment of 380 students. Beginning fall 1998, Northeast converted to the semester system (fall, spring and summer). NACC provides traditional day and evening classes as well as online and dual enrollment classes.

NACC became a community college upon action of the State Board of Education on May 14, 1992. This action gave approval for the development of a technical division and changed the name to Northeast Alabama State Community College. On November 12, 1996, the name of the College was shortened to Northeast Alabama Community College.
Section II: Institutional Mission and Effectiveness

The Alabama Community College System Mission Statement

The Alabama Community College System mission is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development. (Board Policy 108.01, 12/11/08)

Northeast Alabama Community College Mission Statement

The mission of Northeast Alabama Community College is to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama.

Goals

To accomplish the mission, Northeast Alabama Community College has established the following goals or intended results:

1. An “open door” admission policy which insures nondiscriminatory educational opportunities for individuals regardless of race, color, disability, sex, religion, creed, national origin, or age.

2. Available, accessible, and affordable courses that provide quality instruction in general education at the freshman and sophomore levels that lead to the attainment of specified learning outcomes, associate degrees, and transfer to senior institutions.

3. Available, accessible, and affordable courses that provide quality instruction in career and technical programs that lead to the attainment of specified learning outcomes, certificates, associate degrees, or institutional awards, and employment in the field of study.

4. Developmental and adult basic education which assists individuals who need to improve their basic learning skills and supports individuals lacking college preparatory backgrounds.

5. Student services which assist individuals to formulate and achieve career, educational and personal goals through counseling and academic advisement services and provide opportunities to participate in social and cultural activities.

6. Recruitment and retention of qualified personnel who are afforded professional development opportunities and institutional support needed to provide quality postsecondary education.

7. Services and training specifically designed and delivered to meet the needs of local business, industry, community organizations, and governmental agencies.

8. Community services which support personal growth, cultural enrichment, and societal activities; provide access to college facilities for community activities; and promote community, social, and economic improvement.

9. Procurement and administration of financial resources in an effective manner.

10. Provision for and maintenance of a physical plant with instructional facilities and technology which provide a safe learning environment and are suitable for all the institution’s programs and services.
Institutional Effectiveness and the Institutional Management Plan

In its commitment to institutional effectiveness and quality enhancement, Northeast Alabama Community College conducts a systematic management and planning process. The basis of the process is the institutional mission statement. Given this mission, the Institutional Management and Planning Committee annually establishes directive goals comprising the Committee’s collective vision for enhancing the mission’s fulfillment over the next three years. Each curricular, administrative, and academic/student support unit then sets annual goals for itself within the mission statement and the established three-year directive goals.

The directive goal statements and the curricular, administrative, and academic/student support unit goals are brought together as part of the annual management plan developed by the Institutional Management and Planning Committee. Additionally, in the summer, each curricular, administrative, and academic/student support unit evaluates the accomplishment of its own annual goals, determines how results of the evaluation can be utilized to improve the functioning of the unit, and reports to the President.

The annually updated management plan comprises plans for the upcoming three years. The intent of the management and planning process is to validate and enhance the fulfillment of the Northeast Alabama Community College mission in all aspects of college functioning and service.

The institutional research function within the Office of Institutional Planning and Assessment (OIPA) provides data and information to assist in assessing how well the goals are met and how effective the College is in fulfilling its overall mission. This information is published annually in Information on Fulfillment of the Mission. OIPA also publishes the annual NACC Fact Book.

Additional components in the effectiveness process include scheduled program reviews and reviews of general education and program learning outcomes.
Evaluation Process

Evaluation at Northeast Alabama Community College is one component of an integrated planning, management, and evaluation system based upon the institutional mission. The overall purpose of the process is to assess the college’s effectiveness in accomplishing its mission and to ensure continuing improvement of programs and services. The evaluation process is ongoing, systematic, and institutional in nature. The NACC evaluation process includes the evaluation of all personnel, the evaluation of student attainment of general education and program learning outcomes, the evaluation of programs, the evaluation of annual goals for all offices and academic divisions and programs, and the evaluation of college services and facilities. The evaluation process is coordinated by the Director of Institutional Planning and Assessment, who reports to the President.

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<tr>
<th>Mission Goal</th>
<th>Procedure</th>
<th>Results</th>
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<tbody>
<tr>
<td>Overall Mission Statement</td>
<td>Yearly review by the Institutional Management and Planning Committee and an extensive review conducted every three years to include input from faculty, staff, administration, and the college community</td>
<td>Provided to the Academic Divisions, the Administration, and the Purpose Review Committee (subcommittee of Institutional Management and Planning (IMP) Committee for 3rd year extensive review). Mission Statement revised upon recommendation of Purpose Review Committee and approval of IMP Committee</td>
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<td></td>
<td>Assessment of the annual goals of each curricular, administrative, and educational support unit of the college</td>
<td>Provided to all personnel through publication of Unit Goals, Evaluation, Use of Results</td>
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<tr>
<td>An “open door” admission policy which insures nondiscriminatory educational opportunities for individuals regardless of race, color, disability, sex, religion, creed, national origin, or age.</td>
<td>Review of enrollment data based on age, race, ethnicity, and gender provided by the Office of Institutional Planning and Assessment</td>
<td>Provided to all NACC personnel through publication of the Fact Book and Information on Fulfillment of the Mission</td>
</tr>
<tr>
<td>Available, accessible, and affordable courses that provide quality instruction in general education at the freshman and sophomore levels that lead to the attainment of specified learning outcomes, associate degrees, and transfer to senior institutions.</td>
<td>Analyses of enrollment</td>
<td>Provided to all NACC personnel through publication of the Fact Book and Information on Fulfillment of the Mission</td>
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<td></td>
<td>Comparison of NACC tuition with that of other institutions</td>
<td>Provided to all NACC personnel through publication of the Fact Book and Information on Fulfillment of the Mission</td>
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<td></td>
<td>Student Evaluation of Campus Services and Facilities</td>
<td>Provided to the Curricular Divisions, the Administration, and the Institutional Management and Planning Committee. Also published online</td>
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<td>Analysis of course schedules by the Office of Institutional Planning and Assessment</td>
<td>Reviewed by deans and division directors to inform both current and subsequent scheduling processes</td>
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<td>ACT-CAAP (Collegiate Assessment of Academic Proficiency) testing each spring by the Office of Institutional Planning and Assessment</td>
<td>Provided to the Curricular Divisions, the Administration, and the Institutional Management and Planning Committee. Provided to all other NACC personnel through publication online and in the Fact Book and Information on Fulfillment of the Mission</td>
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Updated July 2017
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<th>Mission Goal</th>
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<td>Available, accessible, and affordable courses that provide quality instruction in general education at the freshman and sophomore levels that lead to the attainment of specified learning outcomes, associate degrees, and transfer to senior institutions.</td>
<td>Review of programs to determine the extent to which specified general education and/or program learning outcomes (PLOs) are attained by students. Measurement of PLOs are performed by instructor and PLO summary reviews by division and program directors/coordinators.</td>
<td>Provided to division and program personnel for the enhancement and/or improvement of course delivery methods and program outcomes.</td>
</tr>
<tr>
<td>Annual Summary Report: Student Attainment of General Education Outcomes</td>
<td>Provided to the Student Learning Outcomes Committee, the Curriculum Committee, the Institutional Management and Planning Committee, and to all personnel through publication online and in <em>Information on Fulfillment of the Mission</em>.</td>
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<td>Transfer student success reports (provided periodically upon request to individual colleges by the Office of Institutional Planning and Assessment.)</td>
<td>Provided to all NACC personnel through publication of the <em>Fact Book</em> and <em>Information on Fulfillment of the Mission</em>.</td>
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<td>Transfer rates (obtained from the National Student Clearing House)</td>
<td>Provided to all NACC personnel through publication of the <em>Fact Book</em> and <em>Information on Fulfillment of the Mission</em>.</td>
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<td>Instructional program reviews conducted by division/program leaders</td>
<td>Provided to the Administration and the Curriculum Committee and published online and in <em>Information on Fulfillment of the Mission</em>.</td>
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<tr>
<td>Assessment of the annual goals of each curricular unit</td>
<td>Provided to all personnel through publication of <em>Unit Goals, Evaluation, Use of Results</em>.*</td>
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<td>Student Evaluation of Academic Advising</td>
<td>Provided to individuals evaluated and to immediate supervisors; college-wide summary report published online.</td>
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<td>Alumni survey</td>
<td>Provided to the Institutional Management and Planning and Institutional Effectiveness Committees and published online.</td>
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<tr>
<td>Analyses of enrollment</td>
<td>Provided to all NACC personnel through publication of the <em>NACC Fact Book</em> and <em>Information on Fulfillment of the Mission</em>.</td>
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<td>Student Evaluation of Campus Services and Facilities</td>
<td>Provided to the Curricular Divisions, the Administration, and the Institutional Management and Planning Committee. Also published online.</td>
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<td>Analysis of course schedules by the Office of Institutional Planning and Assessment</td>
<td>Reviewed by deans and division directors to inform both current and subsequent scheduling processes.</td>
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<td>Available, accessible, and affordable courses that provide quality instruction in career and technical programs that lead to the attainment of specified learning outcomes, certificates, associate degrees, or institutional awards, and employment in the field of study. (continued)</td>
<td>Instructional program reviews conducted by division/program leaders</td>
<td>Provided to the Administration and the Curriculum Committee and published online and in <em>Information on Fulfillment of the Mission</em></td>
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<td>Review of programs to determine the extent to which specified general education and/or program learning outcomes (PLOs) are attained by students. Measurement of PLOs are performed by instructor and PLO summary reviews by division and program directors/coordinators.</td>
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<td>Alumni survey</td>
<td>Provided to the Institutional Management and Planning and Institutional Effectiveness Committees and published online</td>
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<td>Survey of employers in the NACC service area by the Office of Workforce Development</td>
<td>Provided to the Academic Divisions, the Administration, and the Institutional Management and Planning Committee</td>
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<td>Survey of graduates regarding job placement and earnings</td>
<td>Provided to the President, Director of Workforce Development, Vice President/Dean of Instruction, and published in the <em>Information on Fulfillment of the Mission</em></td>
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<td>Completer/leaver analyses by the Office of Workforce Development</td>
<td>Provided to the Administration and the Curriculum Committee</td>
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<tr>
<td>Developmental and adult basic education which assists individuals who need to improve their basic learning skills and supports individuals lacking college preparatory backgrounds.</td>
<td>Assessment of student retention and success in developmental courses</td>
<td>Provided to the Developmental Studies Committee, the Director of Developmental Studies, the Curricular Divisions, and the Administration. Provided to all NACC personnel through publication of <em>Information on Fulfillment of the Mission</em></td>
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<td>Assessment of student progress in college-level courses attempted subsequent to developmental courses</td>
<td>Provided to the Developmental Studies Committee, the Director of Developmental Studies, the Curricular Divisions, and the Administration. Provided to all NACC personnel through publication of <em>Information on Fulfillment of the Mission</em></td>
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<td>Assessment of the annual goals of the Developmental Studies and Adult Basic Education Programs</td>
<td>Provided to all personnel through publication of <em>Unit Goals, Evaluation, Use of Results</em></td>
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<td>Student services which assist individuals to formulate and achieve career, education and personal goals through counseling and academic advisement services and provide opportunities to participate in social and cultural activities.</td>
<td>Student Evaluation of Campus Services and Facilities</td>
<td>Provided to the Curricular Divisions, the Administration, and the Institutional Management and Planning Committee. Also published online</td>
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<td>Compilation of descriptions of student services provided at NACC</td>
<td>Provided to all NACC personnel through publication of <em>Information on Fulfillment of the Mission</em></td>
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<td>Assessment of the annual goals of the Office of Student Services</td>
<td>Provided to all personnel through publication of <em>Unit Goals, Evaluation, Use of Results</em></td>
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<td>Community College Survey of Student Engagement (CCSSE) and Survey of Entering Student Engagement (SENSE)</td>
<td>Provided to the Curricular Divisions, the Administration, the Advising Committee, and the Institutional Management and Planning Committee. Also published online</td>
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<tr>
<td>Recruitment and retention of qualified personnel who are afforded professional development opportunities and institutional support needed to provide quality postsecondary education.</td>
<td>Faculty Self-Evaluation/Professional Development Plan</td>
<td>Provided to immediate supervisors and to the Office of Institutional Planning and Assessment</td>
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<td>Survey of personnel satisfaction with NACC in-service activities</td>
<td>Provided to the Professional Development Committee, Curricular Divisions, the Administration, and the Institutional Management and Planning Committee and published in <em>Information on Fulfillment of the Mission</em></td>
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<td>Documentation of participation in professional development activities</td>
<td>Provided to all personnel through publication of <em>Information on Fulfillment of the Mission</em></td>
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<td>Evaluation of personnel</td>
<td>Provided to individuals evaluated and immediate supervisors</td>
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<tr>
<td>Services and training specifically designed and delivered to meet the needs of local business, industry, community organizations, and governmental agencies.</td>
<td>Survey of businesses, industries, community organizations, and governmental agencies by the Office of Workforce Development and Skills Training</td>
<td>Provided to Curricular Divisions, the Administration, and the Institutional Management and Planning Committee</td>
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<tr>
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<td>Documentation of services and training opportunities</td>
<td>Provided to all NACC personnel through publication of <em>Information on Fulfillment of the Mission</em></td>
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<td>Assessment of the annual goals of the Office of Workforce Development and Skills Training</td>
<td>Provided to all personnel through publication of <em>Unit Goals, Evaluation, Use of Results</em></td>
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<td>Community services which support personal growth, cultural enrichment, and societal activities; provide access to college facilities for community activities; and promote community, social, and economic improvement.</td>
<td>Documentation of NACC community service activities</td>
<td>Provided to all personnel through publication of <em>Information on Fulfillment of the Mission</em></td>
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<td>Assessment of the annual goals of the Office of High School Relations and Event Planning</td>
<td>Provided to all personnel through publication of <em>Unit Goals, Evaluation, Use of Results</em></td>
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<td>Procurement and administration of financial resources in an effective manner.</td>
<td>Assessment of the annual goals of the Office of Administrative Services</td>
<td>Provided to all personnel through publication of Unit Goals, Evaluation, Use of Results</td>
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<td>Analysis of the financial resources of the College</td>
<td>Provided to all NACC personnel through publication of the NACC Fact Book and Information on Fulfillment of the Mission</td>
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<td>Provision for and maintenance of a physical plant with instructional facilities and technology which provide a safe learning environment and are suitable for all the institution's programs and services.</td>
<td>Assessment of extent to which the facilities and technology adequately support achievement of institutional goals</td>
<td>Provided to all personnel through publication of Information on Fulfillment of the Mission</td>
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<td>Student Evaluation of Campus Services and Facilities</td>
<td>Provided to the Curricular Divisions, the Administration, and the Institutional Management and Planning Committee. Also published online</td>
</tr>
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<td>Assessment of the annual goals of the Director of the Physical Plant</td>
<td>Provided to all personnel through publication of Unit Goals, Evaluation, Use of Results</td>
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Review of Mission Statement
A regular schedule for the review of the mission statement has been developed by the Institutional Management and Planning Committee. This committee reviews the mission statement yearly as a part of its planning process. Every third year a more extensive review is conducted. This review contains input from faculty, administrators, staff, students, and community representatives.

Vision: Institutional Directive Goals
The articulation of the vision, or institutional directive goals, for the upcoming three academic years takes place each summer, or as directed by the President. A typical session for developing the directive goals may invite each member of the Institutional Management and Planning (IMP) Committee individually to list three to five key elements seen as directions or developments for the institution over the next three years. These lists are presented to the President, who considers the submissions in formulating the shared vision of the IMP Committee. All institutional directive goals must be supportive of the mission. The institutional directive goals are distributed to all personnel of the College and serve as a focus for planning by the various curricular, administrative, and academic/student support units.

Division and Office Purpose
Each division, program, or office articulates a purpose for that unit. The unit purpose is a succinct statement showing the role of that division, program, or office within the institutional mission statement.

Division and Office (Unit) Goals: Institutional Effectiveness Plans
In order to pursue high quality and effectiveness, each curricular, administrative, and academic/student support unit of the College establishes annual goals at the beginning of the fall semester. These goals fall within the unit purpose, linking the division, program, or office to the College Mission Statement. A statement of the annual goals, including the methods to be employed in their evaluation, is submitted to the Director of Institutional Planning and Assessment.

Each curricular, administrative, and academic/student support unit evaluates its goals during the summer semester of each academic year. Information obtained from this review provides direction for improvement within the unit and documents the effectiveness of the curricular, administrative, and academic/student support unit in fulfilling the college mission as it relates to the various work units. Each unit submits a report to the Office of Institutional Planning and Assessment by the end of the summer term each year. This report describes how the goals have been evaluated and how results of this evaluation either have been or will be used for curricular, administrative, and academic/student support unit improvement.

Institutional Research
The institutional research function within the Office of Institutional Planning and Assessment works with the MIS office to assist in assembling data and other information that may be needed by college personnel to fulfill the college mission. Requests are directed to the office as needed.

Institutional Management Plan Compilation and Implementation
The Institutional Management Plan (IMP) addresses curriculum issues, student services, marketing and public relations, economic development, personnel, finance and accounting, management information services, physical plant, and institutional effectiveness.

The institutional directive goals and the unit goals are compiled by the Director of Institutional Planning and Assessment and the IMP Committee into the annual plan. The institutional management plan is completed each fall. The completed plan is made available to all personnel either in print or on the college website.

Updated July 2017
## Institutional Effectiveness, Planning, and Management Calendar

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<th>Planning and Evaluation Processes Timeline</th>
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Section III: Organizational Structure

Alabama Community College System Board of Trustees
The Alabama Community College System Board of Trustees plays a critical role in the education of hundreds of thousands of adults each year. The members of the Board of Trustees serve as guardians for the Alabama Community College System’s missions and goals with the Governor serving as chair of the Board by virtue of elected office. The other board members are appointed by the Governor and approved by the Senate from eight districts, with one state-wide member and an ex-officio liaison from the State Board of Education. (ACCS Website, October 21, 2015)

The Governor of Alabama is the President of the Board. Other Board members and their districts are as follows:

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<th>Board Member</th>
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<td>Al Thompson</td>
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<td>Ron Fantroy</td>
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<td>Susan Foy</td>
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<td>Frank Caldwell</td>
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<tr>
<td>Crystal Brown</td>
<td>5 (NACC District)</td>
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<td>Milton Davis</td>
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<td>Chuck Smith</td>
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<tr>
<td>Blake McAnally</td>
<td>Member at Large</td>
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<tr>
<td>Dr. Mary Scott Hunter</td>
<td>State Board of Education, Ex-officio Member</td>
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Governed by the Alabama Community College System Board of Trustees, the Alabama Community College System consists of 25 comprehensive community colleges and technical colleges; Marion Military Institute, one of five junior military colleges in the nation; and the Alabama Technology Network, an extensive workforce development initiative.

Approximately 300,000 people are served annually by all of the entities of our system, including ATN, workforce development, and adult education. Of those served, approximately 100,000 are enrolled in credit courses.

The Alabama Community College System’s commitment to access is characterized by statewide geographical locations, open enrollment, and low-cost tuition, as well as a variety of programs and services that remove barriers to college entrance, education pathways and workforce training opportunities. In addition, thousands of citizens statewide enjoy access to our facilities for community activities and enrichment programs.

The Alabama Community College System is committed to providing a unified system of institutions delivering excellence in academic education, adult education, and workforce development.
The Alabama Community College System provides:

- General education and other collegiate programs at the freshman and sophomore levels prepare students for transfer to four-year institutions to complete baccalaureate degrees.

- Adult Education focuses on improving individuals’ skills, productivity and training with GED preparation and testing, basic skills, and English as a Second Language.

- Workforce development initiatives provide customized, flexible, short-term training programs that are responsive to industry needs—from highly specialized training to programs that help prepare entry level employees to meet growing demands.

**Chancellor**
The authority and responsibility for the operation, management, control, supervision, maintenance, regulation, improvement, and enlargement of System institutions shall be vested in the Chancellor, subject to the approval of the Alabama Community College System Board of Trustees (Board Policy 102.02, 03/24/05).

**Organizational Chart**
Organizational charts for the institution are updated each fall and as needed throughout the year. These are available on the college website and are printed annually in the *Institutional Management Plan*.

**Operational Procedures**
Each administrative, curricular, and educational support unit shall maintain a current procedures manual, to include at a minimum the following:

- Unit Purpose
- Organization
- Responsibilities
- Detailed list of Operational Procedures, to include checklists for specific tasks or processes.

**Position Descriptions**
The following descriptions provide an overview of college positions. Variations as presented in employment contracts and/or job descriptions approved by the President automatically supersede the information contained herein.

**Office of the President**

**President**
The President is the chief executive officer of the College. The President is responsible to the Chancellor and the Alabama Community College System Board of Trustees for operating the College within Alabama Community College System policy and all applicable state and federal laws. This operation includes, but is not limited to, local policies governing the institution, college goals, instructional programs, accreditations, financial affairs, personnel administration, student policy, physical facilities management, and public relations. The President delegates and assigns administrative, faculty, and staff duties and responsibilities.

**Executive Assistant to the President**
The Executive Assistant to the President provides assistance to the President. Responsibilities include serving as a point of contact for the president with employees, students, the community, elected officials, civic organizations, community educators, and the Alabama Community College System; serving as secretary to the NACC Advisory Board; assisting with the maintenance of personnel records; receiving and handling all communications for the president, including electronic and printed correspondence, telephone calls, emails, letters, and memorandums. Additionally, this employee maintains the office calendar and appointment schedules.
Office of the Vice President/Dean of Instruction

Vice President/Dean of Instruction
The Vice President/Dean of Instruction is responsible for assisting and supporting the President in the administration of all matters pertaining to the college’s educational programs, implementing the academic/educational programs of the College, and maintaining all records involving these programs.

Administrative Assistant to the Vice President/Dean of Instruction
The Administrative Assistant to the Vice President/Dean of Instruction supports the work of the office of the Vice President/Dean of Instruction. Responsibilities include maintenance of permanent files on graduates, reports, syllabi, minutes, catalogues, and course schedules; preparation of tuition refund vouchers; assistance with graduation preparations, course schedules, registration, and student class schedule changes; preparation of required reports; administration of activity requests, the online events calendar, and electronic message boards; and secretarial duties in support of this office.

Division Director
The position of Division Director supports the Office of the Vice President/Dean of Instruction in the coordination of instruction. This position coordinates class scheduling and instructional assignments for the division, supervises faculty members of the division, and insures viable division curriculum through regular review and evaluation of student outcomes, syllabi, courses, and personnel.

Director of Nursing Education
The Director of Nursing Education is responsible for the development and administration of the associate degree nursing and practical nursing certificate programs. The position carries program responsibility for curriculum development, selection of students, supervision of faculty, relationships with community and clinical agencies, program accreditation, and program evaluation.

Nursing Coordinator
The position of Nursing Coordinator is responsible for coordinating all activities pertaining to his or her assigned nursing level or program. This position assists the Director of Nursing Education in the implementation of curricular objectives and in the coordination of clinical activities.

Instructor
Instructors, both full-time and adjunct, bear responsibility for the major essential function of the College, that of teaching. Along with the division directors, they work to keep the instructional program at a high level of effectiveness. Instructors teach assigned courses in accordance with course syllabi and work with students individually as necessary during posted office hours or, in some cases, by appointment. Instructors sponsor various student activities; they assist in the development and review of syllabi; they refer students to appropriate College resources as needed and serve as curricular advisors for students in meeting the program requirements of the College and in preparing for transfer. Instructors carry day-to-day responsibility for the conscientious implementation of a top-quality instructional program.

Faculty Division Secretary
The position of Faculty Division Secretary provides support services to faculty and division directors. The Faculty Division Secretary carries responsibility specific to the division of assignment and may assist the faculty by clerical services as well as other assistance of instructional processes.

Learning Resources Director
The Learning Resources Director administers the library services of the College. This position includes responsibility for securing library holdings, supervision of other library personnel, and overall facilitation of Learning Resources Center use by NACC students, employees, and the community.
**Librarian**
The position of Librarian assists the Learning Resources Director in administering the services of the library, including ordering and maintenance of resources, cataloging, assistance to users, bibliographic instruction, and circulation desk services.

**Learning Resources Secretary**
The Learning Resources Secretary assists library personnel through secretarial support, through technical assistance with managing collections, and through assistance to students, faculty, and other library patrons.

**Learning Resources Cataloger**
The Learning Resources Cataloger has specific responsibility for cataloging incoming learning resource materials.

**Director of Theatre**
The Director of Theatre is in charge of the production of plays at NACC. The director prepares a budget for the operation of the theatre and requisitions supplies and equipment as needed.

**Theatre Office Manager/Theatre Outreach Coordinator**
The Theatre Office Manager assists the Director of Theatre with many aspects of the theatre, including promotional mailings, press releases, ticket sales, auditions, productions, and general secretarial support. Additionally, this employee coordinates and manages community and educational outreach activities, which include writing the curriculum for activities and working closely with area school administrators on scheduling as well as educational outcomes for activities.

**Office of the Director of Workforce Development and Skills Training**

**Director of Workforce Development and Skills Training**
The Director of Workforce Development and Skills Training provides direction, planning, implementation, and supervision in the areas of career degree and certificate programs, non-credit certificate programs, and special workforce-related projects. Responsibilities include coordination of class scheduling and instructor assignments; assessment of programs, curricula, and personnel; coordination of services with the Alabama Technology Network; and assistance to local economic development authorities in recruiting industry.

**Administrative Assistant to the Director of Workforce Development and Skills Training**
The Administrative Assistant to the Director of Workforce Development and Skills Training provides administrative assistance to the Director of Workforce Development and Skills Training. Responsibilities include clerical support to the Director in all aspects of the Director’s responsibility.

**Administrative Assistant to the Director of Workforce Development and Skills Training/WorkKeys Coordinator**
The Administrative Assistant to the Director of Workforce Development and Skills Training supports the work of the Director and assists the President in the coordination of grant writing and other fund-raising activities for the College. Responsibilities include coordination of the WorkKeys program; job profiling for business and industry; industry training activities; assistance with grant writing, other fund-raising activities, and special events; advising and counseling in skills training; and preparation of career/vocational performance reports.

**Skills Training Coordinator/Assistant to the Director of Workforce Development and Skills Training**
The Skills Training Coordinator/Assistant coordinates registration of all non-credit students; coordinates non-credit scheduling; promotes non-credit training programs and courses through press releases and newsletters; prepares course rolls for instructors; coordinates with Textbooks, Etc., to assure that course materials are ordered and serve as a primary point of contact for non-credit students; and assists with data collection and reporting.
Salon and Spa Management Program Director
The Salon and Spa Management Program Director aids in the coordination of cosmetology and therapeutic massage instruction, coordinating class schedules and teaching assignments within the program. Answering to the Director of Workforce Development and Skills Training, this position assists the Director in the implementation of curricular objectives.

Emergency Medical Services Program Director
The Emergency Medical Services Program Director aids in the coordination of EMS instruction, coordinating class schedules and teaching assignments within the program. Answering to the Director of Workforce Development and Skills Training, this position assists the Director in the implementation of curricular objectives and in the coordination of clinical activities.

Medical Assistant/CNA/HHA Program Coordinator/Director
The Medical Assistant/CNA/HHA Program Coordinator/Director aids in the coordination of medical assistant, nursing assistant, and home health/hospice aide instruction, coordinating class schedules and teaching assignments within each program. Answering to the Director of Workforce Development and Skills Training, this position assists the Director in the implementation of curricular objectives.

Instructor
Instructors, both full-time and adjunct, bear responsibility for the major essential function of the College, that of teaching. Along with the division directors, they work to keep the instructional program at a high level of effectiveness. Instructors teach assigned courses in accordance with course syllabi and work with students individually as necessary during posted office hours or, in some cases, by appointment. Instructors sponsor various student activities; they assist in the development and review of syllabi; they refer students to appropriate College resources as needed and serve as curricular advisors for students in meeting the program requirements of the College and in preparing for transfer. Instructors carry day-to-day responsibility for the conscientious implementation of a top-quality instructional program.

Office of the Director of Extended Day/Distance Education Programs

Director of Extended Day/Distance Education Programs
The Director of Extended Day provides administrative resources for the extended day classes, instructors, and students, including dual enrollment off-campus instructional sites. In addition, the Director works with the Distance Education Committee to monitor the distance education program for accessibility, consistency, and quality. This position aids in the recruitment of qualified extended day faculty and in the scheduling of extended day classes.

Confidential Assistant to the Director of Extended Day/Distance Education Programs
The Confidential Assistant to the Director of Extended Day provides assistance and support services in the implementation of all aspects of the Director’s responsibility.

Office of the Dean of Student Services

Dean of Student Services
The Dean of Student Services administers a range of student services functions including supervision of admissions, standardized testing, student activities, career counseling, orientation, and financial aid. This position directs the dual enrollment program, holds supervisory responsibility for the Coordinator of the Developmental Studies Program, the Director of the College and Career Planning Center, and the Director of Advising and enforces guidelines of the Family Education Rights and Privacy Act (FERPA).

Administrative Assistant to the Dean of Student Services
The Administrative Assistant to the Dean of Student Services supports the work of the Office of the Dean of Student Services, with particular responsibility for the dual enrollment records.
Admissions Office Assistant
The Admissions Office Assistant provides secretarial and receptionist support to the Office of Admissions. Responsibilities include record keeping, assistance with registration, and COMPASS Testing.

Coordinator of Developmental Studies
The Coordinator of Developmental Studies administers the developmental studies program, working with academic divisions to ensure effective delivery of educational services. Responsibilities include administration of the Center for College Success; supervision of the tutoring program; provision for personal, social, academic, and career counseling; coordination of services with the Adult Education program; and coordination of workshops for students and professional development opportunities for instructors.

Director of the College and Career Planning Center
The Director of the College and Career Planning Center oversees and coordinates all aspects of career development, maintains a current and comprehensive occupational library, maintains files on program participants for tracking purposes from education to job placement, maintains files on local employers, forms partnerships with local high school and GED instructors, and supervises the career coaches. The director hosts business, industry, and college tours for high school students.

Career Coach
The position of Career Coach represents and promotes the Education for Careers Program in local high schools, assists high school students with career assessments, develops effective career presentations for high school students, develops and maintains partnerships with agencies and organizations affiliated with the Education for Careers Program, and forms relationships with local economic development agencies and local industry. The career coach’s job is not in any way designed to supplant the position of the local high school counselor(s).

Job Placement Specialist
The Job Placement Specialist assists Northeast Alabama Community College students with job location and placement; works closely with program instructors to locate jobs for completers; provides specialized assistance and information concerning job preparation and placement to students, parents, community agencies and businesses and industry; and develops and provides information and materials related to job placement opportunities for prospective, current, and graduating students.

Career and Transfer Advisor
The position of Career and Transfer Advisor assists students who are planning to transfer to two- and four-year colleges with admission, financial aid, and other issues; assists students with career assessments and other career exploration activities; serves as academic advisor to allied healthcare students who plan to transfer to another two-year institution; assists students and others in locating and using college/career information as needed for research; and provide career planning information and assessments during freshman orientations.

Sponsor of Student Activity
Professional personnel may serve as sponsors of student activities. Sponsors secure approval when a new activity is initiated, promote student involvement, facilitate meetings, and guide students in the organization and activities of the group. Sponsors communicate with the Coordinator of Student Activities and the Dean of Student Services as necessary in serving as activity sponsors.

Director of Financial Aid
The Director of Financial Aid administers federal and state financial aid and student loans in accordance with federal and state regulations. The Director determines qualifications for aid and the amount of aid, prepares federal financial aid reports, authorizes payments, and assists students applying for aid.
Student Financial Services Assistant
The Student Financial Services Assistant assists the Director of Financial Aid in the administration of the financial aid and private scholarship programs.

Administrative Assistant, Financial Aid Office
The Administrative Assistant, Financial Aid Office, provides administrative support to the Financial Aid Office. Responsibilities include administrative support to the financial aid office personnel; assisting students with FAFSA and student loan applications and with required campus paperwork; maintaining files containing student data; disseminating financial aid information as requested; creating and maintaining SEOG, ASAP, KSAP, Pell Grant, ACG, and loan files; preparing payment lists for the business office; assisting with tuition audits; balancing FAFSA money transactions; and operating all required functions of EDExpress.

Financial Aid Office Assistant
The Financial Aid Office Assistant provides administrative and secretarial support to Financial Aid Office personnel.

Director of Advising
The Director of Advising oversees the training and coordination of academic advising. The Director assists in the implementation of Freshmen Orientation and supervises the collection of learning outcomes data related to advising. In addition, the Director oversees software related to the advising program.

Office of the Dean of Administrative Services

Dean of Administrative Services
The Dean of Administrative Services administers the Business Office and Management Information Services. This position compiles the annual master budget, maintains internal accounts and financial records, and establishes overall cost-control analysis. This position also carries overall administrative responsibility for the physical plant.

Assistant to the Dean of Administrative Services/Accountant
The primary functions of the Assistant to the Dean of Administrative Services/Accountant are to serve as an accountant, assist the Dean of Administrative Services, and serve as a resource person for Business Office personnel. Responsibilities of this position include accounting, compiling and submitting state and federal reports, assistance with financial statements and budgets, primary contact for external audit, reporting and handling cash flow for federal student aid programs, and assisting with payroll.

Assistant Management Information Services Director
The Assistant Management Information Services (MIS) Director provides assistance to the Dean of Administrative Services in MIS system analysis and design, task analysis, and the planning and development of application programs.

MIS Coordinator, Assistant to the Registrar
The MIS Coordinator/Assistant to the Registrar provides assistance to the Dean of Administrative Services in MIS system analysis and design, task analysis, and the planning and development of application programs; in the creation and maintenance of student records; and in state and federal reporting obligations.

MIS Office Manager
The MIS Office Manager, answering to the Dean of Administrative Services, performs office correspondence, maintains enrollment records, provides transcript services, assists with faculty and staff requests, and performs support services specific to the MIS and Registrar’s office.

Bookstore Manager
The primary function of the Bookstore Manager is to operate and manage the College bookstore, Textbooks, Etc. Responsibilities include coordination with deans, directors, and division directors to

Updated July 2017
determine textbook and other supply needs; the issuance of purchase orders; securing the timely delivery of all class materials; proper invoicing and voucher completions; maintenance of a computerized inventory; administration of all receipts and purchases; overseeing the buyback of books at the end of each semester; maintenance of documentation of all bookstore activities; and coordination with the Business Office for the proper accounting of all funds used in the daily operation of the bookstore.

**Business Office Secretary**
The position of Business Office Secretary represents supporting functions in cash management, mail and receiving services, student financial aid accounting, switchboard services, purchasing, inventory, bid processes, reception, and other office responsibilities. Individuals holding this title have specific assignments within these areas.

**Cashier/Business Office Assistant**
The primary function of the Cashier/Business Office Assistant is to receipt, deposit, and account for all monies being received by the institution and to assist the Dean of Administrative Services.

**Payroll Clerk**
The Payroll Clerk maintains and administers the payroll system, including the preparation of all required reports. Other responsibilities include assistance to College personnel in filing retirement forms and assistance to Business Office personnel in receiving, purchase orders, budgeting, reconciling bank statements, administering sales tax reports for the bookstore, and other areas as needed.

**Receptionist/Inventory Clerk/Switchboard Operator**
The Receptionist/Inventory Clerk/Switchboard Operator operates the switchboard and maintains inventories of equipment and supplies. Responsibilities include serving as switchboard receptionist, inventorying, ordering and issuing office supplies, and assisting with bookkeeping and other clerical duties to support the work of the Business Office.

**Office of the Director of Educational Technology Support**

**Director of Educational Technology Support**
This fundamental purpose of this position is to provide leadership, support and service to faculty, staff, and students by planning, organizing, structuring, and budgeting of information technology to facilitate effective and efficient access to and implementations of technology services and resources throughout the campus. Additionally, this position serves as the college web master.

**Computer Technician**
This position of Computer Technician provides assistance to MIS/CIS staff in the purchase, installation, troubleshooting, and repair of computer and campus network equipment. Additionally, the individual assists with classroom and lab preparation.

**Office of the Human Resources Director**

**Human Resources Director**
The position of Human Resources Director coordinates campus human resource processes, including leave benefits, time-keeping software and record maintenance, job injury reports, the issuance of letters of appointment, new employee orientation, background checks, etc. Additionally, the Director serves as the Title IX Coordinator.

**Office of the Director of Event Planning/Alumni Relations**

**Director of Event Planning/Alumni Relations**
The Director of Event Planning/Alumni Relations serves as the college's event planner for college and college-related community activities; coordinates food services for college receptions, dinners/luncheons, and events; and organizes and works with former students/alumni for fundraising purposes.
Office of the Development Director

Development Director
The Development Director functions as the major gift fundraising official for the college. Responsibilities include planning, designing, implementing, and evaluating strategies for the cultivation and solicitation of major gifts to obtain general operating, endowment, and capital funds.

