

GUILFORD TECHNICAL COMMUNITY COLLEGE
MANAGEMENT MANUAL

SECTION I
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COLLEGE POLICIES AND PROCEDURES

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I. USE OF FACILITIES AND GROUNDS

I-1.000 Campus Police Authority and Responsibility to Report Criminal Activity

The college maintains a Campus Police Department for security and law enforcement on its campuses. The GTCC Campus Police Department employs both sworn and non-sworn law enforcement officers. The sworn officers possess the power of arrest and the authority to enforce all state laws and college regulations on all of GTCC's property and on all roads and highways that run through or adjacent to the campuses. The Campus Police Department enjoys a close working relationship with local law enforcement agencies, including the Greensboro Police Department, Guilford County Sheriff's Department and High Point Police Department.

The college will make timely warning reports to members of the campus community regarding the occurrence of criminal offenses as required by 20 United States Code section 1092(f), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."

All students, employees, and others on campus have a duty to report incidents of criminal activity to Campus Police or another college official as soon as possible after they are observed.

Procedures:

1. Campus Police are present on the Jamestown Campus 24 hours a day, seven days a week, 365 days a year, and on the Greensboro and High Point Campuses during building operation hours. Campus buildings are locked and alarmed at the end of each day and reopened at the beginning of the next day. When alarms are activated, Campus Police officers respond. Pending the arrival of a Campus Police Officer, the nearest law enforcement agency may be notified to respond.
2. Campus Police will compile the statistics on criminal activity for each campus of GTCC as required by law. Campus Police will regularly report the statistics by October 1 each year to the appropriate federal agencies as required by law, and to the President, Executive Vice President, all Vice Presidents, Campus Deans, the Director of Marketing and Public Information, and Director of Human Resources monthly.
3. The annual statistics on criminal activity for each campus of GTCC for the most recent three calendar years will be available for public viewing in the Admissions Office, the Human Resources Office, and on the college web site.
4. A notice of the availability of these statistics will be published annually in the Student Handbook and the college employee and student newsletters.
5. Any college official to whom criminal activity is reported shall report the activity to Campus Police as soon as possible. (See Emergency Procedures, in the College Wide Rules and Procedures section of the Management Manual.)

Adopted 10/02/01

I-1.010 Accidents/Safety

Accidents and all other incidents relating to the safety of persons and the protection of property shall be reported to the appropriate Campus Police Officer.

Preventive safety measures are the responsibility of all faculty and staff members. Faculty and staff shall continuously monitor their working areas to detect existing or potentially unsafe work practices and/or conditions. Such work practices or conditions will be promptly reported to the Chief of Campus Police.

Procedure:

1. Accidents:

- a. Any person involved in or observing an accident resulting in personal injury or damage to property must report the accident as soon as possible to the Campus Police Officer serving that location.
- b. An injured employee must report the accident/injury both to Campus Police and to his/her respective supervisor. The injured employee will be subject to drug testing. Human Resources will have oversight responsibility for drug testing.
- c. Upon notification of an accident, the Campus Police Officer shall:
 - 1) Render First Aid and notify Emergency Services (if necessary).
 - 2) Protect property involved.
 - 3) Investigate the circumstances.
 - 4) Document the incident.
 - 5) Conduct follow-up investigation as necessary.
- d. Upon notification of an accident involving an employee, the supervisor shall:
 - 1) Ensure that first aid has been rendered.
 - 2) Ensure that the injured person is directed to an appropriate source of medical assistance, and assist the person if assistance is needed and/or requested.
 - 3) Ensure that Campus Police has been notified.
 - 4) Ensure that Human Resources has been notified.
 - 5) Complete and return the Supervisor's Accident Report form to Human Resources (see forms).
- e. Upon notification of an accident involving an employee, the Human Resources Director or designee shall:
 - 1) Ensure that the employee contacts an appropriate medical provider.
 - 2) Ensure that the medical provider will collect urine samples for drug testing and report lab results to the Human Resources Director.
 - 3) Human Resources will follow up by notifying the employee if the test results are positive. Human Resources will advise the employee of his/her legal option for a re-test of the original sample should the test results be positive, and will arrange for the re-test if the employee requests that it be done. The re-test will be at the employee's expense. (See forms: Rights and Responsibilities under the North Carolina Controlled Substances Act, Drug Test Notification)
 - 4) Administer appropriate disciplinary action in the event of a positive drug screen, up to and including termination of employment.

2. Safety:

- a. Campus Police Officers will conduct on-going safety inspections during their required patrols throughout their assigned campuses. Upon discovery of a safety hazard, the Campus Police Officer will:
 - 1) Make on site corrections if possible.
 - 2) Notify a supervisor if immediate correction requires support assistance.
 - 3) Record and submit all necessary documentation.
- b. The Chief of Campus Police will:
 - 1) Insure that the departments or support elements designated to take corrective action are notified promptly.
 - 2) Direct follow up inquiries as necessary.
 - 3) Ensure the distribution of required reports.
- c. Each month, the Chief of Campus Police will present to the Director of Facilities an incident report summarizing all of the incidents handled by the Campus Police Department.

I-1.015 Sexual Assault Response and Reporting

Guilford Technical Community College values the health and safety of every individual on campus and expects its employees and students to treat other persons with respect and dignity. Sexual assault, abuse, or behavior that results in sexual assault or abuse will not be tolerated.