Office of the Adult Education Program Director

Director of Adult Education
The Adult Education Program Director administers the Adult Education program and is responsible for the mission and goals of the program, policies and procedures, instructional programs, financial affairs, personnel administration and professional development, public relations, and assessment and accountability.

Office Manager/MIS for Adult Education
The position of Office Manager/MIS for Adult Education maintains and administers records and accountability measures for the Adult Education program, provides support services for instructors, and provides other assistance and support services in support of the work of the Director.

Office Manager/Assistant Accountant for Adult Education
The position of Office Manager/Assistant Accountant for Adult Education performs supporting functions in cash management, personnel records management, accounting, purchasing, inventory, reception, technology support, and other office responsibilities in support of the work of the Director.

Adult Education Teacher
The function of the position of Adult Education Teacher is to provide quality learning experiences for students in the Adult Education program. Responsibilities include assessment, placement, and development of a Plan of Instruction (POI) for each assigned student; quality instruction; preparation of students, as appropriate, for the Test of General Education Development (GED); and other duties as assigned by the Director.

Local/Regional Combined ESL/Bilingual Resource Instructor
The position of Local/Regional Combined ESL/Bilingual Resource Instructor devotes approximately fifty percent of time to the duties and responsibilities of an instructor and fifty percent in performing duties of a resource and support nature for other adult education programs in North Alabama. Responsibilities in this area include coordination of professional development activities, acting as a liaison between the adult education program and the international community, and translation for marketing and public relations purposes. This position supports the work of the Director.

GED® Chief Examiner and College/Adult Education Liaison
The primary function of this position is to serve as GED® Chief Examiner and to communicate information regarding entrance into the College to prospective students and services available through Adult Education.

Adult Education Program Assistant
The primary function of this position is to serve as an assistant to the Adult Education Program Director.

Office of the Coordinator of High School Relations/Recruiting

Coordinator of High School Relations/Recruiting
The Coordinator of High School Relations/Recruiting is responsible for coordinating college recruiting efforts and serves as a liaison between the college and area high schools.
Office of the Director of Promotions and Marketing

Director of Promotions and Marketing
The responsibilities of the Director of Promotions and Marketing include serving as liaison to news media, designing College publications, preparation of press releases and advertisements, and administration of the College marketing plan.

Office of the Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison

Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison
The Director of Institutional Planning and Assessment SACSCOC Accreditation Liaison appraises all College purposes, policies, procedures, and programs for compliance with the SACSCOC Principles of Accreditation; submits annual SACSCOC reports; and coordinates institutional accreditation reviews and institutional research, planning, and effectiveness processes.

Assistant to the Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison
Responsibilities of the Assistant to the Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison include preparation of SACSCOC and institutional reports; record-keeping; institutional effectiveness surveys; preparation and maintenance of office web pages and office publications; institutional research; and secretarial tasks supportive of this office.

Office of the Alabama Technology Network (ATN) Center Director

Alabama Technology Network (ATN) Center Director
The position of ATN Center Director manages all ATN technical employees while assisting health care organizations and manufacturers with problems and opportunities in the areas of engineering, quality systems, environmental safety and health, and other needs of the industry. This position coordinates work responsibilities with other staff members and provides leadership and guidance in the design and implementation of leading-edge technologies and industrial applications to help improve industries’ competitiveness. The Director coordinates activities of the Center with the ATN President and the College President.

Alabama Technology Network (ATN) Project Engineer
The position of ATN Project Engineer develops, manages, and conducts technical assistance and training projects involving modern industrial engineering and process application for companies, mainly manufacturers, and other duties as assigned. Key areas include industrial maintenance, production, lean manufacturing, quality engineering and systems, environmental safety and health, and related workforce development.

Alabama Technology Network (ATN) Office Manager
The position of ATN Office Manager reports directly to the ATN Center Director and oversees all Center administrative operations including budgets, accounts receivable, accounts payable, invoicing, operational policies and procedures, personnel management, security, event scheduling, data management and reporting, and facilities management.
Office of the Police Chief

Police Chief
The Police Chief serves as the college’s chief law enforcement officer. Duties and responsibilities of this position include supervision of other college law enforcement personnel; safeguarding students, faculty, staff, authorized campus visitors, property, buildings, and equipment; enforcement of college policies and regulations as well as state and federal laws; implementation of crime prevention procedures; preparation of accident and crime reports; issuance of and checks for parking decals; inspection of incoming campus mail for security and safety; coordination of college emergency safety procedures and activities; and assistance with preparing a Crisis Management Plan for the College.

Police Officers
Police Officers assist in the administration of the services of the campus Police Office. This position provides services for the campus including traffic control, investigation and reporting of campus accidents, and response to unlawful behavior.

Office of the Director, Physical Plant

Director, Physical Plant
The Director, Physical Plant is responsible for planning, organizing, and directing the activities pertaining to the following components of the physical plant: buildings, grounds, utilities, and equipment maintenance.

Maintenance Technician
The position of Maintenance Technician assists with the upkeep, maintenance, and custodial services of all buildings and campus grounds. Other responsibilities include supervision of custodial personnel; supervision of and assistance with preparations for campus events and special activities; supervision of equipping and furnishing of classrooms, offices, departments, and other campus facilities; maintaining supply inventory; ordering and issuing supplies; and assistance with all moving and storage operations of physical plant equipment and supplies.

Maintenance Employee
The position of Maintenance Employee maintains buildings, grounds, and work areas as assigned. This maintenance includes cleaning of windows, floors, and chalkboards; sanitation of restrooms; stripping, buffing, and waxing of floors; replacement of burned-out lamps; lawn care, campus upkeep, and attention to the safety of the area.

Committee Structure

Purpose and Procedures
The utilization of committees facilitates broad-based participation of College personnel in the governance and growth of the College.

Committee recommendations or questions should be brought to the attention of the administrator responsible for the area of assignment.

Adjunct instructors are welcome to serve on college committees although it is understood that their limited hours may preclude attendance at some meetings.

The individual designated as chair of a committee is responsible for calling meetings on a regular basis and for maintaining meeting minutes. Committee members who may be unable to attend a meeting should be included, along with attending members, in the distribution of the minutes. Additionally, copies of the minutes are to be filed with (1) the administrator responsible for the area of committee assignment, (2) the Vice President/Dean of Instruction, and (3) the Office of Institutional Planning and Assessment.
Selection and Appointment
At the beginning of the academic year, full-time faculty are given the opportunity to complete the annual Faculty Committee Preferences Survey, which includes an option to indicate three committees to which they wish to be appointed. These preferences are taken into consideration in appointing or updating committee assignments for the year by the President or the President’s designee.

When needed for accreditation review purposes, additional committees answering to the local SACSCOC Reaffirmation of Accreditation Leadership Team will be appointed. Ad hoc or additional standing committees may be established as needed by the President and/or persons designated by the President.

Membership on some committees, such as the Faculty Council and the Sick Leave Bank Committee, is established by set guidelines that include election by peers and appointment by the President. Otherwise, selection of individuals for placement on a committee is guided by the effort to have broad-based representation and the expertise to accomplish the committee work, as well as by indicated interest on the part of faculty members. Each individual is notified of committee assignments by administrative memorandum.

Committee Descriptions

Admissions Committee
The Admissions Committee reviews the qualifications of applicants who need further clarification for admission (non-accredited schools, appeals of suspension, etc). The Admissions Committee meets periodically to review admission forms, standards, and procedures; additional meetings are called as needed. This committee is chaired by the Dean of Student Services.

Advising Committee
The Advising Committee coordinates efforts to ensure that every academic advisor is knowledgeable, equipped, and available to most effectively assist students with setting and achieving their academic and career goals. The committee meets as needed.

Awards Committee
The Awards Committee coordinates student awards and the presentation of awards. The committee meets as needed.

Campus Beautification Committee
The Campus Beautification Committee develops and reviews plans to enhance the appearance of the campus. The committee meets as needed.

Campus Safety and Security Committee
The purpose of the Campus Safety and Security Committee is as follows:
- To assure that appropriate health and safety standards are maintained
- To assure that appropriate federal and state statutes are observed
- To provide periodic review of the comprehensive campus safety plan and its implementation
- To maintain strategic plans for campus security
The committee meets as needed.

Curriculum Committee
The Curriculum Committee works with the Vice President/Dean of Instruction to maintain a curriculum that will meet student needs and comply with accreditation requirements, articulation guidelines, and relevant business and industry standards. The committee meets at least once each semester. The committee chair or the Vice President/Dean of Instruction may call additional meetings as needed.
Developmental Studies
The Developmental Studies Committee works with the Curriculum Committee and the Vice President/Dean of Instruction to evaluate and strengthen developmental programs. The committee monitors and may recommend adjustments to the processes of student assessment and placement for developmental studies. The committee meets as needed to accomplish its responsibilities.

Discipline Committee
The Discipline Committee establishes guidelines for discipline and considers discipline for students whose behavior is not conducive to an effective learning environment or is out of compliance with College rules. The committee meets as needed. Due process procedures are followed in any case of disciplinary action.

Distance Education Committee
The Distance Education Committee formulates institutional policy regarding distance education and makes those policy recommendations to the President. The committee meets as needed, keeps informed of the policies of the Alabama Community College Board of Trustees and SACSCOC requirements, and suggests institutional distance education policy revisions to the president.

Diversity Committee
The Diversity committee coordinates efforts to increase the enrollment of racial/ethnic minorities and nontraditional age students, with emphasis given to African American males. The committee meets as needed.

Drug-Free Schools and Communities Committee
The Drug-Free Schools and Communities Committee monitors and promotes compliance with PL 101-226. The committee meets as needed.

Faculty Council
The Faculty Council facilitates communication between the College faculty and administration, provides an orderly basis for conducting faculty business, and ascertains faculty viewpoints and recommendations on matters which involve or affect faculty members or instructional programs. Membership consists of nine elected members: five full-time faculty, two adjunct faculty, and two division directors. Faculty members (including division directors) are elected annually and serve for one year. The Faculty Council meets semiannually, during the fall and spring semesters, with additional meetings as needed, and follows established bylaws.

Fair Labor Standards Act Committee
The Fair Labor Standards Act (FLSA) Committee is charged with monitoring the procedures used by the College to maintain compliance with the FLSA. The committee meets as needed.

Financial Aid Appeals Committee
The Financial Aid Appeals Committee reviews appeals of financial aid determinations. The committee meets as needed.

Flower Fund Committee
The Flower Fund Committee arranges for floral remembrances or other memorials to be provided upon the death of an active or retired employee or a member of an active employee’s immediate family on behalf of College personnel. The committee meets annually to assess the status of the fund and to advise personnel of needed contributions.

Friends and Alumni Committee
The purpose of the Friends and Alumni Committee is to develop an alumni organization and activities in order to recognize the accomplishments of Northeast alumni and to encourage and facilitate alumni
efforts to enhance the resources, programs, and services of the College. The committee meets as needed.

Graduation Ceremony Committee
The Graduation Ceremony Committee directs graduation exercises and activities. The committee meets as needed.

Institutional Effectiveness Committee
The purpose of the Institutional Effectiveness Committee is to develop and review measures for assessing the effectiveness of Northeast Alabama Community College in the fulfillment of its stated mission. Chaired by the Director of Institutional Planning and Assessment and the SACSCOC Accreditation Liaison, the committee meets as needed and reports to the President.

Institutional Management and Planning Committee
The Institutional Management and Planning Committee works with the President to develop institutional plans in areas of program development and review, accreditation, instructional and learning resources, student services, public relations, economic development, management information, personnel, physical plant care and development, resource allocation and financial management, administration, and institutional effectiveness. As part of the planning process, the committee reviews the College mission statement annually and conducts a more extensive review every third year. The President serves as chair; the Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison serves as coordinator. The committee meets at least once per year to effect institutional planning. Additional meetings may be called by the President.

Learning Resources Committee
The purpose of the Learning Resources Committee is to insure that the library and its facilities are available for maximum use by students, faculty, and administration. The committee develops and recommends to the Vice President/Dean of Instruction guidelines for the operation of the Learning Resources Center, including hours of service and broad budgetary needs. The committee encourages instructors to request materials that fulfill the needs in the various disciplines and to encourage their use by students. The committee includes Learning Resources Center personnel and representation from the various curricular disciplines of the College. Implementation of the guidelines established by the committee is the responsibility of the Learning Resources Director. The Committee meets as needed.

President’s Cup Committee
The President’s Cup Committee recommends three nominees to the President for final selection of the recipient of the President’s Cup award, then selects one of the two runners up as the recipient of the James B. Allen Award. The committee meets as needed.

Professional Development Committee
The Professional Development Committee makes suggestions for professional development and in-service workshops and plans such activities when appropriate, meeting as needed.

Recruitment Committee
The Recruitment Committee coordinates recruiting efforts and seeks ways and means of strengthening those efforts. The committee meets as needed.

Registered Nursing/Licensed Practical Nursing Selection Committee
The purpose of the Registered Nursing/Licensed Practical Nursing Selection Committee is two-fold: (1) to make recommendations to the President for approval of any institutional policy decisions in the selection process; (2) using selection criteria established by the Department of Postsecondary Education and, when appropriate, College policy, to yearly select students for the Registered Nursing and Licensed Practical Nursing programs.
Retention Committee
The Retention Committee seeks ways to strengthen student retention and student success. The committee meets as needed.

Retirement Committee
The Retirement Committee establishes guidelines for honoring retiring personnel, oversees the retirement fund, and plans and coordinates social events to honor retirees.

Quality Enhancement Plan Oversight Committee
The Quality Enhancement Plan (QEP) Oversight Committee oversees the College’s implementation of the current QEP and prepares the QEP Impact Report for SACSCOC’s Fifth-Year Interim Report. The Committee meets as needed.

SACSCOC Accreditation Leadership Team
The SACSCOC Accreditation Leadership Team monitors institutional compliance with the SACSCOC Principles of Accreditation: Foundations for Quality Enhancement and oversees the decennial reaffirmation process and the fifth-year interim review. Membership should, at a minimum, include the President, the Vice President/Dean of Instruction, the Dean of Student Services, the accreditation liaison, and at least one faculty member. The committee meets as needed.

Schedule E Personnel Committee
The purpose of the Schedule E Personnel Committee is to recommend to the President the applicants that meet the minimum requirements for a job as it is officially described and announced. The committee must be composed of no fewer than five persons, and in all cases must reflect 40 percent Salary Schedule E personnel, 40 percent C/B personnel, and 20 percent D personnel. Guidelines are on file in the Alabama Community College System and distributed to all local college E Schedule personnel. The committee meets as needed.

Scholarship Committee
The Scholarship Committee recommends to the President the appropriate distribution and awards of all institutionally controlled scholarship and financial aid resources. The committee also coordinates the selection of recipients for available scholarships to transfer institutions. The committee meets as needed.

Sick Leave Bank Committee
The Sick Leave Bank Committee coordinates implementation of the guidelines of the Bank and reviews applications for the loan of sick leave. Membership is comprised of four participating members elected annually by participating members and one additional member, either the President or the President’s designee. The Dean of Administrative Services and the custodian of leave records serve as resource persons for the committee. The Sick Leave Bank Committee meets semiannually, during the fall and spring semesters, with additional meetings as needed.

Social Committee
The Social Committee plans and coordinates social occasions for personnel. Participation in such occasions is voluntary. The committee meets as needed.

Strategic Analysis Team
The Strategic Analysis Team recommends the manner in which the college utilizes Career and Technical Education Basic Grant funds.

Student Learning Outcomes Committee
The purpose of the Student Learning Outcomes Committee is to develop, implement, and evaluate general education and program learning outcomes for all College programs and courses. The committee meets as needed.
Student Learning Outcomes (Technical) Committee
The purpose of the Student Learning Outcomes Committee is to develop program learning outcomes for all career/technical College programs and courses. This committee is a sub-committee of and reports to the Student Learning Outcomes Committee. The committee meets as needed.

Student Services Committee
The Student Services Committee seeks enhancement of student services. Responsibilities include guidance and supervision of student entertainment functions. The Committee also makes recommendations concerning student organizations and student grievances as needed. The committee meets as needed.

Technology Application Committee
The purpose of the Technology Application Committee is to coordinate efforts to prepare faculty for the integration of technology into the curriculum and to promote a student-learning environment that assists and encourages technological skills. The committee meets as needed.

Website and Social Media Committee
The Web Pages and Campus Internet Committee oversees College web page development and Internet availability. The committee meets annually, with additional meetings as needed.

Advisory Groups

Northeast Advisory Board
The members of the College Advisory Board are appointed by the President. Members of this board aid the College by the following means:

- Advising the President and other personnel on the educational needs of the community
- Alerting the President and other personnel to developments in the various technical fields
- Maintaining open lines of communications with the community

The Advisory Board convenes as determined by the President.

Strategic Analysis Team

Purpose
The Strategic Analysis Team (SAT) provides planning and direction regarding the use of Perkins funds to meet performance objectives and actively participates in developing the College Plan for Career and Technical Education.

Membership
SAT membership consists of selected chairs of program advisory committees, college faculty and staff representatives, college advisory board members, local Workforce Investment Board representatives, and special populations advocates.

Responsibilities
The Strategic Analysis Team
- Provides planning and direction regarding the use of Perkins funds.
- Participates in the development and modification of the College Plan for Career and Technical Education.

Meetings
The Strategic Analysis Team meets as needed to fulfill its purpose.
Program Advisory Committees
The College is required by State Board policy to establish a Program Advisory Committee for each career and technical program. The Program Advisory Committee membership will include the following: President (ex officio), Vice President/Dean of Instruction and/or Director of Workforce Development, program coordinator/instructors, and, as appropriate, representatives from the community service sector, business and industry, economic development authorities, and chambers of commerce. Each member should be able to provide expertise to the program and employment assistance to graduates. Members of each committee must be approved by the President. The College will annually report membership of each Program Advisory Committee to the Chancellor (Board Policy 711.01, 04/24/08 [effective 01/01/09]).

Business Advisory Committee

Purpose
The purpose of the Business Program Advisory Committee is to assist in attaining the goals and objectives of the business programs.

Membership
Membership consists of individuals from the service area of the College who have made their competencies and resources available to facilitate the efforts of the business programs in meeting the needs of the community.

Responsibilities
1. Assess the needs of the programs as identified by the community
2. Identify the goals of the business programs within the community
3. Promote and support the associate degree business programs throughout the community and across the state
4. Evaluate recommendations and innovative ideas for program improvement, changes and/or redirection to meet community needs

Meetings
The committee meets annually, with additional meetings as needed.

Child Development Advisory Committee

Purpose
The Child Development Program Advisory Committee provides a means through which child care practitioners may invest in the development and evaluation of the child development program.

Membership
Membership consists of individuals from the service area of the College who have made their expertise and resources available to facilitate the efforts of the program in meeting the needs of the community.

Responsibilities
1. Assess curriculum to assure relevance within the childcare community
2. Identify ways to improve the program
3. Promote and support the program throughout the community and across the state
4. Evaluate recommendations and innovative ideas for program improvement, changes and/or redirection to meet community needs

Meetings
The committee meets annually, with additional meetings as needed

Updated July 2017
Computer Science Advisory Committee

Purpose
The purpose of the Computer Science Advisory Committee is to assist in attaining the goals and objectives of the computer science program.

Membership
Membership consists of individuals from the service area of the College who have made their competencies and resources available to facilitate the efforts of the computer science program in meeting the needs of the community.

Responsibilities
1. Assess the needs of the programs as identified by the community
2. Identify the goals of the computer science program within the community
3. Promote and support the associate degree and certificate programs throughout the community and across the state
4. Evaluate recommendations and innovative ideas for program improvement, changes and/or redirection to meet community needs

Meetings
The committee meets annually, with additional meetings as needed.

Cosmetology Advisory Committee

Purpose
The Cosmetology Advisory Committee provides a means through which stakeholders may provide input into the development and evaluation of the cosmetology program.

Membership
Membership consists of stakeholders in the area.

Responsibilities
1. Assure the relevance of the program and curriculum to local industry
2. Assure the quality of the educational program through external review
3. Promote and support the program in the community

Meetings
The committee meets at least once annually.

Criminal Justice Advisory Committee

Purpose
The Criminal Justice Program Advisory Committee provides a means through which law enforcement practitioners may invest in the development and evaluation of the criminal justice program.

Membership
Membership consists of individuals from the service area of the College who have made their expertise and resources available to facilitate the efforts of the program in meeting the needs of the community.

Responsibilities
1. Assure the relevance of the program and curriculum to local industry
2. Assure the quality of the educational program through external review
3. Promote and support the program in the community

Meetings
The committee meets annually, with additional meetings as needed.
Drafting and Design Technology Advisory Committee

Purpose
The purpose of the DDT Advisory Committee is to assist in attaining the goals and objectives of the drafting and design technology program.

Membership
Membership consists of individuals from the service area of the College who have made their competencies and resources available to facilitate the efforts of the DDT program in meeting the needs of the community.

Responsibilities
1. Assess the needs of the program as identified by the community
2. Identify the goals of the DDT program within the community
3. Promote and support the DDT program throughout the community and across the state
4. Evaluate recommendations and innovative ideas for program improvement, changes, and/or redirection to meet community needs

Meetings
The committee meets annually, with additional meetings as needed.

Emergency Medical Services Advisory Committee

Purpose
The purpose of the Emergency Medical Services Advisory Committee is to provide a means of input by the local emergency services community into the development and evaluation of the EMS program.

Membership
Membership consists of stakeholders in the area.

Responsibilities
1. Assure the relevance of the program and curriculum to local industry
2. Assure the quality of the educational program through external review
3. Promote and support the program in the community

Meetings
The committee meets at least once annually.

Industrial Electronics Technology Advisory Committee

Purpose
The purpose of the ILT Advisory Committee is to assist in attaining the goals and objectives of the industrial electronics technology program.

Membership
Membership consists of individuals from the service area of the College who have made their competencies and resources available to facilitate the efforts of the ILT program in meeting the needs of the community.

Responsibilities
1. Assess the needs of the program as identified by the community
2. Identify the goals of the ILT program within the community
3. Promote and support the ILT program throughout the community and across the state
4. Evaluate recommendations and innovative ideas for program improvement, changes, and/or redirection to meet community needs
Meetings
The committee meets annually, with additional meetings as needed

Industrial Systems Technology Advisory Committee

Purpose
The Industrial Systems Technology Advisory Committee provides a means through which local industry leaders may provide input into the development and evaluation of the industrial systems technology program.

Membership
Membership consists of local industry leaders.

Responsibilities
1. Assure the relevance of the program and curriculum to local industry
2. Assure the quality of the educational program through external review
3. Promote and support the program in the community

Meetings
The committee meets at least once annually.

Machine Tool Technology Advisory Committee

Purpose
The Machine Tool Technology Advisory Committee provides a means through which local industry leaders may provide input into the development and evaluation of the program.

Membership
Membership consists of local industry leaders in the machine tool trade.

Responsibilities
1. Assure the relevance of the program and curriculum to local industry
2. Assure the quality of the educational program through external review
3. Promote and support the program in the community

Meetings
The committee meets at least once annually.

Medical Assistant Advisory Committee

Purpose
The purpose of the Medical Assistant Advisory Committee is to give ideas and suggestions to the medical assistant program to assist in attaining a program that meets the needs of the community.

Membership
The committee consists of individuals, including professionals, who have an interest in the medical community and can help facilitate the medical assistant program in meeting the needs of the area.

Responsibilities
1. Assess the needs of the program as identified by the community
2. Identify the goals of the medical assistant program
3. Make recommendations and suggestions for improvement or redirection to meet community needs
4. Promote and support the medical assistant program throughout the community
5. Suggest and make recommendations for community resources available to the program as preceptor sites for program

Updated July 2017
Meetings
The committee meets annually, with additional meetings as needed.

Nursing Advisory Committee

Purpose
The purpose of the Nursing Advisory Committee is to assist in attaining the goals and objectives of the Associate Degree and Practical Nursing programs.

Membership
Membership consists of individuals from the service area of the College who have made their competencies and resources available to facilitate the efforts of the nursing programs in meeting the needs of the community.

Responsibilities
1. Assess the needs of the programs as identified by the community
2. Identify the goals of the nursing programs within the community
3. Promote and support the Associate Degree Nursing program and Practical Nursing program throughout the community and across the state
4. Evaluate recommendations and innovative ideas for program improvement, changes and/or redirection to meet community needs

Meetings
The committee meets annually, with additional meetings as needed.

Office Administration Advisory Committee

Purpose
The purpose of the Office Administration Advisory Committee is to assist in attaining the goals and objectives of the office administration (OAD) programs.

Membership
Membership consists of individuals from the service area of the College who have made their competencies and resources available to facilitate the efforts of the OAD programs in meeting the needs of the community.

Responsibilities
1. Assess the needs of the programs as identified by the community
2. Identify the goals of the OAD programs within the community
3. Promote and support the associate degree OAD programs throughout the community and across the state
4. Evaluate recommendations and innovative ideas for program improvement, changes and/or redirection to meet community needs

Meetings
The committee meets annually, with additional meetings as needed.

Welding Advisory Committee

Purpose
The Welding Advisory Committee provides a means through which local industry leaders may provide input into the development and evaluation of the welding program.

Membership
Membership consists of local industry leaders.
Responsibilities
1. Assure the relevance of the program and curriculum to local industry.
2. Assure the quality of the educational program through external review.
3. Promote and support the program in the community.

Meetings
The committee meets at least once annually.
Section IV: Human Resources

Hiring and Employment

Equal Opportunity
The Alabama Community College System and the entities under its direction and control are equal opportunity employers. It is their policy to provide equal opportunity for employment and advancement to all applicants and employees without regard to race, color, national origin, religion, age, disability, marital status, or gender, as provided in federal and state law (Board Policy 601.01, 3/24/05).

Nondiscrimination
No employee or applicant for employment or promotion shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law. (Board Policy 601.02, 4/13/16)

Criminal History Background Checks
Any individual selected for employment by the President, whether full time, part-time, or temporary, will undergo a criminal history background check. Employment shall be contingent upon an acceptable background check (Board Policy 623.01, 12/13/07).

Hiring Practices and Procedures for Professional Positions
Vacancies in presidential, full-time faculty, and other full-time administrative and supervisory positions, regardless of whether the position is shown on Salary Schedules A, B, C, or D, shall be filled according to the practices and procedures set out in the Alabama Community College System (ACCS) Uniform Guidelines (Board Policy 602.02, 05/25/06).

The employment process to fill a full-time professional vacancy begins when the President prepares a job description and announcement. The President appoints a search committee, which is charged with making recommendations to the President. The size, composition, and membership of the committee are determined by the President, but in any event must include membership which is at least 40 percent minority and 50 percent female.

The position is posted on the college’s website, the ACCS website, emailed to all ACCS institutions, emailed to local employment agencies to be posted on Alabama JobLink, posted on Diversityinc.com, and advertised in at least one newspaper in the college’s service area.

Persons seeking a position at the College must submit a completed NACC application form; transcripts of all college credit showing degrees received (unofficial copies are acceptable); a current résumé; three current letters of recommendation that must be signed and dated within one year of application deadline (letterhead preferred), at least one of which is from a current or former employer, supervisor, or college instructor that confirms experience; and a position paper of five hundred words or less describing the applicant’s understanding of the community college philosophy.

An applicant’s qualifications for the position, including education, minimum experience (if applicable), and certification (if applicable), must be verified before the applicant can be scheduled for an interview. Verification of educational requirements may be completed by reviewing copies of transcripts. Verification of minimum experience (employment) must be made through documentation provided by an employer or former employer (information from friends, relatives, pastors, co-workers, etc., will not suffice). Verification of certification may be done by copies of current licensure, certificates, etc.

Applications for all positions are screened by the committee. The committee interviews the qualified applicants (may limit the number to ten) for each vacancy and recommends to the President the three applicants who best match the requirements of the job. The committee’s recommendations are not ranked but are listed in alphabetical order by last name. The President interviews the finalists and may
select to fill the vacancy with one of the applicants recommended by the committee or may choose to reopen the application and selection process. The President reserves the right to withdraw the job announcement at any time prior to the awarding.

**Hiring Authorization and Procedures for Special Appointment Faculty**

Special appointment faculty (SAF) work approximately 17 hours per week while college classes are being held during the fall and spring semesters of each year and are expected to be retained in the position on a continuing basis. Generally, this will be 16 weeks for the fall semester and 16 weeks for the spring semester for a total of 32 weeks per year or 640 to 704 clock hours. Persons eligible to become SAF are those who are retired and receive monthly payments from the Alabama State Teachers Retirement System and verify they are not interested in a full-time position at the college. SAF teaching load is 8 to 9 credit hours and he or she is responsible for other duties such as advising, curriculum development, academic support functions, and committee assignments. SAF will keep office hours and non-class time may include, but is not limited to, preparations, grading, syllabi preparation/revision, evaluations, lab preparation, student consultations and communications. There is no implied or suggested continued appointment beyond the period of each appointment.

All supervisory personnel requesting the hiring of new Special Appointment Faculty must submit a *Request for Employment of Special Appointment Faculty* for approval by the President. Any expansion of a current SAF work load must be approved as well. No proposed employee will be added to the payroll or course schedule until this process is complete and the request has been authorized.

Deans and division directors who wish to recommend an applicant for employment as Special Appointment Faculty must submit to the human resources (HR) director a completed *Special Appointment Faculty Application Check List* along with the application materials submitted by the applicant. The HR director forwards the application packet to the college SACSCOC accreditation liaison for a review of the applicant’s credentials. The accreditation liaison returns the packet along with the completed review to the HR director, who communicates the results to the appropriate dean or division director. The dean or division director then submits to the President a completed *Request for Employment of Special Appointment Faculty*.

**Hiring Authorization and Procedures for Adjunct Employees (faculty and staff)**

**Adjunct Staff:** Adjunct staff members are generally employed for a maximum of 19 hours per week, per approval from the president.

**Adjunct Faculty:** Adjunct faculty are employed on a part-time, per-course basis for one semester at a time per approval from the president. The adjunct teaching load is no more than 9 credit hours or 17 contact hours per semester. Adjunct faculty generally are not required to keep office hours; however, they will either designate student conference time or offer arrangements for appointments as needed by students. There is no implied or suggested continued appointment beyond the period of each appointment.

**Hiring Authorization Request Procedures:** All supervisory personnel requesting the hiring of new adjunct/hourly/consultant employees must submit a *Request for Employment of Adjunct Personnel* for approval by the President. Any expansion of a current adjunct employee’s work load must be approved as well. Authorization for any new adjunct employee or position or the expansion of an existing position must be obtained whether for credit or noncredit instruction, a consultancy, or hourly support positions. No proposed employee will be added to the payroll or work/course schedule until this process is complete and the request has been authorized by the president.

Deans and division directors who wish to recommend an applicant for employment as an adjunct instructor must submit to the human resources (HR) director a completed *Adjunct Application Check List* along with the application materials submitted by the applicant. The HR director forwards the application packet to the college SACSCOC accreditation liaison for a review of the applicant’s credentials. The accreditation liaison returns the packet along with the completed review to the HR director, who
communicates the results to the appropriate dean or division director. The dean or division director then submits to the President a completed Request for Employment of Adjunct Personnel.

A Request for Contract form must be completed by the supervisor/division director prior to a letter of appointment being issued once the Request for Employment of Adjunct Personnel has been approved by the president.

**Faculty Employment Period**

Full-time faculty are normally employed on a nine-month appointment basis (fall and spring semesters). Salaries are derived from the salary schedule in effect under the Alabama Community College System Board of Trustees, based on experience and qualifications.

The College employs additional faculty on a temporary, part-time (adjunct) basis in order to provide qualified personnel in all instructional areas, to accommodate enrollment fluctuations, and to make classes available throughout the day and evening. Salaries for adjunct employment are determined on a per course basis by the President, and the term of appointment ordinarily extends one semester at a time. Letters of Appointment state the terms of employment.

Full-time faculty are on duty all instructional and faculty work days, as indicated on the annual college calendar. Adjunct faculty are on duty during their scheduled instructional times and office hours, as arranged with the immediate supervisor, for the duration of the term of employment and until grades are submitted.

The annual college calendar is published in the college Catalog and lists beginning and ending dates of each semester, faculty duty days, holidays, final examination dates, and other relevant events.

**Staff and Administrative Employment Period**

Administrators and staff members are on duty year round except for designated holidays and days the College is closed. Police and maintenance workers are subject to special scheduling, including holidays and days the College is closed, in order to provide services as needed.

**Probationary and Non-Probationary (Permanent) Status**

All persons employed on a full-time basis by the president of Northeast Alabama Community College and whose salary is derived from Salary Schedules B, C, or E as established and adopted by the Alabama Community College System Board of Trustees regulations shall be deemed employed on a probationary status for a period of three years from the date of initial employment. Those employees whose salary is derived from Salary Schedule D as established and adopted by the Alabama Community College System Board of Trustees shall be deemed employed on a probationary status for a period of six consecutive semesters from initial employment, excluding summer terms, at the institution.

During the probationary period, the employee’s performance is evaluated. With respect to any full-time employee under appointment, at any time during such employee’s probationary period, the President may remove an employee by furnishing said employee written notification at least fifteen (15) calendar days prior to the effective date of termination.

If a probationary employee under contract is terminated within the period of an appointment, the employee is entitled to be given cause and the opportunity for a hearing under the hearing procedures adopted by the Students First Act of 2011.

Employment agreements shall be offered for either 3, 9, or 12 months. If 15 calendar days prior to the end of the appointment period, the employee is not notified in writing that his or her services will no longer be required, the employee shall be offered another employment agreement for the same length as the prior appointment of said probationary period, unless otherwise agreed to by the President and the employee.

Updated July 2017
Upon completion by the employee of said probationary period, the employee shall be deemed employed on a non-probationary status, and the employee’s employment shall thereafter not be terminated except for failure to perform his or her duties in a satisfactory manner, incompetency, neglect of duty, insubordination, immorality, justifiable decrease in jobs in the institution, or other good and just causes. The college complies with the Students First Act of 2011 in the termination of employees on non-probationary status.

**Faculty Summer Employment Policy**

A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year appointment (fall and spring semesters) at Northeast Alabama Community College, shall have first option (over adjunct or temporary employees) for employment at the College in the summer term (three months), provided that (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; and (4) the employee is in line to be hired by the respective rotation system. Instructors may be given priority for summer teaching only in those areas in which they taught on a regular basis during the preceding academic year.

Within these guidelines, instructors are chosen to teach summer classes with respect first to the curricular need for the course and, second, to rotation within the subject area. Initial placement on the rotation list is by seniority (employment time at the College and teaching in the respective subject area). After having been employed for a summer, the instructor is placed last on the rotational list. If the instructor chooses not to accept his or her term in the rotation, the instructor is placed last on the rotational list the same as if the offer to teach had been accepted.

A full-time instructor may be employed for less than a full teaching load for a summer term. The instructor in this case will be paid a pro rata amount of Schedule D compensation based on (1) qualifications and experience, and (2) a full teaching load. A full teaching load for an academic instructor during the summer semester is 12 to 13 credit hours per term or the equivalent, as determined by the president. A full teaching load for a technical instructor during the summer semester is 30 contact hours per week or the equivalent, as determined by the president. This policy is in compliance with Board Policy 603.02 (03/24/05).

**Salary Schedules and Payments**

Current year salary schedules adopted by the Alabama Community College System Board of Trustees shall be placed in the current college policy manual under the direction and control of the Alabama Community College System Board of Trustees (Board Policy 606.04, 03/24/05). These salary schedules are also available on the Alabama Community College System website.

Salary payments are issued by the Office of the Dean of Administrative Services on the final work day of each month.

**Resignations**

All instructional personnel shall give written notice of resignation at least 30 calendar days prior to the beginning of a term. Each instructional staff member shall complete all instructional duties and be cleared by the president or designee for any term started, except by mutual written agreement by both parties.

All other personnel shall give written notice of resignation at least 30 calendar days prior to the effective date of resignation, except by mutual written agreement of the president or designee and employee (Board Policy 617.01, 03/24/05).

**Reduction in Force**

The College shall follow the Reduction in Force Operational Guidelines if a reduction in the number of full-time personnel becomes necessary as a result of extraordinary circumstances including, but not limited to, lack of sufficient funds; a decline in the enrollment of a course, program, or discipline, where the continuation of such course, program, or discipline is or will likely become impractical or economically unreasonable; or a change in academic mission, administrative, or ministerial function that will require
organizational changes. The Reduction in Force Operational Guidelines will be used only when the circumstances justify the implementation of these procedures and in accordance with Board Policy 624.01.

**REDUCTION IN FORCE OPERATIONAL GUIDELINES**

Whereas, the State Board of Education has directed that each Alabama Community College Institution develop and institute systematic and equitable guidelines for reducing the number of employees during situations where such reduction is made necessary by extraordinary circumstances;

Whereas, such extraordinary circumstances may include, but not be limited to, lack of sufficient funds, a decline in enrollment in a given course, program or discipline to the extent that continuation of the course, program, or discipline, is, or will likely become, impractical or economically unreasonable; or a change in academic mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes;

Whereas, Northeast Alabama Community College (hereinafter, "NACC"), in fulfillment of the State Board of Education’s directive, has developed the following Reduction in Force Guidelines, utilizing input from a committee representative of its employees as well as information from a broad range of other appropriate sources;

Whereas, the Reduction in Force Guidelines (hereinafter, “Guidelines”) here promulgated shall only be used when circumstances justify the implementation of the procedures set forth herein;

Whereas these Guidelines are intended and shall be construed to effectuate the fair and responsible implementation of any reductions in force;

**THEREFORE, PREMISES CONSIDERED, the following Guidelines shall be and are hereby adopted as the Official Policy of NACC.**

**ARTICLE I. DEFINITIONS.**

When used in these Guidelines, the following terms shall have the meanings specified:

1. **Non-probationary:** The legal right, under State law and/or State Board of Education rules, regulations, or policies, of a full-time employee of a State two-year college to retain his/her full-time employment status on a permanent basis until such time as the employee voluntarily terminates such employment or until such employment is terminated pursuant to the Students First Act (Alabama Code §16-24C) (1975), State Board of Education rules, regulations, and/or policies.

2. **Employee Classification:** A designation by which a group of employees at a given institution having the same or substantially the same type of job duties and functions will be identified. (Examples: “clerk-typist,” “secretary,” “cafeteria worker,” “accountant,” “security guard,” “counselor,” “mathematics instructor,” and “maintenance worker.”)

3. **Full-time:** Employment for the number of hours designated by the respective institution as being “full-time” for the position held by the respective employee. (Examples: Forty hours for an “accountant” or “secretary,” or thirty-five hours per week for an English “instructor.”)

4. **Part-time:** Employment for fewer than the number of hours considered by the respective institution to be full-time. (Examples: Fewer than forty hours for a “maintenance worker” or fewer than thirty-five hours per week for an English “instructor.”)

5. **Probationary:** That period of employment prior to the receipt of non-probationary status as defined by the Students First Act and/or State Board of Education rules, regulations, and/or policies.

Updated July 2017
6. **Reduction-in-Force:** A reduction in the total number of full-time equivalent employees at a respective college made necessary by extraordinary circumstances such as, but not limited to, a lack of sufficient funds; declining enrollment in a given course or program to the extent that further offering of the course or program is, or will likely become, impractical or economically unreasonable; or a change in academic mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes. Not every release of an employee shall be considered a “reduction-in-force.” An isolated employee termination or non-renewal, particularly if done for just cause or as a result of a lack of satisfactory performance, shall not be considered a reduction-in-force for the purposes of this policy. Reduction decisions will be made without regard for the employee’s race, color, sex, religion, national origin, age, or any other unlawful reason.

7. **State Board:** The State of Alabama Board of Education. *Code of Alabama* (1925), Sec. 16-3-1.

8. **Temporary Employee:** An employee hired to fill a position on a “temporary” basis for a period not to exceed one year. Temporary employment status is generally used to: (1) fulfill a personnel requirement of a non-renewable grant; (2) fill a vacant permanent position for the period during which a search for a “permanent” employee is being conducted; (3) temporarily fill a new position for the period during which it is determined whether or not the position should be made permanent; or (4) conduct a class, program, or project on a “one-time” basis.

**ARTICLE II. PURPOSE.**

9. The purpose of these Guidelines is to provide equitable treatment for the layoff of NACC employees when reduction in force becomes necessary.

**ARTICLE III. EMPLOYEE STATUS IDENTIFICATION.**

10. **Identification of Status.** Each employee of NACC shall be identified as follows: (1) name; (2) current address and telephone number; (3) job description including minimum qualifications required by the described job; (4) the employee’s qualifications; (5) the employee’s years in service; (6) the employee’s classification (e.g., "clerk-typist," "secretary," "cafeteria worker," "accountant," "security guard," "counselor," "mathematics instructor," "maintenance worker," etc.); (7) the minimum number of hours such employee works per week; (8) whether the employee is considered full time, part time or a temporary employee by NACC; and (9) whether the employee is probationary or non-probationary as provided by the Students First Act or State Board of Education rules, regulations and or policies.

11. The information compiled pursuant to the foregoing paragraph shall be kept permanently on record.

12. Each employee shall be provided with the information compiled pursuant to Paragraph 10 hereinabove that pertains to that employee.

**ARTICLE IV. REDUCTION IN FORCE IMPLEMENTATION GUIDELINES.**

13. **Identification to Chancellor and President.** In the event of a proposed reduction-in-force, each organizational unit and each employee to be affected by the reduction-in-force shall be identified to both the Chancellor of Postsecondary Education for the State of Alabama ("Chancellor") and the President
of NACC (“President”). Further, the manner in which each unit and employee shall be so affected shall be described to both the Chancellor and President.

14. Preference in Retention - Temporary and Non-Temporary Personnel. In the event of an approved reduction-in-force action, temporary and/or part-time employee(s) performing the same duties as non-temporary full-time personnel shall be released prior to the release of any non-temporary full-time employee(s).

15. Preference in Retention - Non-Temporary Full Time Personnel - Probationary and Non-Probationary Personnel. In the event of an approved reduction-in-force action affecting non-temporary full-time personnel, a probationary employee performing the same duties as a respective non-probationary employee shall be released prior to the release of the non-probationary employee.

ARTICLE V.
REDUCTION IN FORCE:
FACTORS TO BE CONSIDERED WHEN A FULL-TIME, NON-PROBATIONARY EMPLOYEE IS AFFECTED.

16. Factors. When an approved reduction-in-force affects or will affect full-time, non-probationary employees, the needs of NACC shall be considered, and the positions which are most vital to the affected organizational units in particular and NACC as a whole shall be determined. Then the following factors shall be taken into consideration when determining which, if any, full-time, non-probationary employees shall be so affected:

16.1. The requirements of any applicable court order or consent decree;

16.2. The employee's seniority at NACC in the employee's respective job classification taking into consideration minimum qualifications for that position;

16.3. The employee's seniority at NACC in the employee's respective organizational unit;

16.4. The employee's seniority in general at the respective college; and

16.5. The employee's relative skills, knowledge and productivity, determined by review of personnel files and performance appraisals.

16.6. The primary component of determining the performance of employees should be the most recent two annual overall Performance Evaluation Ratings (or their equivalent), unless the employee has been employed for one (1) year or less. Other components of determining performance are: (a) an active disciplinary action for either job performance or personal conduct; (b) documented performance difficulties communicated to the employee, but not rising to the level of disciplinary action; or (c) any other documented indicators of performance. These are not the only factors that may be considered in making reduction in force decisions.

17. Procedures. Upon consultation with the appropriate division directors, deans, and supervisors, the Vice-President will make a written request for approval of a proposed reduction in force involving specific employees to the President. This request must be approved before any reduction in force can be implemented. The written request must contain the following information: (1) the reason(s) for the reduction in force; (2) anticipated date of separation; (3) name(s) of the employee(s) to be separated and justification for the decision; (4) a listing of all vacant positions in the department which are the same or closely related; (5) what efforts the department has made within the department to avoid the reduction in force of the selected employee; (6) a brief explanation why action other than a reduction in force is not possible; (7) management contact information; and (8) current organizational chart of affected department.

Updated July 2017
18. Information Provided To Affected Employees. Before a reduction in force occurs, the President or such person or persons to whom he may delegate the task may provide, in writing, the following information to the employees being laid off:

18.1 The reason for the reduction in force.

18.2 The effective date of the reduction in force (as much notice as is possible).

18.3 Direction to contact Human Resources for information on the following:

   a. The College’s policy on priority re-employment;
   b. Completion of necessary application forms;
   c. The availability of aid, if any, in seeking other employment;
   d. Eligibility to apply for unemployment or other benefits, if any;
   e. The possibility of retraining, if any.

19. Students First Act. In the event that NACC terminates an employee to whom the procedures apply, there will be strict adherence to the procedures prescribed by the Students First Act.

20. Exceptions from General Guidelines. In the event that NACC must impose a reduction-in-force action, and the President determines that a full-time non-probationary employee who is not the senior person in a given job classification or occupational area possesses a certain license, certification, or job skill the loss of which would be severely detrimental to the operation of NACC, the President may request review and approval by the Chancellor of an exception to these general guidelines relating to the release, termination or other reduction in force of full-time personnel on continuing service status. The exception shall not be available for part-time, temporary, or probationary employees.

ARTICLE VI.
PLACEMENT AND REHIRING OPPORTUNITY GUIDELINES.

21. Placement and Rehiring Opportunity Guidelines. Priority reemployment consideration is provided to employees who have met service requirements and are separated: (1) for reasons other than just cause and (2) due to shortage of funds or work, abolishment of a position, or (3) due to changes in duties or organization. Employees must claim priority reemployment consideration by the date of separation by notifying Human Resources or priority is forfeited. Employees must also complete applications for employment by NACC. Employees separated through Reductions in Force will receive priority reemployment consideration for a reasonable amount of time from date of separation. Employees separated from permanent part-time positions have priority to part-time positions with the same number of hours only. The employee must possess at least the minimum education and experience requirements or their equivalent as set forth in classification specifications for the position for which they request priority.

ARTICLE VII.
MISCELLANEOUS.

22. The Guidelines shall be reviewed every three years or more often if necessary, and the Guidelines shall be amended or otherwise altered to reflect any changes made necessary by law, rule, policy, or obsolescence.

23. These Guidelines do not create any rights in any employee or any obligation on the part of NACC. Rather, the Guidelines are instructive and aspirational, and are intended for use only in the extraordinary circumstances that may give rise to the necessity for a reduction in force. The Guidelines do not supplement, amend, obviate, alter or otherwise change any employee’s employment status, the laws or statutes under which such employee may be hired, or retained, or otherwise employed, nor any right of NACC to terminate any employee.
Job Descriptions
All personnel are required to file a current job description with the Office of the President annually by September 1, or as changes necessitate. The job description is a part of the employee’s contract of employment issued by the President. The job description must include the following: position title and function; duties and responsibilities of the position; required knowledge, skills, and abilities (physical requirements, as appropriate); minimum required education, training and/or experience (required licensure and/or certification, as appropriate); a statement of essential functions*; and an indication of any supervisory responsibility required of the position. The job description must be signed and dated by the employee, the immediate supervisor, any appropriate dean, and the President. Signatures required on the job description include that of the employee, the employee’s supervisor(s), and the President.

*Essential Functions Statement: Comply with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College.

Part-time instructors are required to submit a job description at the beginning of the first semester of employment during the academic year. These job descriptions are first reviewed by the part-time instructors’ respective dean, and then approved by the President.

Proper Signification of Earned and Honorary Degrees
To assure that all references to the academic credentials of administrators, faculty, staff, and students properly reflect and represent credit and degrees earned at and granted by duly accredited institutions, no department, division or office shall publish any prefix, suffix, or other reference associating an academic degree with any person, other than the following:

- An earned degree, granted such person by a duly accredited institution, or
- An honorary degree that is clearly designated as such by immediate juxtaposition of the word "Honorary" with any prefix, suffix, or other reference to such honorary degree (Board Policy 221.01, 3/27/08).

Identification Badge
All personnel shall obtain an official college identification (ID) badge with a current photo at the beginning of each fall semester or upon employment. ID badges are available free of charge in the Admissions Office. Dual enrollment instructors who teach only on high school campuses are exempt from this policy.

Professional Appearance
All personnel should be well groomed at all times. Each employee should dress in a manner appropriate to his or her position at the College.

Work Schedule
Each faculty and staff member must file a work schedule with the Office of the President and update the schedule annually or when changes necessitate (on a semester basis for faculty). The approved work schedule for faculty is in effect through the final faculty duty day of each semester.

Full-time instructors, counselors, and librarians are required to show the normal work week of 35 hours exclusive of lunch breaks; a minimum 30-minute lunch break must be scheduled for a full day of work. Adjunct faculty work schedules are submitted each semester to the respective dean for review and then to the President for approval. They must indicate classes and provisions for out-of-class assistance. Full-time, non-instructional staff schedules should include the normal work week of 40 hours exclusive of lunch. Days that the institution is officially open are duty days for full-time, non-instructional employees of each institution (Board Policy 609.01, 3/26/09).
Schedule Adjustments and Compensatory Time Policy

Schedule Adjustments and Compensatory Time Policy for Employees in Fair Labor Standards Act Exempt Classifications

- **Schedule Adjustments**
  Employees in B, C, D, and FLSA Exempt E classifications may work with their immediate supervisor to adjust their schedules for any compensatory time of two hours or less. The supervisor and employee must maintain records for their files of the exact times in which the compensatory time was gained and the schedule adjustment for which it is being made.

- **Compensatory Time**
  On some occasions compensatory time may be granted by the President for situational assignments or responsibilities that exceed the normal work-load expectations of a job. Requests for compensatory time must be approved prior to the work for which the time will be requested. Requests must be made by submission of the Adjustment to Work Schedule Request form, available online on the Forms page. This form must be approved by the employee’s supervisor, and the President must give final approval for all compensatory time requests. In addition to the responsibility of granting final approval, the President may also restrict compensatory time in the amount awarded and the timeframe in which it is taken. The President, on a case-by-case basis, will make the final determination of what are the temporary situations that warrant compensatory time. This compensatory time will be granted in leave, not in monetary remuneration.

  If approved, an employee should request to use his or her compensatory time within two months by completing an Employee Leave Request and noting on the request that he or she would like to use compensatory time, attaching a copy of the approved Adjustment to Work Schedule Request form. Compensatory time may not be used during and is not granted for such periods as final examinations, inservice, graduation or other key timeframes and events that are a part of the college’s operation. It is not granted to extend an employee’s vacation time between semesters. An employee who has available compensatory time should request to use it before requesting to use annual, personal, or sick leaves for absences.

Schedule Adjustments and Compensatory Time Policy for Fair Labor Standards Act Nonexempt Classifications

- **Schedule Adjustments**
  An employee may be asked to work at or prepare for College events during the evenings or on Saturdays or Sundays. At such times, an employee will work with his or her supervisor to adjust his or her schedule of that particular work week so that the total working hours will not exceed forty (40).

- **Compensatory Time**
  Requests for compensatory time may be approved in rare circumstances by the President. A nonexempt employee must have the specific, prior approval of the President before working past his or her normal 40-hour work week. If approved, compensatory time will be granted at one-and-one-half (1 ½) the time worked over the normal 40-hour work week. For example, an employee working 42 hours during a week would receive three hours of compensatory time. Frequent or repeated overtime without prior approval may lead to disciplinary action. To request compensatory time, an employee should submit the Adjustment to Work Schedule Request form,
available online on the Forms page, to the President as soon as the need for compensatory time is anticipated.

An employee who has been approved for compensatory time must request use of the accrued time within two months and should request to use available compensatory time before requesting to use annual, personal, or sick leaves for absences. The requested use cannot unduly disrupt the operations of the College. Compensatory time may not be used during periods as inservice, graduation, or other key timeframes and events that are a part of the college’s operation. If approved, an employee should request to use his or her compensatory time by completing an Employee Leave Request and noting on the request that he or she would like to use compensatory time. A copy of the approved Adjustment to Work Schedule Request form should be attached.

An employee who has accrued compensatory time shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than (a) the average regular rate of pay for such employee during the last three years of employment or (b) the final regular rate of pay received by such employee, whichever is higher.

**Fair Labor Standards Act Compliance**
The College complies with the guidelines of the Fair Labor Standards Act.

**Abandonment of Position**
All absences from work shall be approved in accordance with established procedures. Any employee who is absent from work without approved leave or without appropriate notification to his or her supervisor shall forfeit compensation and shall be subject to disciplinary action. Any employee who is absent from work for three consecutive workdays without approval shall be considered to have abandoned the position and to have resigned from the college (Board Policy 618.01, 03/24/05).

**Accommodation for Disabilities**
Applicants, students, or employees who need assistance or accommodation due to a disability should contact the ADA Coordinator. Employees should also feel free to discuss with their immediate supervisor any needs for accommodation. A supervisor who is approached with a request for accommodation should document the request and refer the request to the ADA Coordinator. Documentation of the request and the accommodation is essential.

The College is committed to compliance with the Americans with Disabilities Act of 1990 and with all implementing regulations of the Department of Justice (DOJ) and the Equal Employment Opportunity Commission (EEOC). Personnel and students are asked to bring to the attention of the administration any policy or practice that has the effect of discrimination against persons with disabilities. See Section VIII, Students with Disabilities, for handling student requests for accommodation.

**Uniform Guidelines for Advancement – Salary Schedule E**
Advancement within a level for a position on Salary Schedule E shall be based on several components, as follows:

A. Individuals seeking advancement within a level on Salary Schedule E must have the following:
   1. Written request to the President from the individual desiring advancement;
   2. Written recommendation(s) from appropriate administrator(s), with appropriate documentation;
   3. Job performance, as demonstrated by a series of performance evaluations, with the individual scoring “above average” or “exceeding expectations” on the last two annual job performance evaluations, with no major weaknesses, liabilities, or problems noted;
4. Incumbency in the position at the current salary grade for at least three years, absent unusual and extenuating circumstances documented by the appropriate administrator(s); and
5. Adherence to a written Professional Development Plan, which must include the following: (a) addition to the position of higher order compensable factors, including but not limited to addition to the position of increased supervisory responsibility; (b) attainment of appropriate education and/or professional development which is job related and which increases the individual’s knowledge or skills germane to the position, resulting in the individual becoming more valuable in helping the organization to meet stated goals or objectives; and (c) attainment of increased technical competence through certification, licensing, or training which is job related and which expands the ability of the individual to perform critical job functions.

B. In addition to the above requirements, for individuals seeking advancement within a level on Salary Schedule E, the President may also consider the following factors:
   1. Market conditions in the area served by the institution; and
   2. Existence of unique circumstances or situations at individual institutions, justifying advancement, including demonstration of ingenuity, creativity, etc.

Conflict of Interest
Honesty and professional integrity are expected of all employees. It would be a serious violation of this trust if the interests of any institution under the direction and control of the Alabama Community College System Board of Trustees were to be disregarded in the course of performing professional duties. The use of official position and influence to further personal gain or that of families or associates is unacceptable behavior.

All College employees have the right to acquire and retain status of a professional, personal, or economic nature. In a community as diverse and complex as the institutions that comprise The Alabama Community College System, there is always the possibility that the pursuit of individual interest may result in a conflict with those of the employing institution. This places an important responsibility on faculty and staff to recognize potential conflicts and prevent them. It is not expected that every employee will have a complete and current knowledge of the laws and regulations that apply to conflict of interest. However, all persons, particularly those with significant exposure to potential conflict of interest situations, should develop a sensitivity to this issue and seek guidance when appropriate (Board Policy 615.01, 03/24/05).

Political Activity
All personnel are strongly encouraged to register and to exercise their right to vote. Personnel desiring to seek election to public office should comply with the policy on outside employment.

According to the State of Alabama Chief Deputy Attorney General, the following statements are in compliance with Sections 17-1-7 and 36-26-38 of the Code of Alabama with respect to political activities by state employees and Sections 36-12-60 to 36-12-64 with respect to the use of state-owned property:

- A state employee may seek public office on his or her own time without being required to take a leave of absence from his or her employment.
- A state employee may endorse candidates and contribute to campaigns of his or her choice.
- A state employee may join political clubs and organizations, and state or national political parties.
- A state employee may publicly support issues, referendums, and candidates.
- A state employee may not use state funds, property, or time while engaging in any political activities, including those activities listed above.
- A state employee while engaging in political activity must be on approved leave or on personal time before or after work or on holidays.
- Neither a state employee nor a state official may solicit campaign contributions from other employees who work for the employee or official in a subordinate capacity.
- Neither a state employee nor a state official may coerce or attempt to coerce any subordinate employee to work in any political campaign or cause.

Updated July 2017
• A state employee may not transport campaign literature in a state-owned vehicle or in a privately owned vehicle if mileage is paid by the state for the official business trip.
• A state employee may place bumper stickers expressing his or her political views on a private automobile.
• A state employee who must travel on official state business in his or her privately owned vehicle and claim mileage for such travel is not prohibited from placing a political bumper sticker on the private automobile.
• The federal Hatch Act may be applicable to those employees whose principal employment is in connection with an activity that is financed in whole or in part by federal loans or grants. Essentially, the Hatch Act prohibits those employees from being a candidate for public office in a partisan election (Memorandum: Political Activities by State Employees. Keith S. Miller, Chief Deputy Attorney General, State of Alabama, to General Counsel, State of Alabama. April 4, 2006).

Outside Employment of Full-Time Personnel
Prior to becoming employed by any person or entity other than the College, including but not limited to consultative employment, all full-time personnel will inform the College of such outside employment and, if known, the working days and hours of such outside employment. Personnel shall not engage in any outside employment which would (1) disrupt or interfere with operations of the College, (2) directly compete with the College, (3) impose additional financial burden upon the College, (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama), or (5) be of a nature, character, or subject matter such that the outside employment, when considered in the light of the employee’s position and duties with the College, would or would tend to decrease the effectiveness of the employee in performing his or her College employment duties.

Request for this information is not intended to be used to prohibit outside employment. It is recognized that outside employment may provide an additional level of professional development and experience to an employee that benefits the College. This information is utilized to monitor the potential effect of outside employment on the employee’s job, to determine if any conflict of interest issues exist, and to assure the effective and efficient management and operation of the College.

Employment of Part-Time Personnel with Other ACCS Institutions
Adjunct employees must report outside employment with other Alabama Community College System institutions through submission of the Employment Information of Adjunct Employees working in Other Alabama Community College System Positions form prior to employment each semester and/or as the outside employment occurs.

Request for this information is not intended to be used to prohibit outside employment. It is recognized that outside employment may provide an additional level of professional development and experience to an employee that benefits the College. This information is utilized to monitor the potential effect of outside employment on the employee’s job, to determine if any conflict of interest issues exist, to assure the effective and efficient management and operation of the College, and to make certain that the college is in compliance with mandates established by the Chancellor.

Release of Information on Personnel
Information classified as “Directory Information” may be released by the College unless an individual specifically informs the College in writing that his or her Directory Information should not be released. Directory Information may include the following:
• Name
• Position
• Degrees earned
• Photograph
• Campus telephone and voicemail extension numbers
• Campus email address
• Campus office location

Updated July 2017
Teaching assignments, including times and locations (via the class schedule)
Awards, honors, other news
Activity sponsorships
Public service activities

Harassment/Physical Assault Policy

As an institution under the Alabama Community College System Board of Trustees, Northeast Alabama Community College (NACC) is committed to providing both employment and educational environments free of harassment/physical assault or discrimination related to an individual’s race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law. Such harassment and physical assault is a violation of NACC and the Alabama Community College System policies. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on campus or at any off-campus site, or in any division or department by any employee, student, agent, or non-employee on the institution’s property and while engaged in any institutionally sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the college community are respected that harassment or physical assault of students and employees is unacceptable conduct and shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate to the severity of the offense, with final approval by the President. Employees and students of the College shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

For these purposes, the term “harassment” includes, but is not necessarily limited to, the following: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, religion, creed, sex, gender identity, transgender, pregnancy, national origin, disability, sexual orientation, military or veteran’s status, genetic information, age or any other characteristic that is protected by applicable state or federal law or the Alabama Community College System policies.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to, the following:

1. Physical assault which may include domestic violence, dating violence, sexual assault, and stalking.
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student’s academic status
3. Direct propositions of a sexual nature
4. Subtle pressure for sexual activity
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
   (a) comments of a sexual nature; or
   (b) sexually explicit statements, questions, jokes, or anecdotes
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person toward whom the conduct was directed that includes one or more of the following:
   a. Touching, patting, pinching, hugging, or brushing against another’s body
   b. Commentary of a sexual nature about an individual’s body or clothing
   c. Remarks about sexual activity or speculations about previous sexual experience(s)
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not
8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed
9. Domestic violence
10. Dating violence
11. Sexual assault
12. Stalking
13. Gender stereotyping

Harassment of employees or students by non-employees on the institution’s property and while engaged in any institutionally sponsored activities is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Title IX Coordinator.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that any of the following situations exist:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

Updated July 2017
Any complaint of harassment/physical assault shall be reported as promptly as possible after the incident occurs and within a reasonable time from the date of the alleged incident, typically defined as 10 calendar days (Policy 601.04).

The employees of the College determine the ethical and moral tone for the College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any other inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

This policy encourages students, faculty, and other employees who believe that they have been the victims of harassment to contact the appropriate official of the College as outlined in the procedures for reporting such complaints. Retaliation against a student or employee for bringing a harassment complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action. Any reprisals shall be reported immediately to the Title IX Coordinator or other appropriate College official. (Source: State Board Policy 601.04, 4/13/2016)

Resolution of Employee Grievances and Title IX Harassment/Physical Assault Complaints: Procedures

- **Complaints Against Students**
  Complaints against students will be handled according to usual and customary student discipline procedures in effect at the College.

- **Grievances and Title IX Complaints Against College Employees**
  Grievances and complaints against College employees will be handled according to the procedures as set forth in Board Policy 620.01 (4/13/2016) for employee-related grievances.

Persons who have experienced harassment/physical assault may be able to change academic or working situations if accommodations are reasonably available whether he or she chooses to report the crime to campus police or law enforcement. Proceedings shall provide a prompt, fair, and impartial investigation and resolution. Those conducting proceedings have received annual training on issues including, but not limited to, domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

**Reporting Employee Grievances and Title IX Harassment/Physical Assault Complaints**
An employee who believes that he or she has been the victim of harassment/physical assault as defined in the Harassment/Physical Assault Policy section or who claims a different type of grievance or an observed grievance, may bring the matter to the attention of his or her direct supervisor, unless the direct supervisor is the alleged offender. In such cases, the employee should file the statement with the next supervisor in line. The complainant should present the complaint as promptly as possible after the alleged harassment occurs and within 10 class days following the event giving rise to the complaint (Policy 604.01) by submitting an Employee Grievance Form, including a written statement of the allegations.

Updated July 2017
When a complaint has been reported, the recipient of the complaint will forward the complaint to the Human Resources Director/Title IX Coordinator, who will promptly notify the President and the legal division of the Alabama Community College System of the complaint. The Vice Chancellor for Legal and Human Resources must be kept informed regarding the progress and results of the investigation of the complaint.

It is the intention of this policy to resolve grievances and complaints as quickly as possible. Except in extraordinary cases, grievances and complaints will be investigated and resolved within forty-five (45) calendar days of receipt, per Board Policy 620.01. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a “need to know” basis with a view toward protecting the interests of both parties.

Informal Resolution
Every reasonable effort shall be made to attain an informal resolution to the complaint. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the complainant, and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

Formal Action
If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or to the institution when the initial complaint was filed. The Title IX Coordinator will notify the accused in writing of the complainant’s decision to take formal action.

Procedures for Employees Filing Grievances or Title IX Harassment/Physical Assault Complaints Against Employees

1. The complainant shall file the original and two copies of the Employee Grievance Form with his or her direct supervisor within 10 calendar days following the date of alleged violation(s) occurred. If the direct supervisor is the alleged offender, the form should be filed with the next supervisor in line. The alleged violation(s) must be clearly and specifically stated. The complainant is advised to keep a copy of all forms.

2. The supervisor will immediately provide the Employee Grievance form to the Human Resources Director/Title IX Coordinator. The Human Resources Director/Title IX Coordinator will immediately notify the President and the Vice President of receipt of the Employee Grievance Form. The Vice President will have 45 calendar days following the date of receipt of the Employee Grievance Form to review the written statement, conduct an investigation of the claims, and make a written report of findings and/or decisions to the complainant. This written report must be provided to the Human Resources Director/Title IX Coordinator and the President. The complainant’s copy must be mailed to his or her address by certified mail, return receipt requested. The results of the decision will be mailed to the accused.

3. The complainant must, within 10 calendar days following receipt of the Vice President’s report, file with the President a written notice of specific written objections, if any, in order to appeal the matter and receive a grievance committee panel. The complainant must state clearly and specifically his or her objections to the findings and/or decision of the Vice President. Copies of the complainant’s written objections must be provided to the Human Resources Director/Title IX Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 10th calendar day...
following receipt of the Vice President’s report, he or she waives the right to appeal the findings and/or decisions.*

4. If a notice of appeal is filed, the President or designee will have 30 calendar days following the date of receipt of the complainant’s notice of written objections to convene a three person grievance committee to hear the appeal. The President or designee will appoint one person to sit on the grievance committee, and the President will allow both the aggrieved and the accused to select an employee of the College to sit on the grievance committee, excluding the President and designee. Should the aggrieved or accused fail to select a member of the grievance committee in the time period required by the President or designee or the selected employee does not agree to participate as a member of the grievance committee in the time required by the President or designee, then the President or designee will select the grievance committee member. The grievance committee will hold a hearing and allow the aggrieved employee to present the grievance, and the accused will have an opportunity to respond within 45 days of the appeal. The grievance committee will have access to the original grievance, report of the Vice President, and appeal notice by the employee. The grievance committee will provide its findings and decision following the hearing in a timely manner.

5. The complainant or accused, within 10 calendar days following receipt of the grievance committee’s findings and decision, can file a written appeal to the decision to the grievance committee.* If timely appealed, the President will issue a final decision based on the original grievance, report of the Vice President, appeal notice by the employee, and grievance committee decision. The complainant or accused must state clearly and specifically any objections to the findings and/or decisions of the President. Copies of the written appeal must be provided to the Human Resources Director/Title IX Coordinator, who will submit a copy to the Chancellor. If the complainant or accused fail to file notice of appeal by 5:00 p.m. on the 10th calendar day following receipt of the President’s report, the right to further appeal will be forfeited.

6. If, after exhausting all of the previously noted available institutional processes, an employee’s complaint remains unresolved, the employee may appeal to the Alabama Community College System (ACCS) using the System’s official ACCS Formal Complaint Form, which is available on the NACC website. Formal complaints must be submitted on the required ACCS Formal Complaint Form and mailed to:

Alabama Community College System Legal Division-Confidential Formal Complaint
Post Office Box 302130
Montgomery, AL 36130-2130

The Legal Division will only review completed, signed and dated complaint forms. The identity of the complainant will be kept confidential and will be withheld from any information submitted to the college.

* If the last day to file notice of appeal falls on either Saturday, Sunday, or a legal holiday, the complainant will have until 5:00 p.m. on the first working day following the 10th calendar day to file. It is the intent of this policy to provide for prompt and thorough investigation of any complaints.

Sanctions: Possible sanctions may include but are not limited to restitution, suspension, or termination.

Protective measures: Persons who have experienced harassment/physical assault may be able to change academic or working situations if accommodations are reasonably available whether the person chooses to report the event to campus police or law enforcement.

**General Provisions Regarding Complaints of Harassment/Physical Assault**

Witnesses: Both the complainant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the complaint.
Retention of an attorney: Any party to a complaint shall have the right, at the respective party's own expense, to retain legal counsel at any level of the complaint procedure. Such counsel shall act in an advisory role only and shall not be allowed during a formal hearing to address the hearing body or to question the complainant, the respondent, or any witness.

Hearing body: In the event that a hearing is scheduled, the President will appoint a committee to consist of three members, including one member selected by the President, one member selected by the complainant, and one member selected by the accused.

Constitutional rights: The complaint procedure shall not be construed as to restrain employees and/or students in their exercise of constitutional rights.

Confidential complaint files: Records shall be kept of each complaint by the Title IX Coordinator. These shall include at minimum the following: the name of the complainant and his or her position; the date of complaint filing; the specified allegation made in the complaint and any corrective action requested; the name(s) of the respondent(s); the levels of processing and resolution, date and hearing officer at each level; a summary of major points, facts, and evidence presented by each party to the complaint; a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the complainant and the respondent.

Public complaint file: For purposes of the dissemination of complaint precedents, separate file records shall be kept by the Title IX Coordinator which indicate only the subject matter of each complaint, the resolution of each complaint, and the date of the resolution. These records shall not refer to any specific individuals, and they shall not be considered confidential.

Standard of Evidence: During resolution proceedings, the College shall use a preponderance of evidence to determine if a violation of policy has been made. The preponderance of evidence will consist of such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the mind's belief that what is sought to be proved is more likely true than not true.

Preservation of Evidence: Victims of sexual harassment and physical assault should make every effort to preserve evidence that could be necessary to prove that the violation occurred or to obtain a protection order.

Notification of Proceedings: The complainant and accused will be simultaneously informed, in writing, of the following:
- the outcome of any institutional disciplinary proceeding that arises from an allegation of harassment or physical assault;
- the institution’s procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;
- any change to the results that occurs prior to the time that such results become final; and
- when such results become final.

Notification of Law Enforcement: Persons who have experienced sexual harassment or physical assault needing immediate assistance from law enforcement can notify the NACC campus police or local law enforcement offices. Additionally, the NACC campus police will assist the person with contacting local law enforcement.

Protection: In an effort to provide a harassment-free campus environment, the College is committed to the protection of employees and students. Anyone who has a legal order of protection, no contact order, restraining orders, or similar lawful order against another individual is encouraged to alert campus police.

Counseling: Those in need of counseling, health, mental health, victim advocacy, legal assistance, and other services should contact the Dean of Student Services for information on the local services available.
which include, but are not limited to Crisis Services of North Alabama (800-691-8426 or 256-716-1000), Mountain Lakes Behavioral Healthcare (256-259-1774), CED Mental Health Center (256-845-4571), DeKalb County Children’s Advocacy Center (256-997-9700), HELPline (256-716-1000), National Sexual Assault Hotline (800-656-HOPE), and National Domestic Violence Hotline (800-799-7233).

Harassment and Physical Assault Prevention Programs: The College requires all employees and new students to participate in a web-based harassment and physical assault awareness and prevention training program. Additionally, the College coordinates ongoing educational programs for employees and students to promote awareness and prevention of harassment and physical assault, including, but not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Personnel Evaluation

Faculty Evaluation Procedures
Faculty evaluation at the College is conducted through a four-stage process, as follows:

1. **Faculty Self-Evaluation/Professional Development Plan**
   The faculty evaluation process appropriately ties individual faculty professional development plans to the enhancement of student learning outcomes. At the beginning of each academic year, faculty members individually consider the specified learning outcomes of the course(s) they will teach, evaluate their ability to promote these outcomes, and determine what they wish to accomplish in the area of professional development to promote student learning and enhance learning outcomes. Each instructor submits a professional development plan for the year. This plan must include specific professional development objectives, activities intended to achieve the objectives, and the methods by which the instructor will evaluate attainment of the objectives.

   The Faculty Self-evaluation/Professional Development Plan is submitted to the division director. The supervisor compiles the plans and submits copies to the Director of Institutional Planning and Assessment. The supervisor and instructor will discuss the instructor’s accomplishment of the professional development objectives at the annual evaluation conference during the spring semester.

2. **Evaluation of Academic Advising**
   Early in each spring semester, students are given the opportunity to evaluate the quality of advisement they have received thus far. This evaluation is coordinated by the Office of
3. Evaluation of Instruction
At the end of each fall semester, students are given the opportunity to evaluate instruction for each course in which they are enrolled. This evaluation is coordinated by the Office of Institutional Planning and Assessment and applies to both traditional and distance education courses. Completed student surveys must be submitted no later than the final day of the semester. Some courses/programs may require more frequent evaluation of instruction. Results are sent to each instructor and to the immediate supervisor, with a copy to the Vice President/Dean of Instruction.

4. Annual Evaluation by Supervisor
Immediate supervisors are to meet with each faculty member under their supervision to discuss faculty self-evaluation plans, student evaluations of advisement (if applicable), student evaluations of instruction, and the supervisor’s evaluation. Each faculty member is to sign upon review of the evaluation and, if desired, may make a written response within three business days. The evaluator must respond in writing to a written response by the person evaluated to the effect that the evaluation either holds or has been changed in view of stated considerations. Any written responses become part of the evaluation. The supervisory evaluations of instructional personnel should be completed by the end of April and will be maintained in the offices of the immediate supervisor.

Adjunct Faculty Evaluation Procedures
Steps 1, 3, and 4 of Faculty Evaluation Procedures will be scheduled according to the adjunct's time of employment. The Annual Evaluation by Supervisor will be conducted collaboratively by the respective dean and the division director or program director. Step 2, Evaluation of Academic Advising, will not apply to the typical adjunct faculty member.
Administrative and Staff Evaluation Procedures

The division directors, professional staff, classified support staff, and deans are evaluated by their immediate supervisors in August of each year. The employee whose performance is being evaluated is to sign upon review of the evaluation and may make a written response if desired. The evaluator must respond in writing to any written response by the person evaluated to the effect that the evaluation either holds or is changed in view of stated considerations. The completed evaluation is retained in the office of the immediate supervisor.

Leave Policies

Official Holidays
The College is open Monday through Friday of each week, and at such other days and at such other times as deemed necessary by the President.

Employees are allowed the following official holidays, on which days the College is closed:

- New Year’s Day
- Dr. M.L. King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

In addition, the annual college calendar indicates five other days on which the institution is to be closed. Holidays are listed on the official college calendar as published in the Northeast Alabama Community College Catalog. Holidays which fall within the instructional schedule are observed by faculty as well as staff. In terms of classes, holidays begin at the end of the class day preceding the holiday and end at the beginning of the regular day following the holiday.

Institutional Leave Policy

1. Only the president can grant leave, but the president designates the implementation of stated guidelines regarding leave to the immediate supervisor of any individual requesting leave. The immediate supervisor will tentatively approve leave in accordance with the guidelines; the president will approve leave thus granted, provided it is within the guidelines.

2. The guidelines are, collectively, the Board policy, specifications listed here, and memoranda from the President in regard to specific situations.

3. Leave is allocated by the day. The minimum possible leave request is ¼ day. There should be no need to request leave for periods of less than ¼ day. Other allowable fractions are ½ and ¾. No leave request should contain any other fractions or be requested in hours.

4. Leave request forms are to be executed and approved in advance whenever possible. Any leave that is not formally requested prior to its occurrence is considered unanticipated.

5. The immediate supervisor is to be notified immediately in cases of unanticipated leave. If the immediate supervisor cannot be reached, the next available line officer must be notified. In any case, proper arrangements must be made for the responsibilities of the absent individual.
6. Employee leave request forms are signed and dated by the individual requesting leave, then must be approved by the immediate supervisor and by the president. A copy of the form is filed in the President’s Office. A copy is also returned to the individual who requested the leave, and the original form becomes a part of the employee’s leave file within the Office of the Human Resources Director. In cases of college business leave requests, the human resources director makes a copy of the form and sends both the original and second copies to the employee. The employee should attach the original copy to his or her in-state or out-of-state travel reimbursement form if reimbursement for expenses is requested.

7. Requests for paid college business leave must include an itemized cost estimate, the specific reason for the request, and the destination of the event. Immediate supervisors indicate by their signatures that the travel is necessary to meet the goals and objectives of the division/office and funds are available within the respective division/office budget. For out-of-state travel, a Request for Out-of-State Travel form must accompany the Employee Leave Request form, both of which must be submitted at least three weeks prior to the date of the anticipated travel. Personnel will not be reimbursed for any travel that is not approved by the president prior to the travel.

8. An injury incurred during the performance of duties must be reported to the president or human resources director within 24 hours of its occurrence by completing the Job-Related Injury form. Incidents that occur during rest breaks or lunch periods, accidents resulting from carelessness or violation of published safety rules, and injuries caused by the behavior of fellow employees are subject to judgment of the president as to whether they are job related. Only the president has the right to determine whether leave is to be granted in these cases. Board Policy 610.02 and the accompanying guidelines outline information for absences relating to on-the-job injuries.

**Leave Year**

A leave year for earning, accrual, and use of leave by college employees is September 1 through August 31.

**Annual Leave**

Full-time, non-instructional employees (salary schedules A, B, C, and E) and permanent, part-time employees are eligible to accrue annual leave. These personnel earn annual leave monthly at the following rates:

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Annual Leave Earned Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 years</td>
<td>1.00 day</td>
</tr>
<tr>
<td>5-9 years</td>
<td>1.25 days</td>
</tr>
<tr>
<td>10-14 years</td>
<td>1.50 days</td>
</tr>
<tr>
<td>15-19 years</td>
<td>1.75 days</td>
</tr>
<tr>
<td>20 or more years</td>
<td>2.00 days</td>
</tr>
</tbody>
</table>

Upon employment, personnel must work one half of the work days in the initial month of employment in order to accrue a day of annual leave for that month.

A maximum of 60 days of annual leave may be carried forward into each new leave year. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee on the Employee Leave Request form. Accrued annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited.

A maximum of 60 days of annual leave is payable upon separation from service. Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees, except that a “day” of annual leave shall be as follows: four (4) hours for employees compensated from Schedule H-20, five (5) hours for employees compensated from
Schedule H-25, six (6) hours for employees compensated from Schedule H-30, and seven (7) hours for employees compensated from Schedule H-35.

**Guidelines Regarding Annual Leave Accrual Determination**

1. An individual must be employed full-time, as defined in the guidelines for Policy 610.01, at one or more system institutions; the Department of Postsecondary Education; any public school, college or university in Alabama; or at any combination of the foregoing for at least nine months during a given Leave Year (September 1 to August 31) in order to receive credit for a year of experience toward annual leave accrual.

2. The initial date of employment for individuals hired on a temporary, part-time schedule, working 20-39 hours per week will be used to determine the employee's annual leave accrual step, albeit actual leave benefits begin four months following the initial date of employment.

3. Annual leave accrual increases will be effective September 1 for all eligible employees, regardless of the initial month of employment.

4. All references to an employee's leave anniversary month and year within college records apply only to the date that the employee was granted leave benefits. This date does not necessarily coincide with the date upon which an employee is scheduled for an annual leave accrual increase.

5. The President has final authority concerning annual leave accrual issues.

**Personal Leave**

Up to five days of personal leave with pay will be granted to all full-time faculty members (Schedule D personnel) during each leave year. All other full-time and temporary/permanent part-time employees will be granted up to two days of personal leave with pay during each leave year. Personal leave is non-cumulative. A reason for personal leave is not required; however, personal leave with pay shall be requested prior to its occurrence by submitting an *Employee Leave Request* form. Unused personal leave will be converted at the end of the leave year to sick leave.

**Sick Leave**

Each full-time college employee shall earn one day of sick leave per month of employment. Unused sick leave is carried forward at the end of each leave year. There is currently no maximum on the number of sick leave days that may be accrued.

Accrued (unused) sick leave at the time an employee retires may be applied to retirement credit for Tier 1 employees. However, the number of sick leave days applied to retirement credit cannot exceed the number of months the employee has worked. Sick leave is not applicable for retirement credit for employees hired on or after January 1, 2013. These employees are considered to be Tier 2 employees under the Teachers' Retirement System.

Upon the death of an employee in active service, 100 percent of the member’s accrued and unused sick leave will be paid to the beneficiary or estate (Act # 98-385, Section 13. Effective Date, October 1, 1998). The Dean of Administrative Services should be contacted in these instances for instructions on how to request this benefit.

**Family and Medical Leave Act**

The college complies with the Family and Medical Leave Act (FMLA), which allows eligible employees to take up to 12 weeks of unpaid, job-protected leave in a twelve-month period for specified family and medical reasons. The FMLA also includes special provisions for military family leave entitlements. Employee rights and responsibilities under the FMLA are established by the U.S. Department of Labor.
This information is posted on the NACC website, in the mailroom lobby, on the employment bulletin board in the Wallace Administration Building, and in each building on campus.

Supervisors must immediately report to the Human Resources Director all leave requests or absences for reasons that could possibly be covered by the FMLA. Employees requesting leave for reasons that could be covered under this law must comply with any requests for information regarding their reasons for absence in order for the president to make the final determination as to whether the reason is or is not covered by the FMLA. All leave approved as being for a covered reason under the FMLA will be designated as part of the employee's 12-week allotment for the 12-month period. Employees will be required to take paid leave, if available, during their FMLA leave period.

**Sick Leave Bank**

Employees of the College have chosen to create a sick leave bank in accordance with provisions granted by the Alabama Community College System. The purpose of the sick leave bank is to provide a loan of sick leave days for its participating members after their accumulated leave days have been exhausted.

Any employee who earns sick leave may become a participating member of the bank by completing the Application for Participation in the Sick Leave Bank and depositing five days in the bank. Commitment of these days must have been authorized prior to the occurrence of any illness or disability for which the individual seeks a loan of days from the bank.

The Sick Leave Bank Application for Loan is directed to the Sick Leave Bank Committee.

The Sick Leave Bank Committee has established Guidelines for the Sick Leave Bank. The guidelines are below.

**GUIDELINES OF THE SICK LEAVE BANK**

I. PURPOSE AND MANAGEMENT

A. The purpose of the Northeast Alabama Community College (NACC) Sick Leave Bank shall be to provide a loan of sick leave days for its participating members after their accumulated sick leave days have been exhausted.

B. The bank shall be operated, managed, and governed by a Sick Leave Bank Committee subject to the guidelines of the Department of Postsecondary Education.

C. The Sick Leave Bank shall allow full-time and part-time employees to deposit an equal number of days (not to exceed five days) of his or her earned leave into the sick leave bank.

D. The deposited days shall be available for loan to any participating member of the NACC Sick Leave Bank whose sick leave has been exhausted and who has met loan qualifications as outlined within these guidelines.

E. The custodian of leave records shall maintain records of all member contributions to the bank, withdrawals from the bank, and the status of the bank. Reports shall be provided on a timely basis at the request of the Committee, the President, or the Chancellor.

F. Questions regarding SLB guidelines should be directed to the Chair of the Sick Leave Bank.

II. SICK LEAVE BANK COMMITTEE

A. The Sick Leave Bank Committee (hereinafter referred to as the “Committee”) shall consist of five members. One member shall be the President or designee. Four members shall represent the participating members of the Sick Leave Bank and be elected by secret ballot vote of the Sick Leave Bank members at the beginning of each leave year.

B. The election shall be conducted by the President’s Office.

C. Members will serve terms of one year, with no member serving longer than five years.

D. A quorum shall consist of 2/3 of the total membership of the Committee.
III. DUTIES OF THE COMMITTEE

A. The Sick Leave Bank (SLB) shall elect a chair and secretary at its first meeting of the leave year.
   1. The Committee shall be scheduled to meet within three weeks of the committee election, during the first three weeks of the spring semester, and additionally as needed.
   2. *Robert’s Rules of Order*, latest edition, shall be observed by the Committee during all its meetings.
   3. In accordance with the latest edition of the *Robert’s Rules of Order*, the American Institute of Parliamentarians, and the National Associations of Parliamentarians, the Committee will conduct nonsynchronistic meetings and deliberations by electronic mail if needed.
   4. Nonsynchronistic meetings will be conducted using the following criteria:
      i. The chair of the Committee shall serve as the presiding officer of electronic meetings.
      ii. A proposed timeline for discussion and/or voting shall be established by the chair at the beginning of the meetings.
      iii. Upon completion of an e-meeting, the secretary shall distribute copies of all transactions to every member of the committee.

B. It is the exclusive responsibility of the Committee to modify and to oversee the administrative processes of the guidelines as established by the SLB.
   1. All guideline and procedure changes and/or additions must be approved by the membership through a secret ballot vote and receive a 2/3 majority approval of the membership.
   2. Such guideline and procedure changes/additions must be filed with the President’s Office and with the Chancellor’s Office within 15 calendar days after their adoption.

C. The Committee shall authorize and distribute forms for use in contributing to the SLB, applying for loans from the SLB, and resigning from participation in the SLB. These forms may be obtained by contacting the Business Office or the custodian of leave records.

D. Original records and transactions pertaining to the SLB shall be maintained by the Committee Chair, with copies provided to the business office and the custodian of leave records.

E. The Committee shall have the authority to require an additional deposit of days from existing members in order to maintain membership in the bank, and/or take any other actions consistent with these guidelines deemed necessary for the effective and efficient operation of the SLB.

F. The Committee shall maintain accurate records of contributors eligible to participate in the bank.

G. At the beginning of each leave year, the Committee will make available the *Application for Participation in the Sick Leave Bank* to all eligible employees. All forms pertaining to the SLB may be obtained at any time by contacting the business office or the custodian of leave records.

H. The Committee shall have the authority to open the bank to a non-participating member or a new employee, upon receiving an *Application for Participation in the Sick Leave Bank* from the non-participating member/new employee. To join the SLB, the employee must have the prerequisite number of sick leave days to deposit.

I. The Committee shall review all applications and forms and make decisions according to the guidelines established by the SLB.

J. NACC Sick Leave Bank Guidelines and decisions of the Committee shall adhere to the Alabama Department of Postsecondary Guidelines for Policy 610.01, Leaves With Pay.
K. Alleged abuse of the bank shall be investigated by the Committee and, on a finding of wrongdoing, the violator shall repay all of the sick leave credits drawn from the SLB and be subject to appropriate disciplinary action as determined by the college administration.

IV. ELIGIBILITY AND PARTICIPATION
   A. Membership in the SLB is voluntary.
   B. To be eligible for participation in the SLB, an employee must meet the following criteria.
      i. Be a full-time or part-time employee of the college (Salary schedules A, B, C, D, E, and H)
      ii. Contribute five days to the Sick Leave Bank
      iii. Complete an Application for Participation in the Sick Leave Bank form
   C. Days contributed to the Sick Leave Bank are counted toward the maximum cumulative total of days allowable under law (Section 16-1-18.1).
   D. At the beginning of each leave year, or upon employment of a new employee, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee’s account, in order to enable the employee to join the Sick Leave Bank if the employee does not have the minimum number of sick leave days to enable the employee to join. This type of application must be approved by the Sick Leave Bank Committee.
   E. Only those employees participating in the Sick Leave Bank are eligible to make an application for a loan of sick leave days and/or contribute days to be used as catastrophic sick leave. Contribution of days for membership in the Sick Leave Bank must have been authorized prior to requesting a loan and/or donating days to be used as catastrophic sick leave.

V. RESIGNATION FROM THE SICK LEAVE BANK
   A. A member may resign from the SLB at any time during a leave year.
   B. To resign from the SLB, a member must complete the form Notice of Resignation from the Sick Leave Bank. A copy of this form will be provided to the President. If a member fails to officially resign from the Sick Leave Bank by completing the form, the employee’s participation will be terminated upon his/her last working day at the college. The employee’s sick leave days on deposit will be returned to his/her personal sick leave account.
   C. Upon retirement or transfer of a SLB member, days on deposit with the SLB shall be withdrawn and transferred with the employee or made accessible for retirement credit as applicable.
   D. Upon a member’s resignation from the SLB, any outstanding debt or leave days must be repaid to the SLB. If the employee has no sick leave days or an insufficient number of sick leave days remaining in his/her account, then his/her final check shall be reduced in accordance with the prevailing rate for the number of days owed to the bank after all accrued days are taken into account. Monies collected from former members of the bank by the college shall be used to replace the number of days borrowed from the bank. The “prevailing rate” is the current salary rate of the member owing the sick leave. (See Opinion of Attorney General to Honorable Roy Johnson, October 24, 1985.)
   E. In the event of the death of a member of the Sick Leave Bank who shall have died owing a number of sick days beyond that which he/she shall have accrued, the Committee may, by a 2/3 majority vote of the membership, forgive the indebtedness.

VI. GUIDELINES: LOANS, LOAN REPAYMENT, APPEAL PROCEDURES
   A. Loan
      1. Members of the Sick Leave Bank are responsible for reviewing and understanding the guidelines for loans and loan repayment.
      2. It is the eligible member’s responsibility to make loan requests when he/she deems it necessary. No loan requests shall be initiated by the Committee.
3. Any member borrowing from the SLB must agree to comply with all rules and regulations of the Alabama State Board of Education and the rules promulgated by the Committee regarding sick leave loans.

4. Only members of the Sick Leave Bank who have exhausted all accumulated sick leave in his/her personal account may complete the form Application for Loan to request a loan from the SLB. The form is to be submitted to the SLB Chair.

5. In cases where the member has been incapacitated, his or her agent or representative (designated as such in writing) may apply to the Committee on behalf of the contributor. In case of mental incapacity of a contributor, the designated agent or representative must be a person who, by law, may serve in such capacity.

6. No employee shall be allowed to have an outstanding balance of over 15 days during a leave year, unless more than fifty percent of the membership votes to a loan extension. No more than a five-day loan extension shall be granted by the membership.

7. A request for a loan extension of five or fewer days must be made in addition to the initial loan application. The employee or, if incapacitated, his/her agent/representative, must make his/her request in writing, noting in detail why the extension is necessary. The Committee will inform the membership of the loan extension request and survey each member for approval/disapproval of the loan extension. A 2/3 majority is necessary for approval.

8. After an Application for Loan has been received by the Committee Chair, he/she will convene a meeting of the Committee. The Committee will review the application, make a decision to approve or disapprove the loan request, and determine the number of days to be loaned based on, but not limited to the following factors: (1) the applicant's need, (2) the circumstances of the illness or disability, (3) years of service to the College, (4) the availability of days on deposit in the bank, and (5) the applicant's ability to repay the loan.

9. At the discretion of the Committee, and upon the request of the applicant, a loan may be granted retroactively to the fifteenth day of the absence.

10. The Committee may require a statement from the applicant's physician certifying the nature of the illness or disability as a prerequisite for awarding a loan. If the Committee wishes to receive this statement, the Committee Chair will contact the employee or his/her representative. The employee or his/her representative must submit a Physician Statement form to the Chair within five days.

11. If an employee is able to return to work before using all days borrowed from the SLB, only those days used must be repaid. Any remaining days loaned by the bank will be cancelled.

12. If a member borrowing sick leave later qualifies to receive catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the SLB to the credit of the affected member.

B. Loan Repayment

1. Sick leave days borrowed from the Sick Leave Bank shall be repaid monthly as re-earned by the borrowing member.

2. A Loan Repayment Schedule must be completed by the SLB Chair, agreed to by the borrowing member, and approved by the Sick Leave Bank Committee. The Committee Chair will submit copies of the repayment schedule to the Business Office and to the custodian of leave records.

3. The loan repayment schedule will be effective at the time of the loan approval.
4. If the loan cannot be repaid as scheduled, the Sick Leave Bank Committee will determine if the repayment schedule may be modified.

5. Upon the resignation, transfer, or termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee’s prevailing rate of pay.

C. Appeal Procedures
   1. Any applicant who disagrees with the decision(s) made regarding his/her loan application, loan repayment schedule, etc., may appeal the decision(s) by submitting an appeal request in writing to the college President.
   2. The President shall have the authority to affirm, reverse, modify, or remand such decisions made by the Committee, and shall provide a written, dated report of his/her findings to the Committee members within fifteen days of his/her receipt of the appeal.
   3. The Committee will provide a copy of the President’s findings to the appealing member.

VII. Catastrophic Sick Leave
   A. To meet qualifications for receiving catastrophic sick leave, an employee must be suffering from a catastrophic illness which is defined as any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician, which causes the employee to be absent from work for an extended period of time.
   B. An employee requesting to receive catastrophic sick leave must first have exhausted all sick and personal leave, and shall first borrow and use days from the Sick Leave Bank, up to a maximum of fifteen days.
   C. With regard to catastrophic sick leave, members of the SLB, at their discretion, may complete the form Donation of Sick Leave Days for a Catastrophic Illness to donate a specific number of days to the Sick Leave Bank to be designated for a specific employee for use against a catastrophic illness. The Committee Chair shall inform the donating employees in writing that the donated days are not to be recovered or returned to the donor unless they are not used by the recipient employee.
   D. Each member of the Sick Leave Bank may donate no more than 15 sick leave days to the Sick Leave Bank for the catastrophic sick leave of any one employee during a 12-month period, and no more than 30 sick leave days in total for the catastrophic sick leave of any one employee.
   E. No member eligible to receive catastrophic sick leave may be granted more than 30 days of catastrophic sick leave during a 12-month period.
   F. Donated days shall become available for use by the recipient employee, as designated by the donating employee, who shall not be required to repay the days.
   G. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Code of Alabama 16-1-18.1.
   H. The Sick Leave Bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness. An employee must be a member of the Sick Leave Bank to donate or receive catastrophic sick leave days. To ensure the orderly transfer and acceptance of catastrophic sick leave days from one sick leave bank to another, only a uniform form provided by the State Board of Education may be used.

VIII. Sick Leave Donations from Retiring Employees
   A. Members of the Sick Leave Bank retiring from the institution may donate unused sick leave to the Sick Leave Bank.
   B. Donated days may be granted only to those individuals seeking catastrophic sick leave.
   C. The use of days donated from retirees must receive the majority approval of the Committee.
D. No individual may receive more than three days from the retiree donations to use for catastrophic sick leave.

**Emergency Leave**
A maximum of three days of emergency leave with pay may be granted to any full-time non-instructional employee (employees on Salary Schedules A, B, C, and E) during any leave year if, in the judgment of the president, it is essential that the employee be absent. Emergency leave with pay is non-cumulative and may be granted only for an employee who has exhausted all of his or her annual and sick leave.

**Military Leave**
All full-time employees are eligible for paid military leave of up to 168 hours per calendar year in the event of being called to active duty. During the period of paid military leave, the respective employee shall continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits. Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

All full-time employees eligible for paid military leave shall also receive up to a maximum of 168 hours of paid military leave each time such eligible employee is called by the Governor of the State of Alabama to duty in the active service of the state.

The College complies with the military family leave entitlements which are part of the Family Medical Leave Act.

**Court Attendance**
Full-time employees of the College who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. A copy of the summons must be included with the Employee Leave Request form submitted for these absences.
Absences of Special Appointment and Adjunct Faculty
Special Appointment and adjunct (part-time) faculty members are not covered by the leave policies for full-time faculty. Absences during the term of employment should not be necessary except in cases of emergency.

The following procedure is to be followed by a special contract or adjunct instructor who must miss work:

- E-mail a request for approval to the relevant dean and the division or program director. The request should include a brief description of the reason for the absence and an explanation of assignments made to students to complete in the employee's absence.
- Consult the division director in advance concerning such instructional matters as the appropriateness of proposed alternative assignments or qualifications of a proposed substitute speaker or proctor.
- E-mail all affected students with notification and instructions for assignments.

Exceptions Regarding Absences
The president should be contacted in case of problems concerning absences or leave not explicitly covered in the leave policy.

Accounting for Leave Balances
Employees receiving earned leave benefits may view their leave balances in the Employee Information Center, accessed through the NOAA (Northeast Online Account Host) on the College website. Personnel are urged to regularly review their online statements and to report any concerns to the Human Resources Director.

Business Travel Requests and Expenses
College business travel must be indicated on the Employee Leave Request form and must have prior approval of both the employee’s supervisor and the president. An estimate of all expenses to be incurred, the purpose of the travel, and the destination must be indicated on the leave request form. Travel reimbursement forms should be submitted promptly for budgetary reasons. Reimbursement forms must be submitted on or before the last day (September 30) of the fiscal year in which the travel was taken. Any questions should be directed to the employee’s supervisor.

In-State College Business Travel
Upon completion of in-state travel, the employee submits to the immediate supervisor the In-state Travel Reimbursement Form along with the previously approved Employee Leave Request form. The reimbursement request must be approved by the supervisor, the dean of administrative services, and the president.

Reimbursement for in-state travel is based upon per diem rates as established by the Alabama Community College System and upon the Internal Revenue Service mileage rate. All rates are subject to change and can be accessed by contacting the Office of the Dean of Administrative Services.

The hour of departure from base and the hour of return to base must be entered, since the number of hours away from the official base will determine the number of per diem units allowed.

For employees traveling in privately owned vehicles on official business for the state, mileage/expense reimbursement will be at the current Internal Revenue Code mileage rate (Act No. 99-362). This rate will be adjusted upon notification by the IRS and Alabama Community College System. Where, for travelers’ personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical, usually traveled route.

Under no circumstances will per diem be allowed an employee at the official station or base.
The time of arrival and departure from a place will be considered as the hour at which the train, plane, bus, automobile, or other conveyance used by the traveler, actually leaves or arrives at its regular terminal.

For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. Otherwise, the speedometer readings must be checked at the beginning and ending of the trip. If travel involves more than one city, the route taken must be indicated (for example, NACC – Montgomery – Tuscaloosa - NACC). All vicinity mileage is to be recorded as such, and if it exceeds twenty miles on any day, the major points of travel should be indicated.

**Out-of-State College Business Travel**

The President is authorized to approve out-of-state travel for employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.

Out-of-state travel is reported to the Chancellor by the custodian of leave records prior to the actual travel (Board Policy 316.01, 3/27/2008). *Employee Leave Request* forms for out-of-state travel shall be submitted at least three weeks prior to the date of the anticipated travel in order to secure the approval of the president and enable notification of the Alabama Community College System Office as required by Board Policy 316.01. A *Request for Out-of-State Travel* form must accompany the *Employee Leave Request* form. Personnel will not be reimbursed for any travel that is not approved by the president prior to the travel.

Upon completion of out-of-state travel, the employee submits to the immediate supervisor the *Out-of-State Travel Reimbursement Form* along with the previously approved *Employee Leave Request* form. Reimbursement for out-of-state travel is the amount spent for actual and necessary expenses, including public conveyance (tourist class only). Reimbursement for travel in private vehicles is made at the Internal Revenue Service mileage rate. Receipts for all expenses must be attached to the reimbursement form. The reimbursement request must be approved by the supervisor, the dean of administrative services, and the president.

**Use of College Vehicles**

Personnel who wish to use a college-owned vehicle for college business travel must make arrangements with the Dean of Administrative Services at least three days in advance.

**Health Insurance**

**Insurance Programs**

All full-time employees and permanent part-time employees meeting certain requirements are eligible for individual health insurance under PEEHIP (Public Education Employees’ Health Insurance Program). The major portion of the premium is paid by state allocation and the remainder by the employee. Family coverage is also available, with the additional cost being the responsibility of the employee. An optional plan may be selected (vision, cancer, dental, and/or hospital indemnity) instead of or in addition to the comprehensive health coverage. If the optional coverage is selected in addition to the comprehensive, the additional cost is the responsibility of the employee.

Payroll deduction is the standard means of effecting employee payments to either insurance plan. The Payroll Clerk is the contact person.

**Flexible Spending Account**

PEEHIP offers two flexible spending accounts (FSA) to all active employees: the Health Care and the Dependent Care Spending Accounts. Flexible spending accounts may provide tax breaks on regular, predictable hospital, medical, dental, vision or prescription drug expenses not covered by insurance.

**Cafeteria Plan**
NACC employees have established a cafeteria plan, which allows the costs of certain insurance coverage to be deducted from the taxable income prior to calculation of FICA and federal and state taxes. The net result is a reduction in the amount of these taxes paid for those individuals participating in the respective insurance programs. Per IRS Regulations, a Salary Redirection Agreement must be signed when employment begins. AFLAC manages the cafeteria plan for NACC; therefore, an AFLAC agent must see each new employee to sign the document.

Insurances which are included are PEEHIP and other hospitalization and health (illness) policies, such as cancer coverage. Disability, life, and accident-only policies are excluded.

Disability Insurance
A group insurance plan for disability coverage is in effect for employees who choose to participate. This plan is voluntary. Premiums are deducted automatically from the monthly earnings of enrolled employees. The Payroll Clerk is the contact person.

Other Insurance Plans
Payroll deduction to certain other insurance programs may be arranged with the Payroll Clerk. These include the following:

- American Family Life Assurance Company (AFLAC) (cancer, life, long-term care)
- Conseco Health Insurance Company (cancer)
- Educator Benefits - AEA sponsored plans (life, disability, cancer, others)
- Metropolitan Life Insurance Company (life)

The Payroll Clerk is the contact person.

Teachers’ Retirement System

Teachers’ Retirement System of Alabama
Full-time and permanent part-time community college faculty and staff are members of the Teachers’ Retirement System of Alabama (TRS). Personnel are encouraged to familiarize themselves with the System by reviewing the TRS homepage of the Retirement Systems of Alabama website. Adjunct faculty who are already enrolled in TRS must notify the Payroll Clerk upon employment with the College.

Federal taxes are calculated on employee earnings after retirement contributions to TRS. Retirement benefits are taxable at the time of withdrawal.

RSA-1 Deferred Compensation Plan
RSA-1 is an eligible deferred compensation plan as defined by Section 457 of the Internal Revenue Code of the United States and is authorized by §36-27A-1, et. seq., Code of Alabama 1975, as amended. There are no fees for participating in the RSA-1 Deferred Compensation Plan. An employee may elect to begin participation in RSA-1 during any month, with actual deferral of compensation becoming effective the following month. The amount being deferred may be changed upon appropriate notification to the Payroll Clerk. Additional information is available on request from the Payroll Clerk as well from the Retirement Systems of Alabama website. The Payroll Clerk is the contact person.

Payroll Deductions

Credit Unions
Employees may request that a portion of their earnings be sent automatically to First Educators Credit Union (FEC) (800-264-8031) or Redstone Federal Credit Union (256-259-0138).

Deferred Compensation and Annuities Plans
Certain retirement options may be payroll deductible. These currently include PEBSCO and VALIC.

United Givers Fund
Employees may request that a portion of their earnings be sent automatically to the United Givers Fund for DeKalb or Jackson Counties. These contributions are tax deductible and result in financial support to programs delivering vitally needed services to the designated county. Donations to the United Givers Fund help support the American Red Cross, Boy/Girl Scouts of America, Easter Seals, Family Services Center, CASA, and other charitable organizations.

The Payroll Clerk is the contact person for all payroll deductions.

**Tuition Assistance**

Full-time employees and Salary Schedule H employees and their dependents may be eligible for tuition assistance for courses taught by community and technical colleges under the control of the Alabama Community College System Board of Trustees. Tuition assistance will be limited to availability of space per course.

Definitions, eligibility requirements, and procedures for implementing such tuition assistance shall be set out in guidelines established by the Chancellor (Board Policy 612.02, 7/14/09).

Application forms are available in the Financial Aid Office. The application form should be completed prior to registration for classes. A copy of the completed form must be maintained by the employing institution and the institution offering courses (if not the same).

**Definitions**

For purposes of this program, an employee is any full-time employee of any public two-year college in the State of Alabama. The program does not include temporary or part-time employees or persons serving as independent contractors to the College. A dependent is the spouse of any full-time employee; the unmarried natural or adopted children of any full-time employee, residing in the household of the employee or the employee’s former spouse; the unmarried stepchildren of any full-time employee, residing in the household of the employee; or a legal ward (a minor child placed by the court under the care of a guardian).

**Eligibility**

Employees must have been employed by the College for one full academic year or at least 12 months, whichever is less restrictive, prior to the first scheduled day of class for the semester for which the employee is applying.

Dependents are eligible when said employee is eligible, and to the same degree to which the employee is eligible, except as herein modified.

**Termination of Eligibility**

Employee eligibility terminates if the employee discontinues full-time employment at his/her respective institution for any reason except on an approved leave of absence.

Dependents will be ineligible when said employee becomes ineligible, except that dependents of any employee who has 25 years or more of continuous service in the Alabama Community College System upon retirement from the Alabama Community College System are eligible to participate in the program for a five-year period commencing with the date of the employee’s retirement from the System.

**Amount of Assistance, Limitations, and Conditions**

**Tuition Cost.** All eligible employees and their dependents will be allowed a waiver of one third of the normally charged tuition after the first year (full academic year or 12-month period) of employment, a waiver of two-thirds tuition after the second year of employment, and a waiver of full tuition after the third year of employment. (Partial tuition adjustments are to be rounded down to the nearest dollar.) Expenses for supplies, books, and fees other than tuition will not be waived.
Limitation. There is no limitation as to the number of credit hours taken, other than the regular academic limitations that apply at the respective colleges. All students will be required to abide by the academic policies that are in effect at the institution they are attending.

Conditions. To be eligible for tuition waiver, the student-employee or dependent must maintain at least a "C" (2.0 on a 4.0 scale) in the courses for which he or she receives tuition assistance. Failure of the student-employee or -dependent to meet this grade requirement will result in the employee or dependent’s having to pay tuition for courses taken until his or her average grade is “C” or better. The student-employee or -dependent can then again be eligible when his or her cumulative grade point average is brought back up to the “C” requirement.

Auditing. The student-employee or dependent will be allowed to audit one course (up to five credit hours) per semester at no cost. The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students except the final examination is not required. Failure to comply with these requirements will result in the student-employee or dependent becoming ineligible for further participation as an audit student.

Repeating Class. Tuition costs for courses repeated will be the responsibility of the student-employee or dependent and consideration under the tuition assistance program will be disallowed. Tuition assistance will be disallowed for repeating a class for which the grade of “W” was originally received.

Review of Records. The transcript of the student-employee or dependent will be reviewed to document course completion and continued eligibility, based on satisfactory progress as outlined under “Conditions” above.

Work Week. Participation in this program is in addition to the employee’s full time work week, and should not be considered when computing the employee’s time for financial compensation. However, in certain cases the employee’s work schedule may be adjusted to permit course attendance. Adjustments to an employee’s weekly work schedule must be recommended by the employee’s supervisor and/or dean, and approved by the President (Guidelines for Policy 612.02, March 2008).
Section V: Financial Affairs

Budgets and Purchasing

Accounting Procedures
The *Financial Management Procedures Manual* for the Alabama Community College System shall be used to comply with generally accepted accounting procedures, good business practices, Board policy, and applicable laws. The Chancellor shall revise and maintain the manual as needed.

Preparing Budgets
In accordance with the purpose of NACC, primary consideration in budget planning is placed upon the needs of the instructional programs. The first items budgeted are the salaries of instructional and other professional personnel. Other costs that have to be projected are the salaries of support personnel, instructional supplies and equipment, office supplies and equipment, travel, materials and fees for specialized testing, membership costs for institutional and program accreditation, physical plant maintenance, utilities, and insurance.

The President calls meetings for budget planning during the spring and summer of each year. The current year’s budget is analyzed to detect trends that may affect the projected budget year; enrollment projections are compared with actual enrollment; and revenue projections, particularly student revenues, are compared with actual revenues to date. Similar comparisons are made for expenditures for all segments of the budget.

Instructors and other staff members provide input to the budget through estimating, along with their supervisors, their expenditures for the projected budget year. These estimates together address the amounts necessary to support all programs and functions of the institution in accordance with established purposes and policies.

These estimates are compiled and prioritized by the division directors and other administrators and are balanced against the projected funds available.

Funds may be shifted within each office or divisional category through re-budgeting authorized by the Dean of Administrative Services and the President.

The budget is submitted as required to the Alabama Community College System, for submission in turn to the Alabama Community College System Board of Trustees. Once the budget is approved by the Board, any major changes during the fiscal year must be submitted by the President for Board review and approval or disapproval.

Purchasing Procedures
Purchase orders must be secured prior to obligating the College for payment of goods or services.

No one other than the Dean of Administrative Services and the President have the responsibility of obligating any funds under the name of the College. All purchases made will be authorized on the official purchase order which is issued upon the approval of requisitions submitted to the Business Office.

Should the College receive a bill for goods or services for which a purchase order was not obtained as outlined below, then the College shall return the bill to the vendor and request that the employee who made the purchase be billed.

The College uses a computerized purchase order system, which requires the following procedures for requisitioning materials, supplies, or services:

1. The person requisitioning items to be purchased is to complete the purchase request sheet. Copies of this form are available in any administrative office.
2. The person making a request should specify the quantity, description, and price of each requested item. A preferred vendor may be listed.
3. The purpose and budget category of the purchase is to be specified on the form.
4. The completed form should be submitted to the division director or to other immediate supervisor; upon approval, the division director or supervisor will submit the form to the respective dean.
5. The purchase request is keyed into the computerized purchase order system by Business Office personnel after signature approval is given on the form by the Dean of Administrative Services and the President.
6. Purchase orders will be issued by the institution on each Thursday, excluding special circumstances.
7. A copy of the purchase order is sent to the initiating person when the purchase order is mailed. Purchases received should be checked carefully against the purchase order copy; any discrepancies must be reconciled. Upon receipt of invoice, the person who initiated the requisition and received the goods notes the date purchases were received and signs to authorize the payment. The invoice is then returned to the Business Office. All invoices must bear the related purchase order number for reference.

Resource Development: Fund-Raising Policy
All fund-raising activities of Northeast Alabama Community College are conducted to help fulfill the mission of the College. Fund-raising includes two basic practices at NACC: (1) the solicitation of funds for program-related and student activities; and (2) obtaining donated equipment and monetary contributions from various organizations.

All program-related and student fund-raising activities must be approved by the President. The Request for Fund-raising Activity form should be submitted for approval of these activities.

Occasionally monetary contributions or equipment are made on an unsolicited basis. These contributions must be approved by the President. Such contributions must be included in the College’s financial records and are subject to the state auditing process. Both types of fundraising are to be included in the College planning process and are to be regularly evaluated by the Dean of Administrative Services.

Resource Development: Grant Proposals
It is the policy of Northeast Alabama Community College to encourage faculty and staff members to develop proposals for external grants for specific projects relating to their disciplines. It is emphasized, however, that the College is a teaching institution and that grant activities should not interfere with instructional responsibilities.

All proposals should be submitted through the proper institutional official as designated in the organizational chart. The President makes the final determination concerning a request.

College personnel must maintain institutional control of the administration of research projects and not permit institutional activities to be threatened by the acquisition of contracts and grants. Staff and faculty undertaking research and publication through grants and contracts should balance their work so that all aspects of their job descriptions are met. The final measure of this balance is the annual personnel evaluation.

Grant Management Procedures

Grant Administrator
The Grant Administrator should be the Dean, or Director, supervising the institutional area for which the grant is designed to support and promote, such as the Adult Education (AE) program, scholarships, or vocational education programs. The Grant Administrator is designated by the President of the institution for any grant. The Grant Administrator is responsible for overall management of the grant from the time the grant is awarded until all grant activities and requirements are accomplished. The Grant Administrator is the primary institutional contact for all grant-related activities with the awarding authority, and is responsible for all reporting to the awarding authority during the life of the grant.
Organization of Materials
Grant documents will be maintained in the office of the Grant Administrator for a period of three years after the grant requirements are completed. After this three-year period, all grant documents must be archived in the institution’s area for storing documents for a period of ten years, or the length of time designated by the awarding authority.

All documents should be maintained as a unit in a folder, or file cabinet, sufficient to contain the documents in an easily identifiable and accessible fashion. The folder, or file cabinet, should contain the following materials in a separate section within the folder or file drawer, for review by the Grant Administrator and federal and state auditors:

- Copies of executed grant agreement (one copy to the Business Office)
- Grant budget (One copy to the Business Office)
- Correspondence concerning the grant
- Financial reports
- Program progress reports
- Audit and project closeout documentation

Task Management Plan
Upon receiving the grant award, the Grant Administrator will plan the activities associated with accomplishing the tasks to be supported by grant funds. The plan should identify the specific program areas targeted by the grant, based upon the grant application from which it was awarded. Specific institutional departments to benefit from the grant funds should be identified, as well as the type of expenditures allowed by the approved grant budget for each department. The plan should include time frames for completing specific tasks within the term of the grant. Specific dates should be identified to complete the required progress and financial reports to the awarding authority for the term of the grant.

Specific attention should be given to closeout procedures required by the grant. The closeout of the grant will generally coincide with the fiscal year-end activities of the institution and will require final grant expenditures to be completed by the year-end date. All grant expenditures should be completed prior to the year-end date in order for final reporting and closeout procedures to be completed timely.

While the Task Management Plan is not necessarily meant to be detailed, it should generally encompass activities already identified in the institution’s formal Institutional Management Plan and augment those activities. Overall activities and expenditures of the grant will fall within the normal institutional activities and expenditures, and will follow the same procedures and policies for approval.

Financial Management System
Grant financial management is incorporated within the institution’s general financial accounting system. Grants are uniquely identified by a program code within the Restricted Fund Group specific to each grant.

Upon receipt of the grant award letter and completed agreement, the Business Office will manage the financial transactions of the grant in the following manner:

- **Account Setup**
  The Business Office accountant will assign a program code, a specific subset of the account code, to the grant. This code is used to track all revenues and expenditures of the grant by function and department code. A complete set of grant accounts will be established in the institutional accounting system using this program code for revenues, expenditures, and general ledger accounts. Grant budgets will be entered into the grant accounts. Grant budget centers will be established for use by the Grant Administrator and Business Office for reviewing and tracking of grant financial transactions. Access to the budget center will be provided by the Business Office.

- **Grant Revenues**
As grant revenues are received, they will be identified by the Business Manager, or Accountant, and receipted by the Accounts Receivable Clerk into the grant’s revenue accounts. Grant revenues may be received by one of three methods. First, an on-line federal drawdown process is completed for funds, such as Financial Aid’s Pell grants. Second, a check, or EFT, may be received after a scheduled progress and billing report required by the grant. Third, a monthly appropriation of grant funds may be received over the term of the grant, such as some state grants.

- **Grant Expenditures**
  Grant expenditures are accomplished through the institution’s normal purchasing procedures and charged to the grant accounts as purchases are made. A purchase order will be initiated by the department approved to utilize grant funds. The Grant Administrator will approve the purchase order by his/her signature. The Business Manager will approve the purchase order based upon the grant agreement and budget, and forward the purchase order to the President for final approval.

  When purchased items and invoices are received, the Accounts Payable Clerk will forward the invoice to the individual who initiated the purchase order for verifying the receipt of all items ordered. The invoice is returned to the Business Office for processing. Checks made to the vendors will be charged to the grant’s specific expenditure accounts assigned by the Business Manager.

  Personnel paid from grant funds will be assigned specific grant pay codes in the individual’s contract in the accounting system. As payroll checks are made, the system will charge the pay amount to the grant’s expense code assigned by the Business Manager. In the same manner, student grant scholarships are charged to the grant as payments are made.

- **Financial Reports**
  Grant financial reports will be produced from the institution’s accounting system using data contained in the grant’s set of accounts. The data necessary for the reports will be provided by the Business Office to the Grant Administrator who will submit the report to the awarding authority. These reports may accompany a progress and status report on a monthly, quarterly, or annual basis. If the report is simply a billing, the Business Office will submit the billing directly to the awarding authority. Copies of the financial reports will be maintained in the Business Office grant file for review by auditors and awarding authority, as well as in the Grant Administrator’s grant file.

**Purchasing System**
Northeast requires purchase orders for the purchasing of goods and services with institutional funds, including restricted grant funds. The following procedure is followed for purchases of all grant-approved materials, supplies, and equipment:

- **Purchase Order Initiation**
  Purchase orders may be initiated by personnel of the department to receive the goods being ordered. The Purchase Order Request Form is completed and signed by the requestor and forwarded to the department/division director for signature approval. If purchases are to be made from grant funds, the request is forwarded to the Grant Administrator for his/her signature approval.

- **Purchase Order Approval**
  The Grant Administrator has the responsibility to determine if the requested items on the Purchase Order Request Form are within the allowable expenditure guidelines of the grant, and is a budgeted item or within an allowable budget category. The Grant Administrator will verify approval by his/her signature on the Purchase Order Request Form and identify in an area provided at the bottom of the form the grant from which payment is to be made. The Purchase Order Request Form is then forwarded to the Business Office for approval by the Dean of
Administrative Services and assignment of the grant expenditure accounting code(s). The final approval is required by signature of the President of the institution.

- **Bidding**
  Institutional purchasing is governed by the Alabama Bid Law. The law is amended periodically, especially the value limit on purchases that do not require competitive bidding. Currently the limit is $15,000 for any item, or group of like items purchased within a fiscal year. Items exceeding the limit are offered for competitive bidding. Any item, regardless of cost, may be offered for competitive bidding.

  An invitation to bid (ITB) is constructed by the Business Office personnel using specifications based upon the needs of the individual, or department, submitting the purchase order request, or specifications from previous bids from which the same item(s) was purchased. Vendors to receive the ITB are selected from the institution’s vendor listing, the internet, or other identifiable source of vendors offering the item(s). Bids received in the Business Office by the deadline established in the ITB are considered valid bids. The bids are opened immediately after the deadline, and the sessions are open to the public. The individual requesting the item(s) is required to be present and participate in the analysis of each bid response to select the lowest responsible bidder. The lowest responsible bidder is awarded the bid and a purchase order submitted to that bidder.

- **Purchase Order Entry**
  After all approvals, including the bidding process, are completed for the Purchase Order Request Form, the Business Office Accounts Payable Clerk enters the data from the Purchase Order Request Form into the administrative computer system, which automatically assigns a sequential, numeric purchase order number and prints an official purchase order for submitting to the vendor. Purchase order numbers provide invoicing and payment tracking to vendors for each grant. These are signed by the Dean of Administrative Services for distribution.

- **Inventory Control**
  Northeast maintains an inventory list of all items capitalized by the institution, according to the federal guidelines for capitalizing items. Currently those items costing a total of at least $5,000, including component costs, are capitalized and recorded in the institution’s accounting system. All capitalized items are decaled and maintained on the institution’s inventory control listing.

  In addition to items costing $5,000 or more, items purchased by federal grants that are considered to be of a “personal nature” and more liable to be stolen or misused are uniquely decaled and maintained on separate inventory control lists. These items are not capitalized, but are subject to all control functions in place for capitalized items. The inventory control of these items is the responsibility of the campus unit for which the grant was awarded, such as Adult Education or Technical Division who are normal recipients of grant funds.

  An annual inventory is conducted by the Business Office Inventory Clerk to locate and identify each item on the list. Each building on campus has an individual responsible for supervision of the building and its contents. This individual is responsible for locating the decaled items on the inventory control list and reporting its location to the Business Office Inventory Clerk. Any time a decaled item is moved from its inventory control list location, it is the responsibility of the building supervisor to notify the Business Office Inventory Clerk as to the new location of the item.

  If any inventory item is lost or considered stolen, an investigation is conducted and documented by campus security personnel. Documents are submitted to the local police departments for further investigation and possible recovery of the lost or stolen items. A search of other campus facilities is conducted by the building supervisors to attempt to locate the missing item. If the item cannot be located or recovered, an insurance claim is submitted to the Alabama Department of Risk Management providing insurance coverage for facilities and contents for settlement. Any item not recovered within one year is removed from inventory control and the institution’s accounting system.
If any inventory item is damaged beyond use by whatever means, an insurance claim is submitted to the Alabama Department of Risk Management for settlement and removed from inventory control and the institution’s accounting system.

**Personnel Policies**
Personnel funded by any federal grant are recruited, compensated, and managed according to the Board Policy Series 600: Personnel Policies. Grant-funded individuals must adhere to the same guidelines and policies as all other institutional personnel under the control of the Alabama Community College System. No distinction is made between other personnel and grant-funded personnel, except for wage and benefits funding source identification within the institutional accounting system.

**Quality Review and Control**
The Grant Administrator, in cooperation with the director or division chair of the program area receiving the grant, is responsible for development of a system of quality review and control of the grant objectives. The system should consist of documentation of steps to achieve the grant objectives, timeframes for completion, and periodic progress reports addressing each objective. Coordination with the Business Office in securing grant funds, approving grant expenditures, and the close-out procedures required by the grant awarding agency is essential for each grant, as each has unique requirements and objectives.
Section VI: General Institution

College Calendar
The college calendar, also called the academic calendar, is prepared in early spring by the Office of the President. After the calendar has been approved by the President and the Chancellor, it becomes the official calendar for the next academic year. A copy of the complete college calendar appears in the college Catalog, and the class schedule contains the current semester’s calendar.

College Catalog
The Northeast Alabama Community College Catalog is published annually in the summer for the next academic year. The Director of Promotions and Marketing is responsible for compiling information and editing the catalog. Instructors and staff members should be knowledgeable of the general information and the curricula included in the catalog in order to advise students as necessary. Suggestions for additions or changes to the catalog should be submitted to the Director of Promotions and Marketing.

Communications

Direct Communications with Administrative Officers
Administrative offices are open to direct communications with all employees. Although an employee should work with and through the immediate supervisor on matters pertaining to the department, division, or office, many incidental problems or questions may be handled effectively by direct, informal communication. The College organizational charts delineate the appropriate chain of command.

All administrative offices are open to direct communication with all employees, and adjunct faculty and staff members should feel free to address a relevant office directly whenever necessary. The Office of the President is open to all personnel should any problem arise that they would like to discuss.

Email
All professional employees of the College should have an active college email account. Any employee of the College may obtain an email address by contacting the Office of Educational Technology Support. A campus email directory is available on the college website. Most email addresses use the following format: lastnamefirstinitial@nacc.edu.

Memoranda and other internal notices are issued quite often via email. It is important that all personnel check their email accounts on their assigned duty days. In addition to network access on campus, email accounts may be accessed online via the NACC website.

Email messages to be sent campus wide to all personnel and/or to all students must be approved by either the President or the Vice President/Dean of Instruction. The text of the proposed message should be sent in an email to the Administrative Assistant to the Vice President/Dean of Instruction for review by either the Dean or the President. Upon approval, the message will be released by one of these offices.
## Quick Reference for Questions or Issues

<table>
<thead>
<tr>
<th>Question/Issue</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course syllabi</td>
<td>Division Director, Appropriate Dean, and/or Director of Extended Day/Distance Education Programs</td>
</tr>
<tr>
<td>Class schedules and assignments</td>
<td></td>
</tr>
<tr>
<td>Classroom assignments</td>
<td></td>
</tr>
<tr>
<td>Faculty absences</td>
<td></td>
</tr>
<tr>
<td>Textbook selection and ordering</td>
<td></td>
</tr>
<tr>
<td>Instructional program in general</td>
<td></td>
</tr>
<tr>
<td>Distance education instruction</td>
<td></td>
</tr>
<tr>
<td>Curricular changes</td>
<td>Division Director and/or Curriculum Committee</td>
</tr>
<tr>
<td>Technology assistance/repairs</td>
<td>Office of Educational Technology</td>
</tr>
<tr>
<td>Use of technology in instruction</td>
<td>Director of Educational Technology, Student and Faculty Technology Learning Center and/or Faculty Technology Committee</td>
</tr>
<tr>
<td>Equipment &amp; supplies</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>Dean of Administrative Services</td>
</tr>
<tr>
<td>Group insurance</td>
<td></td>
</tr>
<tr>
<td>Printing and duplicating services</td>
<td></td>
</tr>
<tr>
<td>Use of College vehicles</td>
<td></td>
</tr>
<tr>
<td>Registration and student records</td>
<td></td>
</tr>
<tr>
<td>Janitorial and maintenance services</td>
<td>Director, Physical Plant (Service Request form)</td>
</tr>
<tr>
<td>Heating and cooling</td>
<td></td>
</tr>
<tr>
<td>Repairs to physical plant facilities and equipment</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>Dean of Student Services</td>
</tr>
<tr>
<td>Student activities</td>
<td></td>
</tr>
<tr>
<td>Student situations requiring specialized counseling or advising</td>
<td></td>
</tr>
<tr>
<td>Dual enrollment</td>
<td></td>
</tr>
<tr>
<td>Student financial aid</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Student loans</td>
<td></td>
</tr>
<tr>
<td>Student work-study services</td>
<td></td>
</tr>
<tr>
<td>College services during evening hours</td>
<td>Director of Extended Day/Distance Education Programs</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Human Resources Director</td>
</tr>
</tbody>
</table>
Mailboxes
Mailboxes for faculty and staff are located in the Business Office. Incoming mail is received at the Rainsville post office and delivered to the boxes daily when the College is open. College business outgoing mail may be deposited in the drop box located on the mailbox wall.

Memoranda and other internal notices are often placed in mailboxes. It is important that all personnel check their mailboxes on their assigned duty days.

NACC Alert/SchoolCast
NACC Alert is a mass notification system comprised of email, voice, and text messaging designed to send emergency messages to students and personnel in minutes. This system supplements the indoor/outdoor intercom system located throughout campus. College personnel and students may subscribe to alerts via three methods: voice messages to multiple phone numbers, text messages to multiple cell phone numbers, and email messages to multiple email addresses.

Press Releases
All news releases or articles pertaining to Northeast Alabama Community College should be sent to the Director of Promotions and Marketing for release to the respective newspapers. The Director of Promotions and Marketing reserves the right to edit and/or correct any information submitted. Any deadlines for submission, if known, should be clearly noted on each article. Photography to accompany articles may be requested of the Director of Promotions and Marketing. All College advertisements will be prepared in the office of the Director of Promotions and Marketing.

Telephone and Fax Services
All full-time professional employees have an assigned phone extension. Adjunct employees who work on the college campus have an assigned voicemail number. To place an in-state, long distance call, dial 94 to access phone lines provided by the State of Alabama. Out-of-state calls may be made through the switchboard operator. Assistance with the telephone system is provided by the Business Office. FAX services are available through the Office of the President, the Business Office, and the Learning Resources Center.

Website
I. Policy guidelines for official College web publications

The Northeast Alabama Community College is a State institution and College web publications have the same character as a written publication of the institution. These web publications include division, department, or program sub-web pages and Facebook and other social networking pages that in any way represent or reflect upon the college. The following are the official guidelines for the Northeast Alabama Community College web sites and Internet related material.

All web content published by Northeast Alabama Community College must:
- be approved by the Office of the President or designee;
- present content that describes the College accurately for the current semester;
- reflect positively upon the College as an institution of higher learning in visual appearance and editorial tone;
- further the institutional mission and goals of the College;
- be consistent with all policies, rules, regulations, and guidelines of the College, including but not limited to those published in the Catalog, Faculty and Staff Handbook, and State Board Policy;
- obtain approval through the appropriate college channels for any news releases or public announcements;
- be consistent with local, state, and federal laws, including copyright law;
- be consistent with principles of professional, educational, and creative ethics;
- be generated by software supported by the College;
- be designed to load quickly on computers of varied ages, Internet connections, and browsers.

Updated July 2017
II. Web content outside official College web publications

The College recognizes that individuals or groups may, without the consent or authority of the College, establish web pages, weblogs, social network accounts, or other web presences. The College will not preview, censor, or otherwise superintend such items. Any current student or current employee who establishes or maintains an unofficial web presence will, however, be subject to appropriate discipline if web content therein is in violation of the policy, rules, regulations or guidelines of the College, and said web presence must display in a prominent and appropriate location the following:

“This site does not officially represent Northeast Alabama Community College, and it has not been reviewed or approved by the College. The authors are solely responsible for the contents herein.”

III. Enforcement

The College reserves the right to enforce the provisions of this policy. Violations of any of these provisions may result in the loss of access or linkage without notice. In addition, students and employees are subject to College policies regarding discipline and sanctions.

Community College Convocations

All full-time administrators, faculty members, and professional staff are required to participate in the graduation exercises. Adjunct faculty members are encouraged to participate if other responsibilities permit.

Each faculty member is encouraged to attend all college functions, even if not assigned to specific duty for the event.

Drug-Free Workplace

In compliance with the drug-free workplace requirements of Public Law 100-6690 for recipients of Federal contracts and grants and Board Policy 613.01 (03/24/05), the following policy is in effect for Northeast Alabama Community College.

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Northeast Alabama Community College on any property owned, leased, or controlled by Northeast Alabama Community College or during any activity conducted, sponsored, or authorized by or on behalf of Northeast Alabama Community College. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802 or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq).

2. Northeast Alabama Community College has and shall maintain a drug-free awareness program to inform employees about the following:
   a. the dangers of drug abuse in the workplace;
   b. Northeast Alabama Community College’s policy of maintaining a drug-free workplace;
   c. any available drug counseling, rehabilitation, and employee assistance program; and
   d. the penalties that may be imposed upon employees for drug abuse violations.

3. All employees of Northeast Alabama Community College shall comply with paragraph 1 above.

4. Any employee who is convicted by any Federal or State Court of an offense which constitutes a violation of paragraph 1 above shall notify the President of Northeast Alabama Community College in writing of said conviction within five (5) days after the conviction occurs. Conviction, as
defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both.”

5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a Federal contract or grant, Northeast Alabama Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Northeast Alabama Community College is required under P.L. 100-690.

6. In the event an employee violates paragraph 1 above or receives a conviction as described in paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Northeast Alabama Community College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

7. Northeast Alabama Community College shall make a good faith effort to ensure that paragraphs 1-6 above are followed.

8. Each employee of Northeast Alabama Community College shall receive a copy of this policy.

Emergency Situations

Crisis Management Plan
Northeast Alabama Community College has established a Crisis Management Plan to guide in emergency situations. All personnel should be familiar with this plan and should have the document available for quick reference. To obtain a copy of the plan, contact the Office of the President.

Emergency Resources
First-aid kits are located in the Campus Police Office (Student Center) and in the science laboratories. Automated External Defibrillators are located in the lobbies of the Student Center and the Lyceum.

Fire extinguishers are placed throughout the buildings. All personnel should become familiar with their location and operation. Instructions are posted on the extinguishers.

Evacuation chairs are strategically located on the second floor of each two-story building for the evacuation of individuals unable to walk down the stairs.

NACC Alert/SchoolCast
NACC Alert is a mass notification system comprised of email, voice, and text messaging designed to send emergency messages to students and personnel in minutes. This system supplements the indoor/outdoor intercom system located throughout campus. College personnel and students may subscribe to alerts via three methods: voice messages to multiple phone numbers, text messages to multiple cell phone numbers, and email messages to multiple email addresses.

College personnel and registered students may register for NACC Alert. Following the drop/add period each semester, new users will receive an email delivered to their College email account with a username and password and detailed instructions for accessing their account. All students and personnel are urged to register for this service at www.myschoolcast.com.

NACC Alert will be activated for situations requiring immediate action, such as severe weather, building evacuations, or events requiring lock-down or shelter-in-place. Following a warning, the alert system may be used to provide additional messages or an “all-clear” announcement.
The College does not charge for the NACC Alert service. There may be a small charge for text messaging for cellular users who do not have a text messaging contract. Users should check with their cell phone carriers to determine what these costs may be.

Messages from NACC Alert are identifiable as follows:
- Emails will come from “Northeast Alabama Community College” (noreply@myschoolcast.com).
- SMS text messages will begin with “(SchoolCast):” and come from 32075.
- Voice messages/phone call caller ID will be 256-638-4418. Users are encouraged to program this number into their phones along with a College identifier.

Emergency Shelter Duty
The President or president’s designee may assign employees to assist in managing and maintaining college facilities when such facilities are activated to provide shelter disaster evacuees. Employees assigned to emergency shelter duty shall, upon certification by the President, be paid two times the applicable normal rate of pay for each hour worked. This rate shall apply whether or not the workweek exceeds forty hours and does not apply to employees paid on Salary Schedules A and B (Board Policy 606.08, 05/25/06; Guidelines for Policy 606.08, November 2008).

Response to Inclement Weather
In the event of college closings due to inclement weather, the following procedures will be followed:

Day Classes. If the College is to be closed for day classes, this information will be sent to student and staff e-mail accounts and phones by SchoolCast, the alert and notification system used by the College. Information also will be provided to local television and radio stations so that they might give notification by no later than 6:30 a.m. when possible.
Evening Classes. If the college is to be closed for evening classes, this information will be made available to the media for release no later than 4:00 p.m. when possible. Decisions to close will be made and released at the earliest possible time.

On days that the College is open and weather conditions deteriorate, media and SchoolCast announcements stating that evening classes have been cancelled will be made by 4:00 p.m. when possible.

Depending on highway conditions, on some occasions the college may have a late opening. If SchoolCast and media announcements have not been made, employees should presume that classes will be held.

Faculty and Staff. On days the College is closed, employees do not report for work, other than designated security, staff, or administrative personnel.

Safety of Personnel and Students. Personnel should be mindful that weather conditions in northeastern Alabama can change very quickly and that our students come from a diverse geographic area. On some occasions road conditions in the majority of our service area may be fine, but dangerous in a few isolated places. Therefore, when inclement weather occurs, personnel should use caution and their best judgment in deciding whether to drive to the College. In such situations the safety of students and staff takes precedence.

Weather Warnings during Classes. The College uses a campus-wide speaker system to make announcements concerning weather warnings. In the event of an announced warning during classes, the College will evacuate classrooms to designated safe areas. An announcement will be made when it is safe for personnel and students to return to their normal routine.

Guest Speaker Invitations
Requests to invite guest speakers to address campus assemblies are to be directed to the President. Once presidential approval is secured, arrangements are made through the use of the Activity Request.
Life-Threatening Illness
Northeast Alabama Community College (NACC) recognizes that students, faculty, and staff with life-threatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as the students, faculty, or staff members are able to meet the same performance standards as those persons without LTI, and medical evidence indicates that their conditions are not a threat to others, deans, directors, and division directors should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Northeast Alabama Community College to provide a safe environment for all students, faculty, and staff.

LTI Policy Guidelines

1. NACC will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for NACC admission or employment will not be considered in admission or employment decisions.
3. NACC students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner as long as they are able to attend classes.
4. NACC faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs in compliance with NACC employment policies and federal guidelines.
5. The access of NACC students or employees with LTI or LTI-related conditions to NACC public areas will not be restricted, in compliance with NACC and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding an individual diagnosed as having an LTI or LTI-related condition will be maintained in the strictest confidence. Only people within the College with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside of the College without the specific written consent of the individual involved, except where required by law.
8. Reasonable accommodations will be made to persons with LTI consistent with established laws and rules including ADA and public health policies.
9. Any person with LTI may be required to exhibit and establish that he or she is fully acquainted with all possibility of complication and possible contagion and that correct medical management will be adhered to for the protection of the individual and other parties. Communication from the individual's treating physician that the individual has been apprised of risk to the individual and to others shall be sufficient so long as the individual complies with accepted disease control considerations.
10. This policy is subject to change from time to time based on advances and increased knowledge of various conditions involving LTI.
11. Any breach of the above guidelines should be reported in writing to the ADA Compliance Coordinator. Such reports should be made within seven (7) days of the incident.

Personnel Meetings
Personnel meetings are called as needed. Personnel who are aware of some matter that should be presented at a meeting should contact the respective dean or the President. Full-time personnel are expected to attend each meeting.

Adjunct instructional employees are expected to attend meetings called by their respective division directors or deans, and they are also welcome at all in-service programs, division meetings, and general meetings of the faculty and staff.
Professional Development
Individual personnel are to take the initiative in promoting their own professional growth. For faculty, advancement in graduate and post-graduate education is recognized by the faculty salary schedule. Employees are encouraged to affiliate with professional organizations, attend professional meetings, and take additional coursework when possible. Employees may apply for leave with pay to attend conferences or workshops related to their area of expertise and assignment.

All instructors must establish annual professional development objectives intended to enhance student learning outcomes. These objectives are submitted to the appropriate dean or division director at the beginning of the academic year.

The College specifies days for campus inservice/professional development opportunities. The college Professional Development Committee suggests professional development activities to the administration and plans and coordinates approved activities.

Personnel are asked to submit professional activities forms to the Office of Institutional Planning and Assessment upon completion of professional activities.

Property Accountability
The Dean of Administrative Services is responsible to the state auditors for a correct inventory at all times, and this inventory is reviewed and certified annually. When any item of equipment having an inventory decal is moved from one location to another (room-to-room or building-to-building), the move must be reported to the Inventory Clerk in the Business Office. A telephone call is sufficient.

All personnel are expected to encourage pride in the appearance of campus facilities and grounds. Instructors in laboratory classes and physical recreation activities should stress rules of safety. Instructors should not permit students to deliberately damage or destroy any item of college property. Serious or persistent problems in this respect should be reported to the Dean of Student Services, who will follow due process procedures and may consult the college Discipline Committee in resolving the difficulty.

Public Appearances Representing the College
NACC personnel will on occasion have opportunity to represent the College through public appearances. They are encouraged to do so with professionalism. All personnel are cautioned to qualify opinions offered as their own and to clarify that the ideas expressed are solely the responsibility of the speaker. Only the President or a specific designee on any given occasion is authorized to speak on behalf of the College.

Services and Resources
Learning Resources Center/Library

Library Mission Statement
The mission of the library of Northeast Alabama Community College is to provide for the students, faculty, and staff of the College, the personnel, services, information resources and facilities to support, sustain and enrich the educational purposes, programs and curriculum of Northeast Alabama Community College.

Embracing the College’s “open door” policy, the library of Northeast Alabama Community College and its resources are available to members of the community.

Library Hours
7:30 a.m.- 8:00 p.m.  Monday - Thursday
7:30 a.m.- 3:00 p.m.  Friday
Library Collections and Use by Faculty and Staff
Faculty and staff members are encouraged to use the library for both leisure and educational purposes. Once NACC employees have completed their applications for library cards, they have two choices: they can use their employee ID cards as their library cards and bring the ID cards with them to check out materials, or they can use non-ID library cards and leave them on file at the circulation desk.

The library subscribes to scholarly journals representing various areas of the curriculum. These publications are an excellent way to revise lectures and to become familiar with recent advances in one’s field of study. The librarians will assist in preparing materials for reserve use by students. A copying machine is available in the library. Instructors making copies for instructional use may use the library copier for small jobs (fewer than 100 pages); however, faculty should use the copier in the Wallace Administration Building for large jobs (more than 100 pages).

The library’s collection is built on faculty recommendations, and faculty use and familiarity are encouraged in order that students in turn may benefit totally from the collection for their own study and research. Requests or suggestions for purchase should be submitted in writing to a library faculty or staff member. A current file of faculty requests for the purchase of materials is maintained at the library. As funds become available, the requested materials are considered for purchase.

When making suggestions for purchase, please remember that the NACC Library adheres to the following guidelines established by the American Library Association:

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Source: A complete version of the American Library Association’s Bill of Rights may be found on the ALA website at http://www.ala.org.

As a member of Library Management Network (LMN), NACC has access to the library collections of the following institutions:

- Courtland Public Library
- Decatur City Schools
- Gadsden State Community College
- Helen Keller Public Library
- Muscle Shoals Public Library
- Northwest Shoals Community College
- Scottsboro Public Library
- Sheffield Public Library
- Snead State Community College

Faculty and staff members may borrow books and articles from the above-mentioned libraries or from other libraries via the interlibrary loan (ILL). For assistance, please contact a library faculty or staff member.

Audiovisual Services and Equipment
Audiovisual materials are available in the library. Any faculty member may check out portable equipment for classroom use. In order to ensure equal access of equipment to all faculty members, audiovisual equipment should be returned to the library within two weeks.

Updated July 2017
The Audiovisual Room (Room 101) or the Distance Learning Room (Room 102) may be scheduled for the use of classes or individual students to view videos/DVDs, PowerPoint presentations, internet sites, and other audiovisual materials.

**Use of the Library for Assignments**

The NACC Library encourages faculty members to make assignments that promote student use of the library.

The NACC Library adheres to the American Association of Community College’s Position Statement on Information Literacy, part of which follows:

An important element of both teaching and learning in today’s information age is information literacy – the set of skills needed to find, access, retrieve, analyze, synthesize and use information effectively and ethically. Information literacy, which encompasses information fluency and information technology mastery, is critical to success in higher education and lifelong learning.

Community college students must be information literate learners who can:

- Determine the extent of information needed
- Access needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into their own knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information
- Access and use information ethically

*Source:* A complete version of the Position Statement on Information Literacy may be found on the AACC’s website at [http://www.aacc.nche.edu](http://www.aacc.nche.edu).

In order to ensure that classes have a productive and positive experience in the library, the NACC Library asks that faculty members call the library to schedule library orientation or research time prior to bringing a class to the library. Scheduling will help ensure that enough library faculty and staff members are available to assist each class.

**Supplies**

Supplies needed for regular office and classroom functioning may be requisitioned by individuals, offices or divisions. Purchase Request and Supply Requisition Forms are available in the mail room or from Business Office personnel. Certain items, such as toner cartridges for laser printers, are bulk ordered by the Office of Educational Technology Support and charged to the respective office or division when requested. Purchases are subject to budget constraints. All personnel are urged to be conservative in their use of supplies. Questions regarding securing of needed supplies may be directed to division directors or to the Business Office.

**Bookstore**

Personnel may purchase items for their offices through the college bookstore by using the Textbooks, Etc. Department Requisition form available in the bookstore.

**Photocopying and Printing**

A photocopier is located in the Wallace Administration Building. This machine is for the use of faculty and staff in duplication necessary for instruction and other college work. All personnel are urged to be conservative in the use of photocopiers. Photocopies made for personal use are so identified in a log kept in the photocopier room. These copies are billed monthly to the respective individuals.

**U.S. Mail and Internal Notices**

Mailboxes for faculty and staff are located in the Business Office. Incoming mail is received at the Rainsville post office and delivered to the boxes daily when the College is open. College business outgoing mail may be deposited in the drop box located on the mailbox wall.

*Updated July 2017*
Email
All professional employees of the College should have an active college email account. Any employee of
the College may obtain an email address by contacting the Office of Educational Technology Support. In
addition to network access on campus, email accounts may be accessed online via the NACC website. A
campus email directory is available on the college website. Most email addresses use the following
format: lastnamefirstinitial@nacc.edu.

Student Workers
Student help for clerical duties and instructor aid is available through the Federal Work-Study Program,
administered by the Director of Financial Aid. The assigned supervisor is obligated to supervise the
student worker and report on the proper form the hours worked each month. The forms are submitted to
the Financial Aid Office as specified by that office.

Maintenance Services
Repairs, adjustment of furniture or equipment, and janitorial needs should be reported on a Service
Request form and sent to the Director of the Physical Plant.

Food Services
Kahva Café, managed by the College, is located in the north side of the NACC Student Center in the
dining area. The café offers coffee and tea selections and a variety of snacks and lunch items. It is open
to personnel, students, and visitors.

The cafeteria, also located in the Student Center, serves meals, short-order items, and snacks and is
open to personnel, students, and visitors. The cafeteria is independently managed.

Notary Public
Notaries public are located in the following offices: Business, Vice President/Dean of Instruction, and
Financial Aid. Notary services are free to personnel.

Use of Facilities

Institutional Use. Faculty groups or student groups sponsored by faculty or staff members may use facilities
of the College by seeking approval from the Vice President/Dean of Instruction and the President. The
Activity Request form, available in the mail room or from the Office of the Vice President/Dean of Instruction,
is used for making the request.

Civic and community groups to which faculty or staff members belong hold meetings occasionally on
campus. Personnel should obtain approval for such meetings, using the Activity Request form. Events
should be scheduled as far in advance as possible to avoid conflicts. A Calendar of Events is maintained
on the College website.

Non-institutional Use. The temporary use of space or equipment for non-institutional purposes may be
approved by the President or a designee; however, institutional needs shall supersede all others. To
request the use of college facilities for non-institutional purposes, an Activity Request form must be
submitted to the Office of the Vice President/Dean of Instruction. The responsibility for damage shall be
assumed by the user. Adequate liability insurance carried by the user may be required by the College prior
to the event naming the College as an “additional insured.” The use of facilities shall be compatible with the
philosophy, functions, and objectives of the College (Board Policy 512.01, 05/22/08).
Computer Priority and Availability
Personal computer facilities are provided to each administrative office, full-time instructor, adjunct instructor, and department. Each administrative office has its own personal computer systems utilized only by personnel within that office. In addition, computer labs with personal computing equipment are located in the Health Education and Pendley Administration buildings and within numerous individual departments. Computer-based student testing labs are available in the skills training lab and in the Center for College Success. Wireless internet access is available throughout campus, both indoors and out.

Public computer and internet access is available in the Learning Resources Center. Access to academic and administrative computing facilities is not available to anyone who is neither an employee nor an active student except by express written permission of the President of the College.


Parking
Certain areas near each building are reserved for faculty and staff parking. These areas are marked with red curbs. Handicapped parking is designated in blue.

All students, faculty, and staff are required to register their automobiles or motor-driven cycles and obtain parking hang tags. These hang tags are free and may be obtained from the Admissions Office or the Campus Police Office.

Campus traffic regulations are published annually in the Student Handbook.

Social, Cultural, and Recreational Opportunities
Faculty members and their families are encouraged to take advantage of all extracurricular activities at the College, such as concerts, festivals, and theatrical productions.

Numerous social, civic, and cultural clubs offer opportunities in the surrounding communities. Faculty participation is encouraged in any activity or group that contributes to personal or professional development and is compatible with the purposes of the College.

Solicitation and Sales on Campus
An agent, vendor, or solicitor shall not be permitted to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations on campus or via the college website without specific approval by the President or an authorized designee.

An agent, vendor, or solicitor will not be allowed to sell merchandise or services to students on campus or via the college website except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.

On-campus solicitation or other solicitations originated by students to raise funds for institution-related activities may be permitted only with prior approval of the President or appropriate Dean. Solicitation for non-institution-related activities shall not be permitted on campus or via the college website except with the approval of the President or a designee (Board Policy 515.01, 03/24/05) (refer to Solicitation and Sales in Chapter VIII).
In the event that a charitable, tax-exempt organization is approved to solicit funds at the College, faculty and staff may contribute or not as desired. The administration does not ask that personnel contribute to any such organization.

**Use of Tobacco Products**
Smoking or the use of any tobacco product is prohibited in any enclosed, indoor area of any college building or other educational facility owned or operated by the College. No indoor area may be designated for smoking (Board Policy 514.01, 05/22/08).

**Use of College Name and Logo**
In any type of public communications, the College is to be referred to by its complete name, i.e., Northeast Alabama Community College.

Use of the College name in any announcement, advertisement, publication, or report in such a way as to imply institutional endorsement of any person, product, or service is not permitted. Any firm or its advertising agency requesting the use of pictures or facilities of the institution for sale or advertising purposes, or requesting the use of any copy relating to such pictures or facilities, should be referred to the President. The President is responsible for determining whether the College’s name or logo may be used in conjunction with the particular project or service (Board Policy 516.01, 05/22/08).
Section VII: Faculty and Academic Affairs

Faculty Load Guidelines
The duties of an instructor will be determined by the President, with the understanding that good professional judgment will be exercised.

The number of preparations, the number of students taught, and the number of contact hours are considered in determining instructor loads.

No distinction is made between day, extended day, weekend, evening, online, and off-campus programs. Personnel will be employed to provide education for those enrolled, regardless of the day and time of day.

Each full-time academic instructor at any institution under the authority, direction, and control of the Alabama Community College System Board of Trustees shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters, at such institution. The maximum number of contact hours per week for a full-time technical instructor shall be determined by the President but shall not exceed 30.

The President will determine equivalent credit hours for non-teaching assignments in accordance with guidelines established by the Chancellor (Board Policy 608.01, 03/24/05).

Faculty Overload
A full-time instructor may be employed to teach a maximum of one additional course and/or lab per term for pay, if approved by the President. Full-time technical program instructors may be employed to teach a maximum of 15 additional contact hours per week for pay if approved by the President. The overload course must be taught outside the normal work week of the instructor, and the pay must be at the prevailing part-time salary rate at the employing college.

Overloads with pay will be approved for instructors who teach beyond the full-time load or equivalent as determined by the President.

Proposed faculty overloads not in accordance with these standards must be approved by the Chancellor (Board Policy 608.03, 03/24/05).

Salary Supplements
The President may designate a chairperson of a department or division having three or more full-time faculty members, with the department chairperson being counted as one of the three. A salary supplement of four hundred dollars ($400.00) per month shall be paid to department or division chairpersons.

The President may designate one full-time professional staff member in the library as head librarian. Only one person may be designated as head librarian at any institution. A salary supplement of four hundred dollars ($400.00) per month shall be paid to head librarians.

The President may designate one individual paid from Salary Schedule B to be in charge in the absence of the President. A salary supplement of two thousand dollars ($2,000.00) annually shall be paid to that person (Board Policy 606.05, 05/25/06).

Faculty Office Hours
Each faculty member is assigned an office by the respective dean. It is the responsibility of the instructor to keep the office neat and presentable at all times. The door should display the name and weekly schedule of the faculty member.
This schedule must indicate faculty-student conference hours in order that faculty may serve as advisors to their students. For full-time instructors, the schedule should include ten hours weekly for such conferences. Special Contract Faculty office hours are based upon individual contracts and will specify student conference time. Adjunct instructors will either designate student conference time or offer arrangements for appointments as needed by students.

**Faculty Jurisdiction in Academic Affairs**
Primary responsibility for the content, quality, and effectiveness of the College curriculum resides with the faculty. The jurisdiction and participation of the faculty in academic affairs is accomplished through College committees, through the Faculty Council, and through the curricular divisions. The committees having specific responsibility in academic affairs are as follows:

- Curriculum
- Developmental Studies
- Distance Education
- Faculty Council
- Faculty Technology
- Institutional Effectiveness
- Learning Resources
- Professional Development
- Registered Nursing/Practical Nursing Selection
- Scholarship
- Student Learning Outcomes
- Student Learning Outcomes Technical (a subcommittee of Student Learning Outcomes)
- Technology Application Committee

The role of the faculty in effecting a quality educational program is accomplished within the structure set by Board policies, guidelines of the Alabama Community College System, and programmatic approvals by the Alabama Commission on Higher Education.

**Faculty Gradebooks**
Faculty grade books are considered a permanent record and should be retained by the instructor until termination of employment. Grade books of full-time faculty are submitted to the Vice President/Dean of Instruction for permanent filing, and gradebooks of adjunct instructors are submitted to the Dean of Extended Day.

**Faculty Council**
The Faculty Council is an elected body representing both full-time and adjunct faculty. The purpose of the Council is to transact faculty business, to facilitate communication among faculty and administration, and to ascertain and represent faculty viewpoints and recommendations on matters which involve or affect faculty members or instructional programs. Council members are elected at the beginning of each academic year and follow established bylaws.

**Faculty Research and Publication**
The primary mission of the College is the instruction of students. However, it is realized that faculty research and publication can contribute to professional development and provide services to the community. It is further understood that research and publication can augment classroom knowledge and skills. For this reason, research and publication relating to the faculty member’s field of specialization are both supported and encouraged as long as the primary mission of the institution is being met. Moreover, the College preserves the faculty member’s academic freedom to investigate and report results.

The final measure of the instruction/research and publication balance is the faculty member’s performance in fulfilling his or her primary obligations as an instructor. These obligations include classroom instruction, academic advisement of students, and committee/division assignments. The
success of the faculty member in achieving these obligations is assessed annually in the personnel evaluation process.

**Academic Freedom**

NACC adheres to the following Board Policy and definition for academic freedom:

The Alabama Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, College faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline-related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the institution from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution (Board Policy 719.01, 03/24/05).

In addition, the NACC faculty have adopted the following statement in regard to academic freedom:

Northeast Alabama Community College is committed to two supreme values: knowledge and the freedom to seek truth. From this commitment instructors derive both their liberty and their responsibility. Their liberty is to seek knowledge and truth and to communicate them without unreasonable social or political pressures. Their responsibility is to be proficient in their profession and to grant to others the same respect and freedom which they claim for themselves. An instructor’s academic freedom includes full freedom to discuss the area of special competence without irrelevant controversial material; with this freedom goes the responsibility to perform competently and to respect the integrity of others.

If any faculty member feels that his or her academic freedom is being violated, he or she should follow the institutional grievance procedure.

**Intellectual Property and Distance Education Course Ownership Policy**

Northeast Alabama Community College encourages its students, faculty, and staff to pursue initiatives that will create intellectual properties and distance education courses. Consequently, it becomes necessary to clearly establish the legal rights of ownership of intellectual properties. The NACC policy is as follows: Any ownership or royalty issues not discussed herein shall be determined on a case-by-case basis prior to the development of the course.

If a student, faculty or staff member develops an original course offering, without any assistance or resources of the College and completely on his or her own time, then he or she shall retain one hundred percent (100%) ownership of the intellectual property rights to the course, including the right to all proceeds should the course become commercially marketable.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the College but completely on his or her own time, then he or she shall be entitled to receive fifty percent (50%) of any royalties should the course become commercially marketable. The College, however, will retain full ownership of the intellectual property rights to the course.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the College and on release time, then he or she shall be entitled to receive twenty-five percent (25%) of any royalties should the course become commercially marketable. The College, however, will retain full ownership of the intellectual property rights to the course. To obtain release time to develop a course, a student, faculty or staff member must obtain prior permission from the President.

Students, faculty or staff will formalize their agreement with the appropriate dean and President’s approval.
Copyright, Trademark, and Patent Ownership
An employee has the right to trademark or copyright any literary material and to patent any inventions
unless duties of the employment contract or program agreement charges the employee with, or includes,
the duty of producing material for the institution to copyright or trademark, or to develop an invention for
the institution to patent.

The employee shall be entitled to all profits earned from copyrighted or trademarked materials or
patented inventions developed exclusively on the employee’s time and without the use of
institutional funds, material or facilities.

Copyrighted or trademarked material or patented inventions developed totally or partially on institutional
time with the use of institutional materials or facilities or with institutional funding shall be owned by the
institution (Board Policy 321.01, 03/24/05).

Enrollment Processes

Advisement and Registration
The primary purpose of academic advisement is to assist students in their pursuit of meaningful
educational programs that will help them fulfill their academic and career goals. Students are assigned to
an instructor for advising and registration. All full-time faculty members are expected to be available to
advise students regarding their academic and career goals. Adjunct instructors who wish to assist with
student advisement must be familiar with advisement policies.

First-time students and returnees who have not enrolled during the previous semester (excluding summer
semester) must begin the admissions and advising processes at the Admissions Office. The Admissions
Office provides placement test information (if applicable) and directs the student to the assigned advisor.

The student is to report each semester to the assigned advisor for registration. Faculty members are
accountable for the advice they provide, but the student has an obligation to select a program of study;
identify a chosen transfer institution, if appropriate; access and print the transfer guide from the STARS
system; consult a current catalog from the transfer institution; and take the recommended courses. The
advisor should reference the STARS system as necessary in providing guidance to transfer students.
Institutional catalogs are accessible online.

Various financial aid programs have implications for advising. Students who receive the Pell Grant must
take courses within their declared major or qualified electives for that major. Courses clearly outside a
declared major will not be recognized for Pell support. Developmental studies indicated by placement
testing and other necessary prerequisites do qualify for support.

COMPASS Placement and Developmental Studies
The COMPASS placement test is designed to determine student skill levels in mathematics, reading, and
writing. The following policies are in effect for the administration and use of COMPASS:

1. All first-time college students and transfer or returning students who have not had previous
college English or mathematics who enroll for more than four credit hours or eight weekly
contact hours per semester will be administered the COMPASS and placed at the appropriate
developmental level as indicated by the assessment results.

The following exceptions may apply:
   a. Students who score 20 or above on the ACT English or 470 or above on the SAT
Writing are exempt from the COMPASS Writing Skills subtest provided they enroll
at the College within three years of earning these scores.
   b. Students who score 20 or above on the ACT Math or 470 or above on the SAT
Math are exempt from the COMPASS Math Skills subtest provided they enroll at
the College within three years of earning these scores.
c. Students who score 20 or above on the ACT Reading or 470 or above on the SAT Reading are exempt from the COMPASS Reading subtest provided they enroll at the College within three years of earning these scores.
d. Students who can provide documentation of COMPASS assessment within the past three years are exempt from COMPASS testing.
e. Students who have transferred required college-level English or math courses with a grade of "C" or above are exempt from COMPASS testing.
f. Students who hold an associate degree or higher are exempt from COMPASS placement.
g. Students enrolling for no more than four credit hours or eight weekly contact hours per semester are exempt from COMPASS testing.

2. In the case of students with previous college credit who have not taken college English and/or college math courses, advisors who need placement scores should contact the Admissions Office.

3. Transient students with previous college credit are exempt from COMPASS except when the advisor needs a placement score. (see #1 and # 2 above).

4. Persons who wish to register without having taken COMPASS will be allowed to register conditionally, pending their testing at a later date. They will take COMPASS after enrollment at a date and time assigned by the Admissions Office. Students may not take any college-level English or math classes until COMPASS scores are available.

5. Students are to be placed in the courses indicated by their COMPASS scores.

6. Students who place in developmental reading must take the developmental reading course within the first two semesters of enrollment as a co-requisite to college-level courses. This requirement ensures that students are adequately prepared to read college-level textbooks and, thus, be successful learners.

7. COMPASS is given prior to New Student Orientation/Registration during the summer and at other times as assigned by the Admissions Office.

8. Students who wish to challenge COMPASS results may re-test one time only within a three-year period. Institutions will charge a one-time fee of $8 for re-testing.

9. COMPASS scores will be valid for three years from the date of the original or re-test assessment.

10. Developmental instruction is designed to develop academic competencies deemed necessary for a student to successfully complete college level courses. The College designates developmental courses in English, reading, and mathematics. Such courses shall not meet graduation requirements or requirements for completion of a degree, diploma, or certificate.

11. A student may enroll in college-level courses while enrolled in college developmental courses so long as the discipline is different from the discipline in which the student scores below the standard placement score. Student placement in developmental course instruction is mandatory when student performance as measured by COMPASS falls below the minimum placement score.

12. Any student who scores below the College’s standard placement score and is placed into developmental course instruction in a given discipline(s) must meet course requirements before enrolling in college-level courses in the given discipline(s). (Board Policies 802.01, 901.01, and 902.01; 03/24/05; Guidelines for Board Policy 802.01, January 2009)
Advisors obtain COMPASS scores through the AS/400 computer system. The COMPASS placement chart is distributed to all advisors:

| Pre-Algebra |  
| --- | --- |
| **Score Range** | **Course Requirements** |
| 0-35 | MTH 090, MAH 101 (Technical) |
| 36-100 | MTH 098, MTH 116 (for AAS only) |

| Algebra |  
| --- | --- |
| **Score Range** | **Course Requirements** |
| 0-33 | MTH 098, MTH 116 (for AAS only) |
| 34-62 | MTH 100 |
| 63-100 | MTH 110 or MTH 112 or MTH 113 (depending on high school math), MTH 231 (Math for the Elementary Teacher I) |

| Reading |  
| --- | --- |
| **Score Range** | **Course Requirements** |
| 0-64 | RDG 083 |
| 65-100 | No reading course is required |

| Writing |  
| --- | --- |
| **Score Range** | **Course Requirements** |
| 0-37 | ENG 092 |
| 38-61 | ENG 093 |
| 62-100 | ENG 101 |

### Developmental Reading Retention Policy Standards

**Standard #1**
All students who place into developmental reading will be assigned to the Coordinator of Developmental Studies for advising with the provision that the Dean of Student Services and the Director of the English and Fine Arts Division be available to assist as needed.

**Standard #2**
An alert system will be incorporated into the registration process whereby a message will emerge each time a student who qualifies for the course but has not yet completed the course attempts to register. The message will state: “Due to reading placement scores, this advisee must see the Coordinator of Developmental Studies to register.”

**Standard #3**
Students who qualify for RDG 083 but have not successfully completed the course or passed the reading portion of the placement test by the end of their second semester will not be allowed to register for their third semester for any course other than MTH 091, MTH 098, ENG 092, ENG 093, or BSS 090.

**Standard #4**
The college formally initiated a paired-course pilot program summer 2007-2008 with PSY 200 and RDG 083. The Coordinator of Developmental Studies will oversee the coordination of course schedules between the reading instructors and the psychology instructors.

**Standard #5**
The current RDG 083 syllabus will be updated to place more emphasis upon the students’ successful passage of the reading portion of the placement test. The course description will read as follows: “This course is designed to assist students whose placement test scores indicate serious difficulty with
decoding skills, comprehension, vocabulary, and study skills. Students scoring below 65 (COMPASS) on the reading subtest must complete this course within the first two semesters of enrollment as a co-requisite to college-level courses. To complete RDG 083, students must finish the course with a minimum grade of ‘C’ or 70%.”

**Standard #6**
All students who qualify to take RDG 083, whatever their degree designation—including those enrolled in both short-term and long-term workforce-development certificate and degree programs—are required to take the course within two semesters in order to proceed with college-level coursework, in accordance with state board policy. Per standard #1, the Coordinator of Developmental Studies will advise students until they have successfully completed RDG 083 and will communicate as needed with the advisors in the students’ fields of study to ensure proper advisement.

**Standard #7**
In order to track long-term college success and retention of students who qualify for RDG 083, the Office of Developmental Studies, in addition to data already tracked, will collect and make available to the Developmental Studies/QEP Development Committee the following data:

- The number of students who qualified for RDG 083, enrolled in classes at NACC, and registered for RDG 083
- The GPAs and number of semesters completed beyond two semesters of coursework, of students who qualified, enrolled, and registered for RDG 083

*to be compared to*

- The number of students who qualified for RDG 083, enrolled in classes at NACC, and registered for RDG 083 but did not complete the course
- The GPAs and number of semesters completed beyond two semesters of coursework, of students who qualified, enrolled, and registered for RDG 083 but did not complete the course

*to be compared to*

- The number of students who qualified for RDG 083, enrolled in classes at NACC, but did not register for RDG 083
- The GPAs and number of semesters completed beyond two semesters of coursework, of students who qualified, enrolled, and did not register for RDG 083. (Developmental Studies/QEP Development Committee Subcommittee on Reading Retention, 04/24/08).

**Class Schedules and Classroom Assignments**
Class schedules and classroom assignments are compiled by division directors and approved by the Vice President/Dean of Instruction. Final examination schedules are prepared by the Office of the Vice President/Dean of Instruction.

It is expected that all classes will be held in the assigned rooms and at the assigned time. Any change must be approved by the Vice President/Dean of Instruction.

**Admission to Class**
Students appearing on instructors’ *Official Class Rolls* have fulfilled all financial obligations to the College and are eligible to receive a grade for the course. Students appearing on the *Pre-Registered Roll* have not completed the registration process and will not receive a grade for the course. Any student who does not appear on either roll should be directed to the Financial Aid office.

All additions or deletions from class rolls must be accomplished through the standard drop/add process by completing a Change in Schedule form.

Updated July 2017
**Student Course Overload**
The student course load for a full-time student is 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. A student course overload must be approved by the Vice President/Dean of Instruction. No student will be approved for more than 24 credit hours in any one term for any reason (Board Policy 713.06, 04/24/08).

**Withdrawal from Classes and/or College**
Students who wish to drop a course or withdraw from college should be directed to their academic advisor. The advisor initiates the withdrawal or course change form, in consultation with the student. The student presents the completed form to one of the following offices, as appropriate:

- Vice President/Dean of Instruction
  - Self-pay
  - Institutional/Academic Scholarships
- Director of Extended Day/Distance Education Programs
  - Self-pay
  - Institutional/Academic Scholarships
- Director of Workforce Development
  - Self-pay
  - Institutional/Academic Scholarships

**Financial Aid**
- Agency Sponsorships, including WIA, TAA, GI Dependents, Vocational Rehabilitation, VA Rehabilitation
- Alabama Student Assistance Program Grant
- Employer Sponsorships
- Federal College Work Study
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Student Loan
- VA Educational Benefits

Classes dropped during the drop/add period will not be noted on the student’s transcript.

Students who withdraw from a class or withdraw from college after the registration (drop/add) period will have each of the affected courses recorded as W. This grade is entered on class rolls. The student’s name should be retained on the regular class roll. The W is not used in grade point calculations.

No refunds are made on classes dropped after the registration period (drop/add) ends. The refund policy takes effect if the student withdraws from school entirely.

No withdrawal is permitted after the official deadline to drop/withdraw.

Any veteran who withdraws from college may be required to repay in full to the Veterans Administration benefits received that semester up to the time of withdrawal.

Any recipient of financial aid who stops attending classes before 60% of the semester passes may be required to pay a refund.

Any student who receives financial assistance should report to the Financial Aid Office before withdrawing from the College.

Updated July 2017
Students who call the College to withdraw in an emergency situation should receive prompt, responsive assistance. If it is not possible to transfer the call to the office of either the Vice President/Dean of Instruction, the Director of Workforce Development, or the Director of Extended Day/Distance Education Programs, the person receiving the call should make a note of all pertinent information (student name, social security number, circumstance of withdrawal, whether the student is on financial aid, and, if possible, a telephone number where the student may be reached) and convey this information to the appropriate dean’s office.

Refunds

1. Refund for Complete Withdrawal
   1.1. A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.
   1.2. A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:
      • Withdrawal during first week: 75% of tuition and other institutional charges
      • Withdrawal during second week: 50% of tuition and other institutional charges
      • Withdrawal during third week: 25% of tuition and other institutional charges
      • Withdrawal after end of third week: No refund

2. Administrative Fee
   An administrative fee not to exceed 5 percent of tuition and other institutional charges or $100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

3. Books and Supplies
   A student who withdraws and who has purchased returnable books, and/or supplies from the institution and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded fifty percent (50%) of purchase price.

4. Refund for Partial Withdrawal
   Students who do not completely withdraw from the institution but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

5. Refund in Compliance with Federal Regulations
   All institutions shall comply with federal regulations relative to refund of tuition and other institutional charges for first time, first-term Title IV recipients (Board Policy 803.02, 03/24/05).
Grading System
Letter grades and quality points are assigned as follows for all credit courses for which students have registered:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grading Scale</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C*</td>
<td>Average</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>59 and below</td>
<td>0</td>
</tr>
</tbody>
</table>

*Associate Degree Nursing, Practical Nursing, and EMS programs: Students must achieve a grade of 75% or above in each required course in order to continue in their respective programs. A grade of 60-74 is assigned a D; 59 or below is assigned an F.*

<table>
<thead>
<tr>
<th>Other Grade Designations</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Official withdrawal from a course within a time period designated by the institution or withdrawal from the institution within a time period designated by the institution. Credit hours will not be averaged into the grade point average. Failure to officially withdraw may result in a grade of F.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. The student must complete the course in the following semester. If the student fails to complete the course during the following semester, the Incomplete automatically becomes an F.</td>
</tr>
<tr>
<td>AU</td>
<td>Audit. Course taken for no credit. Students enrolling on audit status follow the regular admission and registration procedures and are governed by the regulations applied to regular students. An auditor pays the regular course tuition and fees, but is not required to participate in class discussions, take tests, make reports, or take the final examination, and does not receive a grade. The auditor is listed on the class roll and receives AU (Audit) on the final grade report. Students may change from credit to audit or from audit to credit only during the drop/add period at the beginning of the semester. Credit hours will not be averaged into the grade point average.</td>
</tr>
</tbody>
</table>

(Board Policy 713.01, 04/24/08)

Academic Honors: Semester
Requirements for the President’s List are (1) semester grade point of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Transitional courses carrying grades of A-F will be calculated in the semester GPA. However, transitional courses will not count toward the minimum course-load requirement.

Requirements for the Dean’s List are (1) semester grade point of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Transitional courses carrying grades of A-F will be calculated in the semester GPA. However, transitional courses will not count toward the minimum course load requirement (Board Policy 716.01, 04/24/08).

Requirements for the Part-time Honor List are (1) a semester grade point of 4.00 and (2) completion of a minimum semester course load of 7 to 11 semester credit hours of college-level work. Transitional courses carrying grades of A-F will be calculated in the semester GPA. However, transitional courses will not count toward the minimum course requirement.
General Standards of Academic Progress
The standards of progress are applied to establish the student’s academic status. These standards of progress shall apply to all students unless otherwise noted.

Definition of Terms
Grade Point Average (GPA) – The average obtained by dividing by the total number of grade points earned by the total number of credit hours attempted during any one term at the institution based on a 4 point scale.

Cumulative Grade Point Average (GPA) - The average obtained by dividing the total number of grade points earned by the total number of credit hours attempted at the institution based on a 4 point scale.

Clear Academic Status - The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation
• Academic probation is the status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or
• The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted at the institution but whose GPA for that term was 2.0 or above.

One-Semester Academic Suspension - The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

One-Year Academic Suspension - The status of a student who was on Academic Probation the previous term and who had been previously suspended without having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

Appeal of Suspension - The process by which an institution shall allow a student suspended for one term or one year (whether a native student or a transfer student) to request readmission without having to serve the suspension.

Required GPA Levels for Students According to Number of Hours Attempted at the Institution
Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

Application of Standards of Progress
When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student’s status is Clear.
When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the semester GPA is 2.0 or above, the student remains on Academic Probation.

The student who is suspended for one semester may appeal. If after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED--ONE SEMESTER/READMITTED UPON APPEAL. The student who is readmitted upon appeal re-enters the institution on Academic Probation.

A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

A student returning from a one-term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one-year suspension. The student may appeal a one-term or one-year suspension.

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC SUSPENSION-ONE YEAR, ACADEMIC PROBATION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, OR ONE YEAR SUSPENSION-READMITTED ON APPEAL.

Intervention for Student Success
When a student is placed on Academic Probation, institution officials may provide intervention for the student by taking steps including but not limited to, limiting the student's course load, requiring a study skills course, and/or prescribing other specific courses.

When a student is placed on one-term academic suspension or one-calendar-year academic suspension, and that student is readmitted upon appeal without serving that suspension, institution officials may provide intervention for the student by taking steps including, but not limited to, limiting the student's course load, requiring a study skills course, and/or prescribing other specific courses.

When a student is placed on one-term academic suspension or one-calendar-year academic suspension, institution officials may provide intervention for the student upon that student's return following the suspension, by taking steps including, but not limited to, limiting the student's course load, requiring a study skills course, and/or prescribing other specific courses.

Appeal for Readmission
If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the institution's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Updated July 2017
Exceptions
Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

Transfer students admitted on academic probation must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV federal financial aid (Board Policy 714.01, 04/24/08).

Course Forgiveness
If a student repeats a course, the last grade awarded (excluding a grade of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted. When a course is repeated more than once, all grades for the course -- excluding the first grade -- will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. It is the student’s responsibility to request of the registrar that the forgiveness policy be implemented (Board Policy 713.04, 04/24/08).

Academic Bankruptcy
Academic bankruptcy occurs when a student requests the removal of one semester or term of grades from his or her cumulative GPA. The grades will remain on the transcript but will not be counted in the student’s cumulative GPA and will not count toward degree requirements. A student must submit a written request to the registrar for a declaration of “academic bankruptcy” status under the following conditions:

- If fewer than three calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester occurred. All coursework taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
- If three or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during semester/term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation, and the transcript will include a permanent notation of "ACADEMIC BANKRUPTCY IMPLEMENTED."

A student may declare academic bankruptcy only once. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions (Board Policy 713.05, 04/24/08).
**Graduation Requirements**

A student shall be awarded the Associate in Arts, Associate in Science, or Associate in Applied Science degree upon satisfactory completion of the requirements of the specific program as specified by Northeast Alabama Community College and the Alabama Community College System Board of Trustees.

A student must fulfill the following:

1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.

2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. A course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 percent of semester credit hours at the College.

4. Provide official transcripts from all colleges previously attended. Transferred coursework accepted for credit toward an undergraduate degree must represent equivalent collegiate coursework relevant to the degree.

5. A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript.

6. The chief academic officer shall approve the formal award when the student satisfactorily meets all requirements for graduation.

7. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the College (Board Policy 715.01, 06/26/08 [effective 06/01/09]).

**Graduation Honors**

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation Honors for Degrees:

- Graduation with Honors (or *Cum Laude*) 3.50 to 3.69 GPA
- Graduation with High Honors (or *Magna Cum Laude*) 3.70 to 3.89 GPA
- Graduation with Highest Honors (or *Summa Cum Laude*) 3.90 to 4.00 GPA

Graduation Honors for Other Formal Awards

- Graduation with Distinction 3.50 to 4.00 GPA

Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at NACC (Board Policy 716.02, 04/24/08 [effective 01/01/09]).
Curricular Affairs

Substantive Change Policy

Policy and Procedures for Reporting Substantive Change
Northeast Alabama Community College is committed to maintaining compliance with the policy and procedures for substantive change of the Southern Association of Colleges and Schools Commission on Colleges, hereinafter referred to as the Commission. Substantive change is addressed in Comprehensive Standard 3.12.1 of The Principles of Accreditation: Foundations for Quality Enhancement: “The institution notifies the Commission of changes in accordance with the substantive change policy and when required seeks approval prior to the initiation of the changes.” Failure to comply with the Commission procedures for reporting substantive change may result in public sanction by the Commission and/or a change in eligibility to participate in Title IV programs.

Definition of Substantive Change
As defined by the Commission, “substantive change is a significant modification or expansion of the nature and scope of an accredited institution.”

Substantive change may include, but is not limited to, the following (items in bold are the most common types of changes reported by NACC):

- Changing the established mission or objectives of the institution
- Changing the legal status, form of control, or ownership of the institution
- Adding courses or programs that represent a significant departure (in content or delivery method) from those offered by the institution at the time of the last reaffirmation
- Adding courses or programs of study at a degree or credential level different from that included in the institution’s current accreditation
- Initiating a certificate program at a new off-campus site or that is a significant departure from previously approved programs
- Changing from clock hours to credit hours
- Substantially increasing the number of clock or credit hours required for the successful completion of a program
- Establishing an additional location geographically apart from the main campus at which the institution offers at least 25% of an educational program
- Increasing the percentage of credits obtainable toward a program at an approved off-campus site.
- Establishing a branch campus
- Closing a program, off-campus site, or a branch campus
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs.

Purpose of Reporting Substantive Change
Maintaining communication with the Commission concerning institutional changes sustains the college’s partnership with the Commission in fostering academic quality and ensures compliance with federal regulations.

Responsibilities of Administrative Personnel for Reporting Substantive Change
The Vice President/Dean of Instruction, the Dean of Administrative Services, the Dean of Student Services, the Dean of Extended Day, and the Director of Workforce Development and Skills Training are

Updated July 2017
responsible for taking the following actions to ensure institutional compliance with the Commission’s substantive change policy:

- Gain a general knowledge of the Commission’s substantive change policy
- Report in a timely manner to the institutional SACSCOC Accreditation Liaison any proposed actions that may constitute a substantive change
- Work with the accreditation liaison to provide all the information required by the Commission for compliance with the substantive change policy

If any administrative personnel are unable to determine whether a proposed action may constitute a substantive change, he or she will consult with the SACSCOC Accreditation Liaison concerning the action.

**Notifying the SACSCOC Accreditation Liaison of a Proposed Substantive Change**

The Commission requires notification as much as 6 to 12 months prior to implementing certain changes. Therefore, administrators must inform the institutional accreditation liaison of a potential substantive change at the earliest point possible. Timelines are published in the Commission’s policy and procedures for substantive change.

**Responsibilities of the Institutional SACSCOC Accreditation Liaison for Reporting Substantive Change**

- Possess a working knowledge of the policy and procedures for substantive change of the Commission
- Monitor the Commission policy and inform college administrators of changes to the policy
- Assist college administrators upon request to determine the need to report a proposed action as a substantive change
- Once a need is determined, report to the appropriate college administrator(s) the level of action required (notification only or notification and submission of a prospectus for approval of the change) and the timeline for the action
- Coordinate the required substantive change process with the appropriate administrator(s)
- Communicate with the Commission as needed and maintain records of all communications
- Submit all notifications and prospectuses to the Commission
- Coordinate with the appropriate administrator(s) any follow-up actions required by the Commission
- Maintain records of all substantive change procedures undertaken by the college

**References**


**Policy Oversight**

This policy shall be published in the Faculty and Staff Handbook. The institutional SACSCOC Accreditation Liaison will monitor the policy and work with the Institutional Effectiveness Committee to review and revise this policy as needed, with final approval by the President.
**Addition of Programs to the Curriculum**
The Curriculum Committee has adopted guidelines for the review of new degree and certificate programs to be added to the College curriculum. Faculty members submit an *Application for the Addition of a Program to the Curriculum*.

A copy of the list of state-approved courses within this program along with their course descriptions must be attached. This list includes all courses within the program presented in the Alabama Community College System Course Directory as of the date of approval. The petitioner is responsible for submitting a syllabus to the Curriculum Committee prior to the initial delivery of each course. Courses added to the ACCS Course Directory at a later date must be submitted to the Committee for approval on an individual basis.

The program approval letter from the Alabama Community College System must accompany the application.

<table>
<thead>
<tr>
<th>Northeast Alabama Community College</th>
<th>Process for the Addition of a Program to the Curriculum</th>
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<tbody>
<tr>
<td><strong>Internal Controls</strong></td>
<td><strong>External Controls</strong></td>
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<tr>
<td>Determine need for program and secure agreement of college administration</td>
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</tr>
<tr>
<td>Notify the college Curriculum Committee of the proposed new program.</td>
<td>Approval of ISPA by DPE</td>
</tr>
<tr>
<td>Submit to the Alabama Community College System an <em>Intent to Submit Instructional Program Application</em> (ISPA)</td>
<td></td>
</tr>
<tr>
<td>Submit to the Alabama Community College System an <em>Application for a New Instructional Program</em></td>
<td>Short-Term Certificate – Application for a New Instructional Program is considered by the Alabama Community College System. If approved, a letter of notification is sent to the college president. Certificate and AAS Degree – Application for a New Instructional Program is considered by the Alabama Community College System Board of Trustees. If approved, the application is forwarded to the Alabama Commission on Higher Education (ACHE) for review. If approved by ACHE, a letter of approval is transmitted to the Alabama Community College System. The Alabama Community College System then sends a letter of approval to the college president.</td>
</tr>
<tr>
<td>An Application for the <em>Addition of a Program to the Curriculum</em> is submitted to the college Curriculum Committee along with a copy of the program approval letter and a listing of all state-approved courses included in this program approval.</td>
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<tr>
<td>Upon approval of the Curriculum Committee, courses are added to the college’s curriculum inventory and catalog.</td>
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Updated July 2017
Addition of Courses to the Curriculum
The Curriculum Committee has adopted guidelines for the review of new courses to be added to the College curriculum. Faculty members submit an Application for Additions to the Curriculum. A copy of the course syllabus must accompany the application.

Faculty members proposing additions to the curriculum should work with their division director to submit the proposal to the Curriculum Committee. If the division director does not accept the proposed addition, the faculty member may appeal the decision to the Curriculum Committee. Course proposals often emanate from the College administration, accrediting agencies, and government entities. When these proposals occur, they will be referred to the Curriculum Committee for implementation. Once approved by the Curriculum Committee, a proposal is submitted to the Vice President/Dean of Instruction for final approval.

Instructional Program Review
Instructional program review is accomplished on a regular basis by faculty academically qualified in the discipline or field under review. Each program review consists of two components: (1) Outline for Program Reviews as provided by the Office of Institutional Planning and Assessment, and (2) a 1-2 page abstract required by the Alabama Community College System.

Program reviews are coordinated by the Office of Institutional Planning and Assessment. The designated reviews for each year are due on March 15, or on the first faculty work day following if March 15 is not a faculty work day. Following review by the Director of Institutional Planning and Assessment, each program review is presented for the approval of the Curriculum Committee by the instructor completing the review or by the respective division director. Signed copies are to be filed with the following:

- The respective Division Director
- Vice President/Dean of Instruction or Director of Workforce Development and Skills Training
- Director of Institutional Planning and Assessment

Program review consists of Level I and Level II reviews and may include Level III reviews. The Level I review of all programs is conducted by the Alabama Community College System (ACCS). The Level II review is a complete review of an individual program by the College. Twenty percent of the college programs are reviewed annually, i.e. each program reviewed every five years. Level I reviews processed by the Department of Postsecondary Education may identify a program for Level II review at an earlier date than indicated by its assigned sequence. A Level III review is a system-wide review of a specific instructional program or programs initiated by the Chancellor and predicated upon the findings of instructional program reviews at Levels I and II (Board Policy 903.01, 03/24/05).

Level II reviews serve the ongoing purpose of keeping courses and programs current and on target educationally. The division director is charged with oversight for each program review, with direct responsibility assigned to a faculty member qualified in the field or discipline under review. The participation of other program faculty should be encouraged as needed. The assigned faculty member or the respective division director will present the written review to the Curriculum Committee during the scheduled review term and will make recommendations toward program enhancement or correction as the situation indicates. Evaluation results will be provided to the college administration and the Office of Institutional Planning and Assessment, as well as to ACCS as requested.

The following are assessed in the Level II review of degree and certificate programs:

- Program purpose
- Program or general education learning outcomes, as appropriate
- Assessed needs and assumptions (transferability and/or occupational relevance)
- Structure
- Accreditation(s)
- Instructors: current status and needs
- On-going costs for the program

Updated July 2017
- Instructional quality and enhancements/curriculum design
- Program Resources
- Advisory council and/or other community/collegial interaction, if applicable
- Enrollment, retention, and completions for current year’s fall term and preceding two academic years
- Licensure passage rates, if applicable
- Job placement rates and employer satisfaction, if applicable
- Student follow-up reports
- Findings of review: viability of program, strengths, recommendations for improvement

It is expected that the instructors of a division will share the responsibility of looking at all the various courses during the review outlined above. Division directors and program supervisors may wish to rotate responsibility for reviewing courses, including the following indicators: summaries of evaluations by students, the average GPA of various groupings of courses (such as all ENG 101 sections over a period of time), numbers of students who drop out of a course, and persistence rate for course completion.

Program Review Schedule
The program review schedule is published each fall in the Institutional Management Plan.

Distance Education Policy
Northeast Alabama Community College recognizes distance education as a delivery system for instruction. Distance education is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Northeast Alabama Community College defines a distance education course as one delivered in the following formats:
- Online
- Hybrid (a combination of online and campus-based instruction)
- Video
- Teleconference

To be considered for the distance education curriculum, a course must provide 50% or more of its instruction through online, video, or teleconference delivery. Approval from the Curriculum Committee and Dean of Instruction is required prior to implementation of a distance education course. The goal of these courses is to help fulfill the NACC mission of providing available, accessible, and affordable courses for transfer and career programs for students.

The following policy statements apply to distance education at Northeast Alabama Community College:

1. Distance education courses must be of the same quality and rigor as those presented on campus as demonstrated through the following procedures:
   a. Application with the accompanying course syllabi provided to the division director for review and approval by the Curriculum Committee and Dean of Instruction prior to course implementation;
   b. Submission of scheduled student learning outcomes reports to supervisors for review;
   c. Review by the Curriculum Committee of annual institutional effectiveness reports, including reports relating to course evaluations and the comparability of distance education and traditional courses.

2. Instructors must demonstrate how student work is monitored to assure integrity through the following procedures:
   a. Each instructor or an approved proctor will administer at least one on-campus examination accounting for 35% of the total course grade.
   b. Each instructor will require students to present a formal ID prior to the on-campus examination(s).
c. Each student will be required to use a unique user name and password to access the course management system and other online instructional interfaces (Example: Course Compass).

The date(s) of required on-campus meetings must be announced to students at the beginning of the semester.

3. Distance education instructors must support continued communication with and amongst students by
   a. incorporating into the course a discussion board or other shared communication tool whereby students and the instructor have the opportunity to regularly communicate;
   b. sending weekly emails to students in order to encourage course progress, make announcements regarding the coursework, etc.

4. Appropriate library/learning resources are made easily accessible for distance education students through access points within the course management system (Blackboard) and through the Library and Learning Resources Center web page.

5. Student services must be easily accessible and relative to distance education students. Access to such services is provided within the course management system and through the Distance Education and Student Services web pages.

6. Faculty approved to teach distance education must meet the following requirements:
   a. Completion of an orientation to distance education instruction session through the NACC Technology Learning Center prior to teaching a distance education course
   b. Participation in at least two annual training sessions through the NACC Technology Learning Center or through Blackboard or other digital content training modules.

   The Director of the Technology Learning Center is responsible for maintaining records of orientation sessions and of participation and assessment of training sessions.

7. The NACC Intellectual Property and Distance Education Course Ownership Policy govern issues pertaining to ownership of intellectual properties and is to be employed in conjunction with the Distance Education Policy.

8. Distance Education faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others. (See the TEACH Act).

Approved 3/13/2013

All of the present policies that apply to on-campus or “traditional classroom” education will apply to the area of distance education. This includes admission, prerequisites, grade requirements, etc.

In determining faculty teaching load, a distance education course will be considered the equivalent of an on-campus course that has the same number of credit hours.

Prior to being added to the schedule for the first time for distance education delivery, a course must be cleared by the Curriculum Committee and approved by the Vice President/Dean of Instruction. The Distance Education Committee has adopted guidelines for the review of applications to offer courses through distance education. Faculty members must submit an Application to Employ Distance Education Technology in an Instructional Program to their division director for submission to the Curriculum Committee.

Updated July 2017
The distance education page on the college website publishes information such as policy, frequently asked questions, technical requirements for enrolling in a distance education course, and helpful resources. The Vice President/Dean of Instruction and the Chair of the Distance Education Committee, along with members of the Committee, monitor the site to ensure that all information remains current.

**Student Learning Outcomes**

General Education Outcomes are concerned with the global knowledge and abilities of students upon completion of a two-year degree. The Student Learning Outcomes Committee has identified five competencies that students should exhibit as a result of completing the general education core courses at NACC:

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<tr>
<th>General Education Outcomes</th>
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<tr>
<td><strong>Written Communication</strong>—Students will demonstrate adequate writing skills by developing ideas and organizing contents effectively. (ENG 101)</td>
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<tr>
<td><strong>Oral Communication</strong>—Students will articulate ideas, concepts, and theories in a clear fashion using language and elocution skills indicative of college-level preparation. (SPH 107)</td>
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<tr>
<td><strong>Mathematical Computation</strong>—Students will compute basic mathematical operations accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems. (MTH 100 and MTH 116)</td>
</tr>
<tr>
<td><strong>Computer Literacy</strong>—Students will use current technology and develop computer skills for informational, academic, personal, and professional needs. (CIS 146)</td>
</tr>
<tr>
<td><strong>Information Literacy</strong>—Students will locate, access, and analyze information that facilitates learning and critical inquiry. (Library Orientation for ENG 101 and SPH 107)</td>
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In addition to the General Education Outcomes, the College has identified specific Program Learning Outcomes for each career/technical program based on the principle that each graduate should exhibit in a professional manner the knowledge and skills of a qualified practitioner in the field. The Program Learning Outcomes for each program as well as the General Education Outcomes are to be published annually in the college Catalog and on the college Website.

**Evaluation of General Education and Program Learning Outcomes**

Student learning outcomes are assessed every year. Each assessment includes the following steps:

1. Division directors/program supervisors follow the guidelines published in *The Program Learning Outcomes Review Process*. This publication is made available both in print and online.
2. Outcomes reviews for any given academic year are limited to fall and spring semesters, with the exception of those courses taught only during the summer of the specified review year.
3. All instructors teaching a course under review must complete the *Program Learning Outcomes Form*. Instructors explain how each general education or program outcome addressed by the course was evaluated, document the results of these assessments, and explain how these results may be used to improve the program.
4. Instructors submit the evaluations to their division director or program supervisor at the end of each semester. The deadline for submission corresponds to the deadline for grade submissions.
5. The division director/program supervisor reviews all evaluations of the course under review as soon as possible following the end of the semester; obtains necessary revisions from instructors; collates evaluations for each course, noting any immediate improvements to be made to the program; and discusses the results of the evaluations with faculty as needed. During the summer semester the division director/program supervisor collates the previous summer, fall, and spring evaluations for each outcome and compiles the data to determine the degree to which student outcomes have been met. The division director/program supervisor records the results of the assessment on the annual...
Institutional Effectiveness Plans (Unit Goals) Form and records improvements that have been made in the program as a result of the analysis of the assessments.

6. The division director/program supervisor submits the Unit Goals Form, along with all corresponding Program Learning Outcomes Forms to the Director of Institutional Planning and Assessment by the date specified by the Director (last week in July).

7. The summary of the course review for the academic year is submitted by the Director of Institutional Planning and Assessment for review and approval by the Student Learning Outcomes (SLO) Committee.

Collegiate Assessment of Academic Proficiency (CAAP)
The Collegiate Assessment of Academic Proficiency (CAAP) is a standardized testing program from ACT used as one measure to evaluate student attainment of the outcomes of the college’s general education program. The purposes of CAAP are as follows:

- To measure the strengths of the NACC general education program and identify areas in need of improvement
- To enable students to evaluate their individual skill levels and to compare their scores to those of other NACC students who take the exams
- To compare NACC results with those of other colleges throughout the nation.

Two tests are selected each year from among the six CAAP tests: Writing Skills, Reading, Mathematics, Critical Thinking, Science, and Writing Essay. Although sophomore status is not required, efforts are made to select student participants who have completed a majority of their general education requirements in the areas to be tested.

Individual student results of CAAP are confidential, with a copy to the student and to the Office of Institutional Planning and Assessment. Instructors do not have access to individual student reports. CAAP scores are not recorded on transcripts, nor do they affect eligibility for graduation or transfer. The collective scores are used by the College in institutional research, particularly in the evaluation of institutional effectiveness, and are made available to the campus community.

CAAP testing is coordinated by the Office of Institutional Planning and Assessment with the cooperation of division directors and faculty. Instructors are asked to cooperate in the testing process by attending an annual orientation session conducted by their division director upon request, distributing notices to selected students, encouraging the students to participate, ensuring that students report to the testing session on time, and allowing the students to compensate for classes missed as a result of the CAAP testing schedule.

Course Syllabus
A course syllabus is required for each course taught. All syllabi must be written in compliance with the guidelines of both the Alabama Community College System and the NACC Curriculum and Student Learning Outcomes Committees. College-approved syllabi are posted on the College website. In keeping with curriculum review procedures, division directors and respective faculty should review and update all department syllabi on an annual basis or more often if needed. Division directors/program supervisors should email updated syllabi to the Office of Institutional Planning and Assessment for online posting. The guidelines for additions to the curriculum govern the development of new syllabi. The official approved syllabus for every course is approved by the respective dean or director and by the Vice President/Dean of Instruction and posted on the college website.

Course Outline
Each instructor should distribute a Course Outline to students at the beginning of each semester.

The following outline is suggested for handout to students, based on the official syllabus posted on the College website and including specific course information such as instructor name, instructor office hours, and appropriate due process notices:

- Title of course
• Prerequisite and essential academic functions (if applicable)
• Name of Instructor
• Office location and hours (Part-time instructors who do not hold office hours should state how students may receive out-of-class assistance, e.g. by appointment, via email, Blackboard, phone, etc.)
• Telephone extension, fax number, e-mail address
• Prerequisites and standards for the course
• Textbooks and other materials
• Course learning outcomes
• General education or program learning outcomes, if applicable to the course
• Course topics
• Methods for evaluating course outcomes (e.g., quizzes, unit exams, mid-term exam, research paper, essays, oral presentations, homework, etc.) and percentage for each, if applicable
• Methods for evaluating general education or program outcomes, if applicable
• Classroom policies as established by the instructor
• Conduct statement: “The conduct policy of the College as published in the College Catalog will be followed in this course.”
• Other information as deemed necessary by the instructor
• Statements required by the Alabama Community College System, as noted following

The following statements established by the Alabama Community College System and published within all state-approved course syllabi shall be included verbatim in the course outline:

**Attendance**
Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student’s ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

**Statement on Discrimination/Harassment**
It is the official policy of the Alabama Community College System Board of Trustees, including the entities under its direction and control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law.

**Statement of Adherence to ADA Guidelines**
The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student’s responsibility to provide appropriate disability documentation to the College. Students who require reasonable accommodations to meet the essential functions of this class should consult the instructor.

The final statement is in accordance with guidelines set forth by the NACC ADA Coordinator.
Frequently Asked Questions about Course Outlines

What is the difference between a course syllabus and a course outline?

A course syllabus guides all instructors in teaching a particular course. Every instructor of a course follows the same syllabus.

A course outline provides students with specifics about a course, including instructor contact information, instructor expectations, methods of instruction and evaluation, and student rights and responsibilities. Each instructor provides a course outline specific to the sections he or she is teaching.

In other words, syllabi are written for instructors and are course specific; course outlines are written for students and may be specific to each instructor/section.

What are Essential Academic Functions?

The specification of essential academic functions is a concept arising from the mandate to make services and opportunities available to all qualified persons, regardless of disability.

A listing of essential academic functions for a given course or program protects an instructor, as well as the department and the institution, in a case where a student is truly incapable of attaining the standards of a class, with or without accommodations.

The definition of essential functions must be academically valid and must reflect the standards adhered to for all students, regardless of disability.

To determine the essential functions of an academic area or course, the instructor should list what tasks, skills, and abilities are needed for students to be able to understand and learn the course material. This can be done for subject areas or for courses.

Any academic essential functions should be written and included in syllabi and course outlines.

Why are due process procedures important in writing course outlines?

The right of due process is rooted in the fourteenth amendment, which limits action by the state against the rights of an individual.

As an instrumentality of the State of Alabama, the College falls within the fourteenth amendment reference to the state. The actions of administrators, faculty, and staff members, who serve as agents of the College, likewise qualify as state action. If such action deprives a student of something in which he or she has a property interest (e.g., a place in class, a favorable grade), due process is required.

There are two aspects of due process. Substantive due process requires that the rule or procedure itself be fair, and that the decision behind the rule have a sound basis. Procedural due process means that the procedures used in implementing the rule are fair. Notice, hearing, and explanation are considered the rudiments of procedural due process.

In practical terms, an instructor provides substantive due process by making reasonable requirements for attendance, performance, and behavior. He or she provides procedural due process by announcing--preferably in writing--the requirements and rules, and the consequences of noncompliance (notice) along with a statement that the student is invited to discuss any problem with compliance (hearing and explanation).

The policy on “Disciplinary Procedures for Students” (in the college Catalog) constitutes the institution’s provision for formal due process in cases of unacceptable student conduct.

Updated July 2017
The Course Outline and Due Process
The course outline which students are given at the beginning of a course serves to put the student on notice (in due process terms) that certain standards of academic performance, attendance, and classroom behavior will be required.

The course outline includes notice of required academic performance, attendance, and behavior. It also specifies that hearing is readily available for disability accommodations.

Consistent use of a course outline covering such points serves to document that an instructor is following due process procedures and is making a good faith effort to serve all students equitably and effectively.

Textbook Selection
Any changes in course textbooks should be effected at the beginning of the academic year. Textbook changes must be approved by the division director or program supervisor upon consultation with the appropriate faculty members. Following approval, the division director/program supervisor informs the bookstore manager of the change in textbook in a timely manner in order to ensure delivery.

Instructor Editions
The College does not furnish copies of textbooks to instructors. However, complimentary copies may be obtained by contacting the publishers. An instructor who does not have a copy of a text at the beginning of a course may borrow one from the college bookstore, Textbooks, Etc., until a complimentary copy can be obtained from the publisher.

Meeting and Dismissing Classes
Classes are expected to meet as scheduled with the assigned instructors. Faculty members are expected to be in the classrooms when the class period begins and dismiss class when the period ends. This expectation includes the first class day of each semester. If an instructor is unavoidably detained and cannot be at class on time, the class is automatically dismissed fifteen minutes after the beginning of the class period without penalty to the students.

Attendance Accounting
Accurate attendance records are expected on the part of all instructors. Attendance reporting is required in order to comply with a number of financial aid programs. Instructors are asked periodically to report the attendance of financial aid recipients.

Final Examinations
Final exams must be given at the published times specified in the class schedule. Any deviations from this must have prior approval of the Dean of Instruction.

Every student is expected to take a final examination at the scheduled time. Under extenuating circumstances, a student may take a special delayed examination. Such delay must be approved by the instructor. Any student having approval for delayed examination will receive a grade of I (Incomplete). Students must take the delayed examination at a time designated by the instructor. If a grade of I is not changed through the Grade Change form, initiated by the instructor upon the student’s completion of work, the I changes to an F with the next semester's grades.

Final Grade Reports
Reports of grades are made at the end of each semester. Grades are reported to the Registrar's Office both online and via the official printed class roll. One copy must be signed and returned to the Registrar's Office for audit purposes. After grades are reported, no changes may be made unless the instructor presents satisfactory documentation that an error has been made in the first reporting and completes a Grade Change form. Changes must be approved by the Vice President/Dean of Instruction.
Field Trips
When a student field trip is to be taken off the campus of the College, the instructor should first file an Activity Request. Upon approval of the request, the instructor next requests college business leave by completing the Employee Leave Request form. All purchase orders (for example, bus rentals) must be submitted prior to the execution of the field trip. Student release forms for all participants must be collected by the instructor prior to departure. Students who have a disability which may prevent them from participating may request accommodations to enable their participation.

Guest Speaker Invitation
Requests to invite guest speakers to address campus assemblies are to be directed to the President. Once presidential approval is secured, arrangements are made by using the Activity Request form.

Laboratory Rules and Procedures

Introduction
The purpose of the following document is to provide basic safety guidelines for academic laboratories. Because of the great diversity of laboratory work performed at this institution, it would be impossible to provide all warnings and precautionary measures required in every laboratory conducted. The following information is intended to be only the starting point in laboratory safety. It is the responsibility of the laboratory instructors to take these guidelines and develop detailed procedures for themselves, work-study assistants, students, and any other individuals that are affected by their specific laboratory activities.

A. General Rules and Procedures
1. Use protective safety equipment to reduce potential exposure, i.e. gloves, respirators, fume hood, etc. Skin contact with chemicals should be avoided.
2. Avoid underestimation of hazards and risks. Laboratory procedures that are not consistent with the laboratory skill level of the students or instructor should be avoided or revised.
3. Develop a firm goggle policy. Wear appropriate eye protection at all times. Goggles or protective eyewear, as determined by the instructor, must be worn any time chemicals, glassware, heat, or infectious materials are used in the laboratory.
4. Never work alone in the laboratory, chemical storage, and prep areas. Provide adequate supervision of students in all laboratories.
5. Flammable liquids require special attention. Never use these materials near any source of ignition, spark or open flame.
6. Never perform a first-time chemical demonstration in front of your class. Always perform first-time demonstrations in front of other instructors to evaluate the safety of the demonstration.
7. Never store chemicals over, under, or near a sink.
8. Only authorized personnel should be allowed in the laboratory or storeroom.
9. Have appropriate fire-fighting equipment in an accessible location in case of an accident.
10. Train all students and employees on the location and use all personal safety devices and emergency equipment in the laboratory.
11. All utility failures should be handled in accordance with the NACC Crisis Management Plan.
12. Know the location and how to use the master utility controls to shut off gas, electrical and water supplies.
13. Do not smell or taste chemicals.
14. Use a safety shield or hood whenever danger of an explosion or implosion might occur.
15. Read all chemical labels prior to use.
16. Know and understand the hazards of the chemical as stated in the MSDS and other references.
17. Know how to properly store all chemicals in their compatible chemical families.
18. Know proper transportation and disposal procedures for chemicals.
19. Know appropriate emergency procedures for waste disposal and spill clean-up.
20. Be familiar with evacuation routes and fire or emergency notification. Please refer to the appropriate section of the NACC Crisis Management Plan.
21. Turn off water faucets and gas after completion of the laboratory. Lock all laboratory doors and sign the gas cut-off checklist.

Updated July 2017
B. Laboratory Rules and Procedures

1. Medical treatment and first aid should be administered in accordance with the NACC Crisis Management Plan.
2. All laboratories should be well ventilated. Use only chemicals that are appropriate for the laboratory ventilation system.
3. Emergency telephone numbers should be posted in the chemical storage/prep room area.
4. Do not use chipped, etched, or cracked glassware. Glassware that is chipped or scratched presents a serious breakage hazard when heated or handled.
5. All laboratories where chemicals are used must have eyewash stations capable of treating both eyes continuously for 15 minutes with copious quantities of potable water. Teach everyone how to use the eyewash in an emergency. Eyewash station effectiveness and operation should be inspected every three months. Promptly repair any eyewash that does not function properly.
6. After each accident, fill out an accident report describing the event in detail. All accidents or near accidents (close calls) should be carefully analyzed with the results distributed to all who might benefit.
7. Read all labels carefully -- the names of many chemicals look alike at first glance.
8. Do not operate electrical equipment with wet hands.
9. Have appropriate types and sizes of fire extinguishers. Tri-class ABC and Halon fire extinguishers are appropriate for laboratories. Carbon dioxide fire extinguishers are inappropriate for laboratories.
10. Do not block fire exits.
11. Have an alternative evacuation route in the event your primary route becomes blocked.
12. Practice your emergency plans.
13. Keep all aisles clear.
14. Do not run in the laboratory.
15. Solutions and reagents with missing labels should not be stored in the laboratory.
16. Be thoroughly familiar with the hazards and precautions for protection before using any chemical.
17. Dispose of all chemicals properly. All disposal procedures used should conform to state and local regulations.
18. Safety showers or body drenches should be provided. Showers should be tested every six months. Promptly repair any shower or body drench that does not function properly.
19. Access to exits, emergency equipment and master utility controls should never be blocked.
20. Never perform or allow students to perform unauthorized laboratory experiments.

C. Personal Hygiene Guidelines

1. Do not use any tobacco products, eat, or drink in the lab where toxic materials are located.
2. Do not pipette by mouth -- always use a pipette bulb or other appropriate suction device.
3. Wash thoroughly after any chemical exposure or before leaving the laboratory.
4. Never smell chemicals directly; always waft the odors to your nose using your hand.
5. Never bring foodstuffs, opened or closed, into the lab, chemical prep area or storage area.
6. Do not apply cosmetics in areas where laboratory chemicals are present.
7. Never store food in a laboratory refrigerator.
D. Protective Clothing Requirements
   1. Eye protection must be worn. Goggles must meet ANSI Z87.1 Standard. Wear face shields or use hoods when dealing with extremely corrosive liquids.
   2. Wear gloves that are appropriate to the hazards you may find in the lab. Test for holes every time you wear gloves. Change gloves often. Use liberal amounts of hand cream/lotion for an additional skin barrier in case of glove failure when working with hazardous substances.
   3. Always wear a full-length lab coat or a chemical-resistant apron.
   4. Wear low-heeled shoes. Do not wear open-toed shoes or sandals of any kind. Always wear socks in the laboratory.
   5. Do not wear shorts --- wear long pants.
   6. Do not wear lose or balloon sleeves.
   7. Tie back long hair.
   8. Do not wear hanging jewelry.
   9. Do not wear a long or loose necktie.
  10. Do not wear an absorbent watchstrap.
  11. Inspect all protective safety equipment before use. If defective, do not use.

E. Housekeeping Rules
   1. Keep chemicals in the chemical prep and storage area. If chemicals are moved to the classroom for lab, they must be returned to their proper storage location at the end of the day's laboratory periods.
   2. Waste materials require proper containers and labels.
   3. Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
   4. Label all chemicals with names and hazards, even solutions.
   5. Never block access to exits or emergency equipment.
   6. Clean up all spills properly and promptly.
   7. Work and floor surfaces should be cleaned regularly and kept free of clutter.

F. Spill and Accident Procedures
   Please see the sections on Building Emergencies and Natural Gas/Chemical and Radiation Spill of the NACC Crisis Management Plan
   1. Notification --- Please see College Notification System section of the NACC Crisis Management Plan.
   2. Evacuate --- Get everyone to a safe location. Refer to the NACC Crisis Management Plan.
   3. Assemble --- Organize the students and all workers.
   4. Report --- Fill out a detailed accident report after the emergency is over.
   5. Clean up spills immediately and thoroughly.
   6. A bucket of dry sand or oil absorbent should be available as a fire extinguisher and to aid in providing traction on a slippery floor.
   7. Appropriate neutralizing or containment materials, such as a spill kit, dry sand, kitty litter, and other spill control materials should be readily available.
G. Chemical Storage Rules and Procedures
1. Keep an updated inventory of all chemicals, their amounts and location. Stored chemicals should be examined frequently (brief weekly inspections) for deterioration, chemical integrity and readability of labels. Annual inspections should be made for replacement or disposal of old, outdated/unneeded chemicals.
2. Label all chemical solutions you make with the identity of the contents, date, concentration, hazard information and your name.
3. Establish a separate and secure storage area for chemicals.
4. All chemicals should be stored in chemically compatible families.
5. Store the minimum amount of chemicals needed.
6. Store corrosives in appropriate corrosives cabinets or designated area.
7. No flammable materials should be stored outside an approved flammables storage cabinet unless in safety cans.
8. Do not store chemicals under a fume hood.
9. If possible, keep certain items in the original shipping package, e.g., acids and bases in the Styrofoam cubes.
10. Avoid storing chemicals on shelves at very high levels.
11. The storage area and cabinets should be labeled as to identify the hazardous nature of the products stored within. This will allow fire department officials to quickly see a potentially hazardous area.
12. Shelving above any work area, such as a sink, should be free of chemicals or other loose miscellany.
13. Shelving sections should be secured to walls or floor to prevent tipping of entire sections.
14. Chemicals should not be stored on the floor except in approved shipping containers.
15. Storage area should be well ventilated. Isolate the chemical storage exhaust from the general building ventilation system.
16. Store chemicals in a separate, locked, dedicated storeroom.
17. Store all poisons in a locked cabinet.
18. Only authorized personnel are allowed in the chemical storage area.
19. Do not transport chemicals in vehicles or by any other method that will not meet the Department of Transportation guidelines.
20. Do not accept donated chemicals from students, industries, other schools, or governmental agencies.
21. Chemicals exposure to heat or direct sunlight should be avoided.

H. Storage Requirements -- Compressed Gas Handling Instructions
1. Compressed gases should be handled as high-energy sources, and therefore, as potential explosives.
2. Always protect the cylinder valve stem.
3. Avoid exposure of cylinders to heat. Do not store gas cylinders in direct sunlight.
4. Never lubricate, modify, force or tamper with a cylinder valve.
5. Cylinders of toxic, flammable or reactive gases should be used only under a fume hood.
6. Do not extinguish a flame involving a combustible gas until the gas is shut off --otherwise it can re-ignite -- possibly causing an explosion.
7. Gas cylinders must be secured in place. They must be protected to prevent valve damage, which may be caused by falling.

I. Storage Requirements -- Flammable Chemicals Handling Instructions
1. Store all flammables in a dedicated flammables cabinet.
2. Avoid storing any chemicals, especially flammable materials, in direct sunlight.
3. Store away from all sources of ignition.
4. Store away from all oxidizers.
5. Never store flammables in refrigerators unless the refrigerator is explosion proof.
J. **Storage Requirements -- Corrosive Materials Handling Instructions**
1. Store corrosives in appropriate corrosives cabinets or designated area.
2. If possible, keep certain items in the original shipping package, e.g., acids and bases in Styrofoam cubes.
3. Working with corrosive materials requires special eyewear. Wear a chemical splash face shield when handling corrosive materials.
4. At least every three months inspect all shelf clips in your acid cabinet to check for possible corrosion. Corrosion may weaken the shelf clips and result in shelf collapse.

K. **Procedure --- Specific Safety Rules and Guideline**
1. Use a fume hood or appropriate safety equipment when the permissible exposure limit for a chemical is less than 50 ppm as indicated on the chemical MSDS.
2. Use carcinogens, mutagens, teratogens and allergens only under a fume hood or use in a manner that will prevent exposure.
3. Handle toxic, corrosive, flammable and noxious chemicals under a fume hood or use in a manner that will prevent exposure.
4. Do not expose flammable liquids to open flame, sparks, heat or any source of ignition.
5. Only use flammable solids (sodium metal, potassium metal, etc.) in very small quantities. Use a safety shield when igniting flammable solids.
6. Water-reactive solids (sodium metal, potassium metal, etc.) should be stored under dry oil.
7. Use extreme caution when handling finely divided (dust-like) material. Finely divided materials may form explosive mixtures with air.
8. Open cans of ether (ethyl ether) should be evaporated after use and not stored unless absolutely necessary. Rely on expiration date to dispose of the material.

L. **Safety Equipment Inspection**
1. Goggles always must be clean and functional.
2. Laboratory ventilation must be functional.
3. Fire extinguishers must be of the right type, Tri-class ABC, and they must always be properly inspected.
4. Eyewashes must be functional and flushed at least once a month.
5. Fume hoods must be operational.
Section VIII: Student Affairs

Student Record Policy
Original, paper copy student records are maintained by the functional areas responsible for the creation, collection, maintenance, and retention of those records. Electronic versions of each record are maintained on the College's central computer system. Access to both record forms is controlled by the dean or director responsible for the area. Admissions Office records access is controlled by the Dean of Student Services. Financial Aid record access is controlled by the Director of Financial Aid. Student transcripts access is controlled by the Dean of Administrative Services, responsible for Management of Informational Services and Registrar functions.

Confidentiality and access to student record information is administered in accordance with the Family Education Rights and Privacy Act of 1974. Northeast Alabama Community College will release a student’s educational records without his or her approval only as follows:

- To Northeast Alabama Community College officials who have legitimate educational interest in the records
- To officials of another college or university in which a student seeks to enroll
- To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs
- To persons involved in granting financial aid for which the student has applied
- To state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to November 19, 1974
- To testing, research, and accrediting organizations
- In compliance with a court order or lawfully issued subpoena
- In very narrowly defined emergencies affecting the health and safety of the student or other persons

In addition, Directory Information, which is defined by Family Educational Rights and Privacy ACT Sec. 99.3 (FERPA) as information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed, can be disclosed to outside organizations or agencies upon request unless the student specifies in writing to the Admissions Office that this information is to be withheld. Directory information may include the following:

- Name
- Address
- Telephone listing
- College email address
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level (e.g., freshman or sophomore)
- Enrollment status (e.g., undergraduate, full-time or part-time)
- Participation in officially recognized activities
- Photograph
- Degrees, honors, and awards received
- Most recent educational institution attended

The term “dates of attendance” refers to general periods of time, such as an academic year or a specific semester. It does not include specific daily records of a student’s attendance, which may not be disclosed without consent under FERPA.

Record integrity is maintained by restricting records creation and modification access to employees within each functional area. Employees are given user identification and password access to each computer

Updated July 2017
record with specific creation, update, or read only access to the record commensurate with the employee’s job duties, and approved by the President of the institution. Control documents for all modifications to records are processed and maintained within the functional areas.

Student transcripts are created by computer programs which process faculty grade rolls. Student transcripts may only be modified by written documentation signed by the instructor who originally assigned the grade and the Vice President/Dean of Instruction. Transcript modifications can be performed only by specific personnel within the MIS office controlled by the Dean of Administrative Services.

Student record retention is governed by the guidelines of the Alabama State Records Manual, developed by the Functional Analysis and Records Disposition Authority of the Alabama Department of Archives and History (ADAH) for all state agency records, including colleges and universities.

Records are identified by record type and assigned a retention period, after which they may be destroyed. Northeast retains student records for periods which meet or exceed the minimum periods specified in the manual. Non-permanent, paper records are physically stored in filing cabinets within each functional area for the retention period or longer. Electronic versions of the files are maintained on computer for periods exceeding the guidelines.

Safety and security of student records is provided commensurate with the record type and retention period. Nonpermanent records, such as admission records and student financial aid records, are maintained in storage filing cabinets and on computer. Permanent student records, such as faculty grade reports and student transcripts, are maintained in a concrete, reinforced, fire-proof vault with access controlled by the Dean of Administrative Services. Nightly backup computer files of all records are maintained in the fire-proof vault within the MIS area. A weekly backup tape is stored in a fire-proof filing cabinet in the Business Office safe. An off-campus backup tape is kept in a safe at a local bank.

Release of Student Information
The Family Education Rights and Privacy Act of 1974 (PL 93-380), known as the Buckley Amendment, shall apply to the handling of student records at all institutions (Board Policy 809.01, 03/24/05). Personnel should refer to “Privacy Act Information” in the Northeast Alabama Community College Catalog for guidelines on release of student information. Requests for student information will usually be directed to the Admissions/Student Services Office; however, the following guidelines are provided for those situations when other personnel are asked for information:

No one should release student or employee information that is acquired because of one’s position; examples are grades, private telephone numbers, or information gained in a counseling relationship. If a caller affirms an emergency situation and wishes to contact someone, take a number and have the named individual return the call if he or she wishes to do so. In a situation of affirmed emergency, it is safer to release information than to withhold any information that could help to prevent loss of life or property. The principles of professional ethics should be followed in discussing a student, present or former, with anyone.

Court Orders and Student Information
All personnel should be aware that the counseling relationship within an educational institution is not protected as privileged in court under Alabama law. An instructor or counselor who has heard a student in a counseling relationship may be required by a court to divulge information gained in that counseling relationship.

Intervention for Student Success
When a student is placed on Academic Warning, Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, College officials may provide intervention for the student by taking steps including but not limited to limiting the student’s course load, requiring a study skills course, and/or prescribing other specific courses (Board Policy 714.01, 04/24/08).

Updated July 2017
At the course level, instructors are urged to hold a conference with each of their students experiencing academic difficulty; this intervention should occur before and in prevention of an unfavorable academic status designation. This conference should be held during the second or third week of the semester, or as soon as possible after the first major grade assignment.

Developmental course instructors submit to the Developmental Studies Coordinator the names of students with excessive absences at the end of the first two weeks of class. At mid-term the instructors submit a second list, containing the names of students with excessive absences and/or those experiencing academic difficulty. Following each submission deadline, the Coordinator contacts the students to apprise them of the College’s resources and to offer assistance. The Coordinator maintains confidential files concerning these interventions.

**Maintaining Individual Class Attendance Records**
Each instructor will take roll and maintain class attendance records. A student’s grade may not be based on attendance, but a documentation of attendance is required for each class session, including lab sessions.

Faculty grade books are considered a permanent record and should be retained by the instructor until termination of his or her employment. Grade books from full-time faculty will then be submitted to the Vice President/Dean of Instruction for permanent filing. All part-time instructors should submit their grade books to the Dean of Extended Day upon termination of their employment.

**Maintaining Student Advising Records**
Student advising records have to be retained for three years after the student’s last day of attendance. They may then be destroyed with permission of the Dean of Administrative Services.

**Cheating**
Cheating is not to be tolerated. Instructors should make every effort to see that no examinations are compromised. Instructors have a responsibility to students and to the College to prevent cheating. Instructors should attempt to resolve incidents of student cheating at the instructor-student level. However, if this is not possible, an instructor may lodge a complaint against a student with the Dean of Student Services for review by the Disciplinary Committee.

**Plagiarism**
Plagiarism is the intentional copying of the ideas or words of another and using those ideas or words as one’s own. Instructors may use anti-plagiarism programs to check student work. When outside sources are paraphrased or incorporated verbatim, they must be acknowledged. Students who submit plagiarized or partially plagiarized assignments will not receive credit for those assignments and may be subject to failure in the course. Instructors should attempt to resolve incidents of student plagiarism at the instructor-student level. However, if this is not possible, an instructor may lodge a complaint against a student with the Dean of Student Services for review by the Disciplinary Committee.

**Discipline**
Proper discipline is a necessity for good teaching. Each instructor should require order and respect by all students in each class. The policy on Disciplinary Procedures for Students is published in the college Catalog.

**Students with Disabilities**
When a student approaches an instructor with a request for disability accommodation, the instructor should (1) document the request, and (2) refer the student and the request to the disability services coordinator.

The disability services coordinator will meet with the student, require appropriate documentation, and arrange to make the reasonable accommodations as needed. A committee of instructors may be included.
in these discussions. If the requested accommodation is not appropriate, the disability services coordinator states the reasons in writing. However, all individuals concerned will make a good-faith effort to achieve the accommodation.

The key to providing reasonable accommodation in the classroom is a well-defined statement of the essential academic functions of the course or program. All students must be able to meet the essential academic functions, with or without accommodations.

When accommodations are requested, the statement of essential functions serves to inform all concerned, including the disability services coordinator, what the student must do (with or without accommodations). This statement becomes vital in case of a legal challenge involving compliance with current disability regulations.

The essential academic functions should be developed and agreed upon at the division level. Tests and other evaluative measures in each class should reflect mastery of the essential functions.

For students with disabilities, modifications may be made in the presentation of the material or in the ways by which the student demonstrates mastery of the material; the essential academic functions, however, do not change. For instance, a speech-impaired student taking Fundamentals of Public Speaking may develop and present a speech using a voice synthesizer or may use sign language to present the speech through an interpreter. An English composition student who does not have the use of his or her hands may find alternate ways of producing written assignments. In either case, however, the standards of organization, documentation, and authenticity are the same for the student with the impairment as for all other students.

An instructor may not impose an accommodation on a student (e.g., require a student to sit in front because of a hearing impairment). Accommodations may be offered, not required. The meeting of the essential functions, with or without accommodations, is required.

A student’s disclosure of a disability must be kept confidential. As a result of potential legal complications, instructors should avoid questioning about the disability – how the disability occurred, how long it may last, or the extent of the limitation. The instructor should never question, nor imply to question, the genuineness of the disability to the student. Such questions may be communicated to the disability services coordinator, who will require appropriate professional documentation of the disability before negotiating accommodations. Questions may safely focus on how the student can be helped to achieve the essential academic functions of the course.

The statement of essential academic functions should be made available to all students through a course outline distributed at the beginning of the course or program. This handout should include a statement to the effect that students who require reasonable accommodations to meet the essential functions should consult the instructor.

**ADA Grievance Procedure**

Northeast has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Titles I and II of the Americans with Disabilities Act. Title I, Section 102(a) states that "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Title II, states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.
Complaints should be addressed to Katelin Miller, ADA Compliance Coordinator, 115 Student Center, telephone (256) 638-4418, ext. 2322. The Alabama Relay Center number for hearing-impaired persons using a TDD or text telephone is (800) 548-2546. The ADA Compliance Coordinator has been designated to coordinate accessibility of College programs and services, as well as other ADA compliance efforts.

1. As a first step, the individual who wishes to register a complaint (the “Complainant”) should contact the person most likely to be able to rectify the problem, i.e., the person ("Respondent") who is responsible for the alleged violation, or the area of alleged violation. Every effort should be made on both sides to resolve the situation informally. Reasonable accommodation, if needed, must be provided to enable effective communication. The Respondent must document the complaint, the date, the resolution of the complaint, and the date the resolution was implemented. The documentation does not have to contain the name of the Complainant if Complainant wishes to remain anonymous. Documentation must be retained on file by the Respondent and should also be filed with the ADA Compliance Coordinator for verification in case of a later suit. If the matter cannot be resolved informally, the Complainant should proceed as follows.

2. A formal complaint is filed in writing, contains the name and address of the Complainant, and briefly describes the alleged violation of the regulations. If accommodation is needed to put the complaint in writing, the ADA Office should be contacted for assistance. A complaint should be filed within fifteen (15) days after the Complainant becomes aware of the alleged violation. A complaint which references ongoing discriminatory practices or procedures may be filed at any time.

3. An investigation shall follow a filing of the complaint. The investigation shall be conducted by the ADA Compliance Coordinator, with assistance from other College personnel as needed. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Reasonable accommodation shall be provided, if needed, to enable effective communication.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Compliance Coordinator and a copy forwarded to the Complainant no later than ten (10) days after its filing. The report to the Complainant shall be delivered in person or to the address given in the written complaint, by certified mail, return receipt requested.

5. The Complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) days to the College President, David Campbell, Pendley Administration Building. The President will appoint a committee of at least three persons to review the complaint and its resolution; one of these persons shall be nominated by the Complainant; one shall be selected by the President; and the ADA Compliance Coordinator will be the third. Additional persons may be added to the committee if their assistance is considered by the President to facilitate conscientious resolution of the problem. Reasonable accommodation shall be provided, if needed, to enable effective communication. The ADA Compliance Coordinator will serve as chair of the committee and will submit a committee recommendation to the President, within thirty (30) days of the filing of request for reconsideration. The process of review is intended to determine compliance or noncompliance with the Act and with implementing regulations of the Department of Justice and the Equal Employment Opportunity Commission. The committee report and recommendation will note differing opinions or consensus within the committee on the validity of the complaint, the appropriateness of the resolution, and the degree of variance from the legislative regulations. Additional resolutions may be suggested.

6. The President will review the committee report and will file a written response to the Complainant. This response will be final so far as the institutional level is concerned. Alabama Community College System is the next level above Northeast, should the Complainant desire further review.

7. The ADA Compliance Coordinator shall maintain the files and records of Northeast relating to the complaints filed and their resolution.

8. Any time limit set herein may be extended upon the written mutual consent of both parties.

Updated July 2017
9. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

10. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Northeast complies with the ADA and implementing regulations.

**Extended Day Services**

Extended day students who need to change class schedules or withdraw and whose advisors are not on duty or who need any other assistance should be directed to the Extended Day Office.

Evening instructors have offices, telephones, and computers with access to the internet and college network.

Security services are provided throughout the evening hours. Campus police may be contacted by telephone or through the Extended Day Office.

<table>
<thead>
<tr>
<th>Extended Day Service</th>
<th>Closing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria</td>
<td>8:30 p.m., Monday - Thursday</td>
</tr>
<tr>
<td>Kahva Cafe</td>
<td>6:00 p.m., Monday - Thursday</td>
</tr>
<tr>
<td>Learning Resources Center (Library)</td>
<td>8:00 p.m., Monday - Thursday</td>
</tr>
<tr>
<td>Security/Campus Police</td>
<td>11:00 p.m., Monday - Thursday</td>
</tr>
<tr>
<td>Textbooks, Etc.</td>
<td>6:00 p.m., Monday and Thursday</td>
</tr>
</tbody>
</table>

**Student Role in Institutional Decision Making**

NACC is a public college and welcomes input from students regarding institutional decision making. Student surveys are conducted periodically to help determine needs, establish policies, and develop programs.

Student members serve on relevant committees that make recommendations regarding institutional policies and procedures. Additionally, the Student Government Association (SGA) encourages students to participate in institutional decision making.

**Supervision of Student Activities**

All formal student activities must have a campus sponsor (faculty, administrator, or professional staff). The College deems campus sponsorship important and necessary for both academic and legal reasons. Sponsors are to encourage wholesome and creative student efforts. The procedure for initiating student activities is outlined in the Student Handbook section of the college Catalog. Responsibilities of the student activity sponsor are delineated in the position descriptions in Chapter II.

The administration of the College is committed to the fulfillment of academic, legal, ethical, and moral responsibilities with regard to student activities. Federal and state laws as well as Board policies regarding student activities are to be upheld. Student activities personnel are to adhere to these principles as an integral part of their professional duties.

**Monitoring of the Yearbook**

Monitoring the publication of the college yearbook is the responsibility of the yearbook advisors and the Dean of Student Services. Questions or problems will be referred to the Student Services Committee for a decision.

Updated July 2017
College Dress
Students are expected to dress in a socially acceptable manner. Shoes and conventional dress must be worn by students.

Solicitation and Sales
An agent, vendor, or solicitor will not be allowed to sell merchandise or services to students on campus or via the college website except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also requires that students actually participate in the selling and that the sponsoring student organization receive a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.

On-campus solicitation or other solicitations originated by students to raise funds for college-related activities may be permitted only with prior approval of the President or appropriate dean. Solicitation for non-college-related activities shall not be permitted on campus except with the approval of the President or a designee (Board Policy 515.01, 03/24/05).
Computer Technology Acceptable Use Policy

Introduction
Northeast Alabama Community College provides students with computer workstations in laboratories and in the library, and provides faculty and staff with computer access in offices. These workstations, software, and storage device contents are the property of Northeast Alabama Community College. As part of campus resources, computers are connected to and have access to the Internet. Each user is responsible for his or her activities on computers and on the Internet. Activities which are illegal, harass others, and offend those working around one are not permitted and will result in loss of privileges.

Campus workstations and the resources they access are provided for course-related assignments, scholarly research, college business, and other activities directly related to the mission of Northeast Alabama Community College. At the discretion of College personnel, resources may be used for recreational and casual use when they are not otherwise in use. In all cases, computer use in support of the College's mission will take precedence over recreational and casual use.

Access is a privilege, not a right: Northeast Alabama Community College reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate the Acceptable Use Policy.

Definitions and Application
This Acceptable Use Policy applies to all persons who use or attempt to use computer resources owned by Northeast Alabama Community College. Computer resources include computers, networks, software, data, and other information technologies, whether located on campus or at an off-campus activity sponsored by the College. These resources are to be used in a manner that supports the institutional mission of Northeast Alabama Community College.

Northeast Alabama Community College provides Internet access on selected computers available to its students, faculty, and staff by participating in the Alabama Research and Educational Network (AREN), which is administered by the Alabama Supercomputer Authority in order to provide Internet access for academic, educational, and research purposes only. The College abides by the Acceptable Use Policy of AREN, which is available for view in the Office of Technology.

All Northeast Alabama Community College regulations and existing state and federal laws apply, including not only those regulations and laws that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property.

Unacceptable Use
Users of computing resources belonging to Northeast Alabama Community College will be held accountable for their conduct under this policy statement, any other applicable policies or procedures of Northeast Alabama Community College, and/or state or federal laws and regulations. Use of computer information technology that is unacceptable includes but is not limited to the following examples:

- Violating or attempting to violate copyright laws governing software and materials accessed by means of computer technology
- Violating or attempting to violate license agreements, including but not limited to making unauthorized copies of software or data owned by or licensed to Northeast Alabama Community College
- Using software or data obtained by means that are illegal or contrary to the policies of Northeast Alabama Community College
- Violating or attempting to violate Northeast Alabama Community College security, including but not limited to circumventing data protection schemes, gaining unauthorized access, or decrypting secure data.
• Accessing or attempting to access information belonging to another individual or Northeast Alabama Community College office; or misrepresenting one's identity, including but not limited to using another's password
• Allowing an unauthorized individual to access an account or information, including but not limited to divulging a password or other sign-on information
• Intentionally executing, transmitting, or installing any program designed to damage or to place excessive load on a computer system or network, including but not limited to computer viruses, Trojan Horses and worms
• Creating, reproducing, or transmitting materials that are slanderous or defamatory in nature, that threaten violence, or that otherwise violate existing laws or regulations
• Displaying text or images that might be found offensive in a location that can be seen or read by others, including but not limited to text or images that are obscene or harassing in any way
• Using or attempting to use computer resources to harass others, to monitor others, or to disrupt their work
• Failing to abide by the provisions of this statement that give priority to educational uses of computer resources, including but not limited to using computers for commercial purposes or for recreational purposes while others need access for educational purposes
• Failing to abide by the policies, procedures, and regulations of the lab, library, classroom, office, or other facility in which the computer equipment is located
• Using or installing any software that has not been authorized by Northeast Alabama Community College
• Overusing or overloading computer resources, including computer memory as well as paper and other supplies. Northeast Alabama Community College reserves the right to periodically purge excessively large files and e-mail files
• Damaging, destroying, defacing, or removing hardware, software, data, or supplies that belong to others or to Northeast Alabama Community College

Disciplinary Actions
Because access to information technology resources at Northeast Alabama Community College is a privilege, abuse of this privilege is subject to campus disciplinary procedures and possibly legal action. If the initial violation is minor or accidental, the situation will be resolved informally with the purpose of educating the violator. If the violation is repeated or is more serious in nature, Northeast Alabama Community College may rescind or modify computer access privileges. Violations of local, state, or federal laws will result in the immediate loss of all Northeast Alabama Community College computing privileges and will be referred to appropriate Northeast Alabama Community College officials and/or law enforcement authorities.

Wireless Internet Access Policy (Appended to Acceptable Use Policy, September 2005)
Northeast Alabama Community College provides wireless data network access in select locations for the campus community. This access uses the 802.11b and 802.11g standards for speeds up to 54Mbps. Wireless networking is provided as a supplement to the College’s wired LAN network and is not considered a replacement for wired access. Use of the wireless network on campus is subject to the following rules:

1. Wireless access on campus is subject to the College’s Acceptable Use Policy found in the College catalog and posted on campus.
2. Connection of hubs, switches, routers, unapproved access points or any other device which may interfere with the campus network is not permitted. Connection sharing is not allowed. Violations will result in loss of access to the wireless network.
3. Any other action that is judged detrimental to campus network operation by the IT staff may be terminated.
4. The wireless connection is a direct connection to the Internet with a basic firewall. The College does not provide virus or spyware scanning software for this connection, and therefore the risk
of infections to computers increases. Connection users, not NACC, are responsible for infections originating from this wireless Internet connection.

Peer-to-Peer File Sharing and Illegal Downloading Policy

**File sharing** is the practice of distributing or providing access to digitally stored information, such as computer programs, multi-media (audio and video), documents, or electronic books. Illegal file sharing is the sharing of copyright protected files without authorization. Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner.

Northeast maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and community. The college is required by federal law to inform students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. The law also requires that the college take steps to detect and punish users who illegally distribute copyrighted materials.

Peer to Peer (P2P) technologies have many genuine uses and Northeast does not ban P2P programs from its network. It is, however, a violation of copyright law to use a P2P technology for copying commercial music and/or video files without the copyright holder’s permission.

NACC utilizes technology-based deterrents to effectively combat unauthorized downloading/distribution. The college Internet provider is through the Alabama Supercomputer Authority (ASA), which monitors bandwidth traffic and accepts and responds to Digital Millennium Copyright Act (DMCA) notices. When illegal downloading is detected, DMCA notifies ASA, which in turn notifies the college immediately. IT personnel at the college track down the offenders.

For more information on “fair use” and copyright laws please go to: [http://www.copyright.gov/title17/](http://www.copyright.gov/title17/)

Some music, movies and television shows can be legally obtained through online subscription services or from sites officially permitted by the copyright holders to offer certain downloads. Use the following sites as alternatives to illegal downloading: [http://www.educause.edu/legalcontent](http://www.educause.edu/legalcontent)

The college reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe or the use is impacting the operation of the network. NACC must report any violations to appropriate authorities for criminal or civil prosecution. In addition, violators may be referred to the college discipline committee, which may impact college enrollment.

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Updated July 2017
Institutional Grievance Procedure

A student who feels unjustly treated by the College, including its agents, may file a grievance. This grievance procedure does not apply to the contesting of disciplinary decisions, to ADA concerns, or to harassment complaints, since separate disciplinary appeal and ADA and harassment procedures exist. (For ADA or disability service concerns, Northeast 181 see “ADA Grievance Procedures.” For information about harassment, see “Harassment/Physical Assault Policy.” The procedure for a student wishing to have a grievance heard is as follows:

I. Purpose. The purpose of this student grievance procedure is to provide fair and orderly processes to resolve student grievances at Northeast.

II. Definitions.
Student: A student is defined as one who is or who has been duly and legally registered as either a full-time or part-time enrollee at Northeast.
Grievance: A grievance is defined as a difference or dispute between a student and a college employee with respect to the application of the rules, policies, procedures, and regulations of the College as such affect the student.

III. Grievance Steps.
First Step: The student should contact the College employee who would be best able to handle the grievance, i.e., the person with whom the student has a difference or a dispute. This contact should be made within ten (10) calendar days following the event giving rise to the grievance. Every reasonable effort should be made by all parties to resolve the matter informally at this level.
Second Step: If the student is not satisfied with the disposition of the grievance at the first step, he/she may file a written appeal to the immediate supervisor of the employee involved within five (5) calendar days of receipt of the decision given in the first step. Within five (5) calendar days of the supervisor’s receipt of the written appeal from the student, the supervisor shall notify the employee involved in the complaint. The supervisor shall also set a date for a meeting and notify the student where and when the meeting shall take place. The meeting date shall not be later than ten (10) calendar days after the supervisor’s receipt of the written appeal. At this point the College employee involved may respond in writing to the grievance.
Third Step: If the student is not satisfied with the disposition of the grievance by the supervisor of the employee involved, he/she may request a meeting with the appropriate dean(s) within five (5) calendar days after the receipt of the disposition of his/her grievance at the second step. The dean will render a decision to redress the grievance if it is judged that one occurred. If in the dean’s judgment the appeal and record of previous actions have redressed the grievance or do not warrant further action, the involved dean(s) shall notify the student, employee, and supervisor within five (5) calendar days after receipt of the appeal.
Fourth Step: If the student is not satisfied with the disposition of the grievance by the dean(s) involved, he/she may request a meeting with the president within five (5) calendar days after the receipt of the disposition of his/her grievance at the third step. If in the president’s judgment the appeal and record of previous actions have redressed the grievance or do not warrant further action, the president shall notify the student, employee, supervisor, and dean(s) within five (5) calendar days after receipt of the appeal.
If the president grants the appeal, the president may either hear the appeal or appoint a hearing committee to hear the appeal. Such hearing committee will include student representation. The president will notify the
student, employee, supervisor and dean(s) of this decision within ten (10) calendar days after the conclusion of the meeting.

If the hearing committee is to hear the appeal, the chairman shall within five (5) calendar days after the appointment of the committee set a time and place for the hearing and notify the student, the employee, and the employee’s supervisor. The hearing shall begin within reasonable time limits after the committee has been selected. The committee shall determine the facts and communicate its recommendation in writing to the president within five (5) calendar days after the hearing is completed.

Within ten (10) calendar days of the president’s receipt of the recommendation, the president shall make the decision and notify the student, the employee involved, and the employee’s supervisor. The decision of the president shall be final under the provision of this grievance procedure.

A copy of the appeal, the recommendation of the committee, and the decision of the president shall be placed in the student’s official file, unless the president directs otherwise.

IV. Time Limitations.

Extension of time: It is important that initiated grievances be processed as rapidly as possible. Every effort shall be made by all parties to expedite the process. The time limitations specified herein may be extended by written mutual agreement.

Failure to appeal within time: If there is no written mutual agreement to extend the time limit set herein, and if a decision at any step is not appealed by the student to the next step of the procedure within the stated time, the grievance shall be deemed settled on the basis of the last decision rendered provided the decision is within the authority of the parties.

Failure to respond within time limit: Failure at any level of the grievance procedure to notify the student of the reviewer’s decision within the specified time limit shall permit an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

V. General Provision.

Identification: All written grievances and appeals shall include the name and position of the aggrieved party, a brief statement of the nature of the grievance, and the redress sought by the aggrieved person.

Informal discussion: Nothing contained herein shall be construed as limiting the right of the student having a grievance to discuss the matter informally with any appropriate member of the College and having the grievance informally adjusted, nor of the right of the College to manage itself.

Employment of attorney: A student may employ an attorney at his/ her own expense to provide counsel at any level if the student so desires.

Constitutional rights: The grievance procedure shall not be construed as to restrain students in their exercise of constitutional rights.

Harassment/Physical Assault Policy

As an institution under the Alabama Community College System Board of Trustees, Northeast Alabama Community College (NACC) is committed to providing both employment and educational environments free of harassment/physical assault or discrimination related to an individual’s race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law. Such harassment and physical assault is a violation of NACC and the Alabama Community College System policies. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on campus or at any off-campus site, or in any division or department by any employee, student, agent, or non-employee on the institution’s property and while engaged in any institutionally sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and
worth of members of the college community are respected that harassment or physical assault of students and employees is unacceptable conduct and shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate to the severity of the offense, with final approval by the President. Employees and students of the College shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

For these purposes, the term “harassment” includes, but is not necessarily limited to, the following: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, religion, creed, sex, gender identity, transgender, pregnancy, national origin, disability, sexual orientation, military or veteran’s status, genetic information, age or any other characteristic that is protected by applicable state or federal law or the Alabama Community College System policies.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct if perceived as such by the recipient. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to, the following:

1. Physical assault which may include domestic violence, dating violence, sexual assault, and stalking.
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student’s academic status
3. Direct propositions of a sexual nature
4. Subtle pressure for sexual activity
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
   (a) comments of a sexual nature; or
   (b) sexually explicit statements, questions, jokes, or anecdotes
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person toward whom the conduct was directed that includes one or more of the following:
   a. Touching, patting, pinching, hugging, or brushing against another’s body
   b. Commentary of a sexual nature about an individual’s body or clothing
   c. Remarks about sexual activity or speculations about previous sexual experience(s)
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not
8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed
9. Domestic violence

Updated July 2017
10. Dating violence

11. Sexual assault

12. Stalking

13. Gender stereotyping

Harassment of employees or students by non-employees on the institution’s property and while engaged in any institutionally sponsored activities is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Title IX Coordinator.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that any of the following situations exist:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities

2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

Any complaint of harassment/physical assault shall be reported as promptly as possible after the incident occurs and within a reasonable time from the date of the alleged incident, typically defined as 10 calendar days (Policy 601.04).

The employees of the College determine the ethical and moral tone for the College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any other inappropriate involvement with another employee or student makes them liable for formal action against
them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

This policy encourages students, faculty, and other employees who believe that they have been the victims of harassment to contact the appropriate official of the College as outlined in the procedures for reporting such complaints. Retaliation against a student or employee for bringing a harassment complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action. Any reprisals shall be reported immediately to the Title IX Coordinator or other appropriate College official. (Source: State Board Policy 601.04, 4/13/2016)

RESOLUTION OF HARASSMENT/PHYSICAL ASSAULT COMPLAINTS

Complaints against students will be handled according to usual and customary student discipline procedures in effect at the College. (See Disciplinary Procedures)

Complaints made by students against college employees will be handled according to the procedures as set forth in Alabama Community College System Board of Trustees Policy 620.01 for employee-related grievances. Proceedings shall provide a prompt, fair, and impartial investigation and resolution. Those conducting proceedings have received annual training on issues including, but not limited to, domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Persons who have experienced harassment/physical assault may be able to change academic or working situations if accommodations are reasonably available whether he or she chooses to report the crime to campus police or law enforcement.

I. Reporting Complaints

Any member of the College community who believes that he or she has been the victim of harassment/physical assault as defined in the College Harassment/Physical Assault Policy, may bring the matter to the attention of the Title IX Coordinator, or, if the Coordinator is unavailable, to the attention of any division chair, dean, director, supervisor, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Title IX Coordinator. The Coordinator will promptly notify the President and the Vice Chancellor for Legal and Human Resources of the Alabama Community College System of the complaint. The Vice Chancellor for Legal and Human Resources must be kept informed regarding the progress and results of the investigation of the complaint.

The complainant should present the complaint as promptly as possible after the alleged harassment occurs and within 10 calendar days following the event giving rise to the complaint. The complainant should submit a written statement of the allegations.

It is the intention of this policy to resolve Title IX harassment complaints as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) calendar days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interests of both parties.

II. Informal Resolution

Every reasonable effort shall be made to attain an informal resolution to the complaint. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a
full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the complainant, and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

III. Formal Action

If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

Procedures For Filing A Harassment/Physical Assault-Related Complaint

1. The complainant shall meet with the Title IX Coordinator to provide a written statement that clearly and specifically states the alleged violations, names the person whom the complaint is against, and provides the date(s) of the alleged violation. The Title IX Coordinator will immediately notify the President of receipt of the complaint. The statement will be provided to the Vice President/Dean of Instruction or the Director of Workforce Development, as appropriate, within 10 calendar days following the date of alleged violation(s) of the Title IX regulation. The complainant is advised to keep a copy of all written statements.

2. The Vice President or the Director will have 45 calendar days following the date of receipt of the complaint to review the written statement, conduct an investigation of the claims, and make a written report of findings and/or decisions to the complainant. This written report must be provided to the Title IX Coordinator and the President. The complainant’s copy must be mailed to his or her address by certified mail, return receipt requested. The results of the decision will be mailed to the accused.

3. The complainant must, within 10 calendar days following receipt of the Vice President or Director’s report, file with the President a written notice of specific written objections, if any, in order to appeal the matter and receive a Title IX grievance committee panel. The complainant must state clearly and specifically his or her objections to the findings and/or decision of the Vice President or the Director. Copies of the complainant’s written objections must be provided to the Title IX Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 10th calendar day following receipt of the Vice President or Director’s report, he or she waives the right to appeal the findings and/or decisions.

4. If a notice of appeal is filed, the President or designee will have 30 calendar days following the date of receipt of the complainant’s notice of written objections to convene a three person Title IX grievance committee to hear the appeal. The President or designee will appoint one person to sit on the committee, and the President will allow both the aggrieved and the accused to select an employee of the College to sit on the committee, excluding the President and designee. Should the aggrieved or accused fail to select a member of the committee in the time period required by the President or designee or if the selected employee does not agree to participate as a member of the committee in the time required by the President or designee, then the President or designee will select the committee member. The Title IX grievance committee will hold a hearing and allow the aggrieved student to present the grievance, and the accused will have an opportunity to respond within 45 days of the appeal. The committee will have access to the original complaint, report of the Vice President or Director, and appeal notice by the student. The committee will provide its findings and decision following the hearing in a timely manner.

5. The complainant or accused, within 10 calendar days following receipt of the Title IX grievance committee’s findings and decision, can file a written appeal to the decision with the President. If timely appealed, the President will issue a final decision based on the original complaint, report of the Vice President or Director, appeal notice by the student, and Title IX grievance committee decision. The complainant or accused must state clearly and specifically any objections to the findings and/or decisions.
of the President. Copies of the written appeal must be maintained by the Title IX Coordinator and will be provided to the Chancellor. If the complainant or accused fail to file notice of appeal by 5:00 p.m. on the 10th calendar day following receipt of the President’s report, the right to further appeal will be forfeited.

6. If, after exhausting all available institutional processes, a student’s complaint remains unresolved, the student may appeal to the Alabama Community College System (ACCS) using the System’s official Student Complaint Form, which is available on the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

7. The institution has 30 days to provide a written response to questions and/or concerns raised during the Division of Academic and Student Affairs investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution’s compliance to ensure the completion of any required corrective action.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, the aggrieved will have until 5:00 p.m. on the first working day following the 10th calendar day to file.

Sanctions: Possible sanctions may include but are not limited to restitution, suspension, or termination.

Protective measures: Persons who have experienced harassment/physical assault may be able to change academic or working situations if accommodations are reasonably available whether the person chooses to report the event to campus police or law enforcement.

IV. General Provisions

Witnesses: Both the complainant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the complaint. Retention of an attorney: Any party to a complaint shall have the right, at the respective party’s own expense, to retain legal counsel at any level of the complaint procedure. Such counsel shall act in an advisory role only and shall not be allowed during a formal hearing to address the hearing body or to question the complainant, the respondent, or any witness.

Hearing body: In the event that a hearing is scheduled, the President will appoint a committee to consist of three members, including one member selected by the President, one member selected by the complainant, and one member selected by the accused.

Constitutional rights: The complaint procedure shall not be construed as to restrain employees and/or students in their exercise of constitutional rights.

Confidential complaint files: Records shall be kept of each complaint by the Title IX Coordinator. These shall include at minimum the following: the name of the complainant; the date of complaint filing; the specified allegation made in the complaint and any corrective action requested; the name(s) of the respondent(s); the levels of processing and resolution, date and hearing officer at each level; a summary of major points, facts, and evidence presented by each party to the complaint; a statement of the final resolution and the nature
and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the complainant and the respondent.

Public complaint file: For purposes of the dissemination of complaint precedents, separate file records shall be kept by the Title IX Coordinator which indicate only the subject matter of each complaint, the resolution of each complaint, and the date of the resolution. These records shall not refer to any specific individuals, and they shall not be considered confidential.

Standard of Evidence: During resolution proceedings, the College shall use a preponderance of evidence to determine if a violation of policy has been made. The preponderance of evidence will consist of such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the mind’s belief that what is sought to be proved is more likely true than not true.

Preservation of Evidence: Victims of sexual harassment and physical assault should make every effort to preserve evidence that could be necessary to prove that the violation occurred or to obtain a protection order.

Notification of Proceedings: The complainant and accused will be simultaneously informed, in writing, of the following:

- the outcome of any institutional disciplinary proceeding that arises from an allegation of harassment or physical assault;
- the institution’s procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;
- any change to the results that occurs prior to the time that such results become final; and
- when such results become final.

Notification of Law Enforcement: Victims of sexual harassment and physical assault needing immediate assistance from law enforcement can notify the NACC campus police or local law enforcement offices. Additionally, the NACC campus police can assist a victim with contacting local law enforcement, at the discretion of the victim.

Protection: In an effort to provide a harassment-free campus environment, the College is committed to the protection of employees and students. Anyone who has a legal order of protection, no contact order, restraining orders, or similar lawful order against another individual is encouraged to alert campus police.

Counseling: Those in need of counseling, health, mental health, victim advocacy, legal assistance, and other services should contact the Dean of Student Services for information on the local services available.

Harassment and Physical Assault Prevention Programs: The College requires all employees and new students to participate in a web-based harassment and physical assault awareness and prevention training program. Additionally, the College coordinates ongoing educational programs for employees and students to promote awareness and prevention of harassment and physical assault, including, but not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.
Use of Tobacco Products
Smoking or the use of any tobacco products is prohibited in any enclosed, indoor area of any college building or other educational facility owned or operated by the College. No indoor area may be designated for smoking (Board Policy 514.01, 05/22/08).

Drug and Alcohol Awareness
Northeast Alabama Community College shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. This policy is detailed in the Drug and Alcohol Abuse Prevention Program Handbook for students and employees. The handbook describes the enforcement of the College policy, the legal penalties relating to alcohol and illicit drugs, the health risks of alcohol and illicit drugs, and sources for obtaining assistance. In addition to the handbook, drug and alcohol awareness is promoted by the Student Government Association.

Campus Safety

Safety and Security
The College shall provide a safe environment for students, faculty, staff, and campus visitors. A person who is not a student, officer, or employee of the College, who is not authorized by employment or by status as a student of the College to be on campus or at any other facility owned, operated, or controlled by the governing board of the College, or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the College to leave the campus or facility. If the person fails to do so, trespass charges may be made by the College through the appropriate local law enforcement agency or court (Board Policy 510.01, 03/24/05).

Each institution is required to have a campus safety committee which will assure that appropriate health and safety standards are maintained and that the appropriate federal and state statutes are observed. Periodic review is required (Board Policy 808.01, 03/24/05).

The College has established a Crisis Management Plan to guide in emergency situations. All personnel should be familiar with this plan and should have the document available for quick reference. To obtain a copy of the plan, contact the Office of the President.

Visitors to Campus Requesting to See a Student
Upon arriving on campus, a visitor wishing to see a student is required to go directly to the Office of the Campus Police in the Student Center to get a visitor's pass. The campus officer will ask the visitor to wait in the campus police office. Unless it is an emergency, the officer will wait until the student's class has ended, then ask the instructor to step into the hall with the student, where the officer will ask the student if he or she agrees to see the visitor. If the student refuses to see the visitor and/or feels endangered, the security officer will take appropriate steps to ensure that the visitor leaves campus.

Student Health Emergency Situations
In an emergency situation requiring first aid, instructors are urged to offer assistance to the best of their ability. However, primary concern should be to get medically authorized personnel to the individual as quickly as possible. This may be accomplished by calling 911 (dialing out on the Rainsville line will contact the closer ambulance service). Alternately, the switchboard (extension 0) may be asked to handle the emergency calling. The switchboard is forwarded to extended-day personnel from 4:30 p.m. to 9:00 p.m. when classes are in session.

Firearms on Campus
Firearms are prohibited on campus or on any other facility operated by the College. Exceptions to this policy are law enforcement officers legally authorized to carry such weapons who are officially enrolled in
classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment (Board Policy 511.01, 03/24/05).

**Violence or Other Criminal Behavior Threat Response**

Guidelines and procedures for incidents of violent and/or criminal behavior are delineated in the college’s Crisis Management Plan. All personnel should be familiar with these guidelines and procedures and should keep the Crisis Management Plan available.

It is the intent of the Alabama Community College System Board of Trustees to provide a safe workplace and a safe educational environment, free of acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind on Alabama Community College System property or while conducting Alabama Community College System business against employees, contractors, students, visitors, or anyone else. This policy provides a planned and immediate response to such incidents. Violence or threats of violence will not be tolerated.

**Third Party Influences.** Contractors, students, and/or visitors purposefully threatening the safety of others on the college premises may be subject to immediate removal from the premises and/or prosecution under the law. Students may also be subject to disciplinary procedures under the institution’s student discipline code.

**Employees.** To ensure both safe and efficient operations, the Alabama Community College System Board of Trustees expects and requires all college employees to display common courtesy and to engage in safe and appropriate behavior on the job at all times. Any involvement in acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind is considered unacceptable behavior that violates this standard of appropriate behavior in the workplace and in the educational environment.

Employees are responsible for their conduct on the college premises, whether they are on or off duty. Alabama Community College System Board of Trustees and institutional rules of conduct and behavior expectations also apply when employees are traveling on Alabama Community College System business as well as any time employees are working for or are representing the Alabama Community College System away from the premises.

The College will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees or students or the public or otherwise might involve a breach of or departure from the conduct standards in this policy. A search of property may be conducted, under appropriate circumstances. All incidents of physical altercations or threats of violence are treated as gross misconduct and will result in disciplinary action up to and including termination of employment for employees and disciplinary action up to and including expulsion for students.

Retaliation in any form against an individual who exercises his or her right to make a complaint under this policy, or who provides information in the investigation of a complaint, is strictly prohibited and will result in appropriate disciplinary action up to and including termination of employment for employees and appropriate disciplinary action up to and including expulsion for students (Board Policy 219.01, 3/24/05).

**Policy on Life Threatening Illnesses (LTI)**

Students who have life threatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows. As long as the students are able to meet the same performance standards as those persons without LTI, and medical evidence indicates that their conditions are not a threat to others, instructors should be sensitive to their conditions and ensure that they are treated consistently with other students. It is the policy of Northeast Alabama Community College to provide a safe environment for all students, faculty, and staff.
Instructors should refer to the full policy on LTI in Chapter VI for guidelines in working with students who have life-threatening illnesses.

**Hazardous Substances and Bloodborne Pathogen Awareness**
Personnel should recognize that blood and other body fluids are potentially infectious. Both the nursing and the emergency medical services programs maintain policies for awareness and prevention of infection among faculty and students in these programs. Students in emergency medical services and nursing are instructed according to written policies in safe response to biological hazards, considering that exposure to such hazards can be reasonably anticipated in the normal course of clinical activities. Instructors and students are expected to follow and enforce all procedures defined by their department.

Communication and implementation of these policies are handled by the respective program directors, and the written policies are available on request.

The Natural Sciences Division prohibits the use of human blood in any laboratory activity. A self-inspection checklist is utilized annually in this department to assure safe lab practices.

All instructors should take every reasonable precaution to protect students from exposure to potentially infectious substances. Cleanup of hazardous spills should be handled by trained maintenance personnel. Procedures for responding to chemical spills or leaks are published in the NACC Crisis Management Plan.
INDEX

A
Abandonment of Position
Absences, Adjunct Faculty
Absences, Faculty (full-time) and Staff
Academic Bankruptcy
Academic Freedom
Academic Honors
Academic Progress
Accounting Procedures
Addition of Courses to the Curriculum
Addition of Programs to the Curriculum
Administration Evaluation
Administrative Officers, Direct Communications with
Administrator Employment Period
Admission to Class
Advancement (Salary Schedule E Only)
Advisement
Advising Records, Maintaining
Advisory Groups
Alabama Community College System
Alcohol and Drug Awareness
Americans with Disabilities Act Grievance Procedure
Appeal for Readmission
Appearance, Professional
Appearance, Student
Attendance, Student
Audiovisual Services and Equipment

B
Benefits, Leave
Bloodborne Pathogen Awareness
Bookstore
Budgets
Business Travel

C
Cafeteria Plan
Calendar, College
Catalog
Chancellor
Cheating
Class Admission
Class Attendance Records, Maintaining
Class Schedules
Classroom Assignments
College Name and Logo, Use of
College Travel, In-state
College Travel, Out-of-State
College Vehicles, Use of
Collegiate Assessment of Academic Proficiency (CAAP)
Committee Descriptions
Committee Structure
Committees, Purpose and Procedure
Communication with Administrative Officers
Communications
COMPASS Placement
Compensated Time
Complaints
Computer Priority and Availability
Computer Technology Acceptable Use Policy
Conflict of Interest
Convocations
Copies
Copyright
Course Addition to the Curriculum
Course Forgiveness
Course Outline
Course Overload, Student
Course Syllabus
Court Orders and Student Information
Criminal Behavior Threat Response
Crisis Management Plan

D
Decision Making, Student Role in
Developmental Reading Retention Policy Standards
Developmental Studies
Dining Services
Directive Goals
Disabilities, Accommodation
Disability Insurance
Disability, Students with
Discipline
Dismissing and Meeting Classes
Distance Education Course Ownership
Distance Education Policy
Dress, Student
Drug and Alcohol Awareness
Drug-free Workplace

E
Email
Emergency Resources
Emergency Shelter Duty
Emergency Situations
Employment
Employment, Outside
Employment Period - Administrators & Staff
Employment Period - Faculty
Enrollment Process
Evacuation Chairs
Evaluation, Administration & Staff
Evaluation, Faculty
Evaluation Process
Extended Day Resources

F
Facilities, Use of
Faculty Council
Faculty Employment Period
Faculty Evaluation
Faculty Evaluation Procedures
Faculty Jurisdiction in Academic Affairs
Faculty Load
Faculty Office Hours
Faculty Overload
Faculty Research and Publication
Fair Labor Standards Act
Family and Medical Leave Act
Fax Service
Field Trips
Final Examinations
Final Grade Reports
Fire Extinguishers
Firearms on Campus
First-aid Kits
Flexible Spending Account
Food Services
Fund-raising Policy

G
General Education Outcomes
Goals, Division and Office (Unit)
Goals, Institutional Directive
Grade Reports
Grading System
Graduation Ceremonies
Graduation Honors
Graduation Requirements
Grant Management Procedures
Grant Proposals
Grievances
Grievance Procedure, Americans with Disabilities Act
Grievance Procedure, Institutional
Guest Speaker Invitation

H
Harassment
Hazardous Substance Awareness
Health Emergency Situation (of student)
Health Insurance
Hiring
Hiring Procedures for Adjunct Faculty
Hiring Procedures for Special Appointment Faculty
History of the Institution
Holidays
Human Resources

I
Identification Badge
Illnesses, Life-threatening
Inclement Weather, Response to
In-state College Business Travel
Institutional Effectiveness
Institutional Grievance Procedure
Institutional Management Plan
Insurance Plans
Intellectual Property
Intervention for Student Success (A)
Intervention for Student Success (B)

J
Job Descriptions

L
Laboratory Safety Guidelines
Learning Resources Center
Leave Balances
Leave Policies
Library
Life-threatening Illnesses
Logo, NACC

M
Mail, U.S.
Mailboxes
Maintenance
Meeting and Dismissing Classes
Meetings, Personnel
Mission Statement, Alabama Community College System
Mission Statement, Northeast Alabama Community College
Mission Statement Review

N
NACC Alert/SchoolCast
NACC Today
Non-probationary (Permanent) Status
Notary Public

O
Office Hours, Faculty

Updated July 2017
Office Supplies
Operational Procedures
Organizational Charts
Out-of-State College Business Travel
Out-of-State Travel Request Form
Outside Employment

P
Parking
Patent Ownership
Payroll Deductions
Peer-to-Peer File Sharing
Per Diem
Personnel Meetings
Photocopying and Printing
Plagiarism
Political Activity
Position Abandonment
Position Descriptions
Press Releases
Probationary Status
Professional Development
Program Addition to the Curriculum
Program Learning Outcomes
Program Review
Property Accountability
Public Appearances Representing the College
Publication, Faculty
Purchasing

R
Readmission
Reduction in Force
Refunds
Registration
Release of Personnel Information
Release of Student Information
Representing the College
Request for Out-of-State Travel
Research, Institutional
Research and Publication, Faculty
Resignations
RSA-1 Deferred Compensation Plan

S
Safety and Security
Salary Schedules and Payments
Salary Supplements
Schedule Adjustments
Schedule, Work
Schedules, Class

Updated July 2017
SchoolCast Alert System
Sick Leave Bank
Sick Leave Bank Guidelines
Signification of Earned or Honorary Degree
Smoking and Tobacco Usage
Social, Cultural, and Recreational Opportunities
Solicitation and Sales
Staff Employment Period
Staff Evaluation
Standards of Academic Progress
Student Activities, Supervision
Student Advising Records, Maintaining
Student Course Overload
Student Disabilities
Student Health Emergency Situations
Student Intervention (A)
Student Intervention (B)
Student Learning Outcomes
Student Record Policy
Student Role in Decision Making
Student Workers
Substantive Change
Summer Employment Policy (Faculty Only)
Supplies
Syllabus

T
Teachers’ Retirement System
Telephone Service
Textbook Selection
Tobacco Products, Use of
Trademark
Tuition Assistance

U
Uniform Guidelines for Advancement (Salary Schedule E Only)
Unit Goals
Use of College Name and Logo
Use of College Vehicles
Use of Facilities

V
Violence Threat Response
Visitors

W
Weather, Inclement
Website, NACC
Wireless Internet Access Policy
Withdrawal
Work Schedule

Updated July 2017
Work Study Program

Y
Yearbook, Monitoring of the