“Sexual assault” is a term covering a range of coercive behaviors. The common element of these behaviors is use of coercion, force, or threat of force to obtain sexual contact against a person’s will. The type of coercion may range from unwanted sexual touching to intercourse. It includes, but is not limited to, gang rape, acquaintance rape, date rape, marital rape, and stranger rape occurring on the college’s campuses or other property. It may include an experience that severely traumatizes the victim-survivor even when no physical force was used in the coercion. “Sexual harassment” is defined in the college’s policy on sexual harassment (IV-4.070).”

Employees engaging in sexual assault are subject to disciplinary action up to and including dismissal. Sexual assault is a violation of the college’s Student Conduct Policy (III-2.010) and may result in sanctions ranging from interim suspension to expulsion. Disciplinary action by the college does not preclude the possibility of criminal charges.

All students, employees, and others on campus have a duty to report incidents of sexual assault to Campus Police or another college official as soon as possible after they are observed.

Procedures:

1. Victims of a sexual assault should take the following steps:
 - a. Go to a safe place as soon as possible.
 - b. Call 7070 from on campus. Call 911 from off campus. Either campus police or a local police agency will respond if the alleged assault occurred on one of the GTCC campuses.
 - c. Stay on the phone with the dispatcher as long as you are needed. Call someone you trust, such as a friend or relative, to help and support you.
 - d. The preservation of physical evidence may be critical for successful prosecution of the offender.
 - 1) Do not change your clothes. If you do, put the clothing you were wearing in separate paper bags (not plastic) and take them to the hospital. This clothing may be used as evidence for prosecution. If you wear the clothes to the hospital, bring a change of clothes with you. Most physical evidence cannot be recovered after seventy-two hours.
 - 2) Do not clean your body or your clothes. Preserve all physical evidence. Do not wash, bathe, douche, comb your hair, or use the toilet if you can help it. Washing might be the first thing you want to do, but don’t. You literally might be washing away valuable evidence. Wait until after you have a medical examination.
 - 3) Do not alter or disturb the crime scene. Leave tables, fixtures, grass, etc., as they were after the assault so that investigators may view the area. Ideally, evidence should be collected within twenty-four hours of the assault.
 - e. Campus Police will need your assistance to make a crime report. You may ask for a victim advocate to be present during the report-taking. GTCC has a trained group of staff members who will support you and can assist you in accessing medical and counseling services, and reporting the incident.
2. Sexual offenders are subject to arrest, prosecution through the state courts, and incarceration. Student sexual offenders are subject to college disciplinary proceedings that may result in permanent expulsion from GTCC. (See Student Conduct, III-2.010.)

3. In any college disciplinary proceeding that may occur pertaining to an incident of alleged sexual assault or abuse, both the accuser and the accused have the same opportunity to have others present. Both the accuser and the accused shall be informed of the outcome of any college disciplinary proceeding brought alleging sexual assault or abuse.
4. The Student Support Services Office shall offer annually educational programs dealing with sexual offenses and drug and alcohol education. Members of the Student Support Services staff will be trained to provide initial support and referral for ongoing services to victims of sexual offenses.
5. Any college official to whom sexual assault is reported shall report the alleged activity to Campus Police and/or trained Student Support Services staff as soon as possible. The alleged victim should be apprised of the procedures outlined in this policy.
6. Victims of an alleged sexual assault shall be notified of the options for making alternative academic arrangements and assisted in making such changes when requested and reasonably available.

Adopted 10/02/01

I-1.020 Alcohol and Controlled Substance Use

No person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Guilford Technical Community College (GTCC) except as otherwise provided in this policy. No person shall manufacture, distribute, dispense, sell or illegally possess or illegally use alcoholic beverages or controlled substances at any location while engaged in activities on behalf of GTCC.

“Alcoholic beverage” means any beverage containing at least one-half of one percent (0.5%) by volume, including beer, malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission (NCABC) under Chapter 18B of the North Carolina General Statutes.

“Controlled substances” means any drug included in 21 CFR Part 1308, Article V of Chapter 90 of the North Carolina General Statutes or any other drugs or substances regulated under any federal or state laws or regulations, including but not limited to heroin, cocaine, methamphetamine and all of its derivatives, marijuana, PCP, and crack, and otherwise legal drugs when possessed or used by persons without a prescription.

Subject to compliance with the Procedures set forth below, the above prohibitions shall not apply to the following circumstances:

1. Use of alcoholic beverages at special events on GTCC property that have been specifically approved in advance by the President or designee and comply with applicable laws and the requirements outlined in Paragraph 4 of the Procedures below. The President shall have the authority to limit the types of alcohol served.
2. Use of alcoholic beverages or controlled substances for approved educational purposes on the premises of GTCC or at other locations on behalf of GTCC when the activity complies with the applicable laws.
3. Possession and use of legal drugs by a person with a valid prescription for such drugs. However, if the legal prescription is being improperly used, or if it has side effects that cause the user to become impaired, GTCC may take appropriate protective measures.

Procedures

1. An employee who violates this policy and/or any alcoholic beverage or controlled substance laws while in the workplace, on GTCC property or acting on behalf of GTCC shall be subject to disciplinary action determined to be appropriate in GTCC’s discretion based on the circumstances. Disciplinary actions may

include, but are not limited to, probation, suspension, termination, referral for prosecution or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.

2. Any student who violates this policy shall be subject to disciplinary action determined to be appropriate in GTCC's discretion based on the circumstances and consistent with GTCC's Student Conduct procedure. Disciplinary actions may include, but are not limited to, a written reprimand, being dropped from a class, receiving a failing grade on a test or course, probation, suspension from GTCC, dismissal from GTCC, referral for prosecution, or required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued enrollment at GTCC.
3. Use of Alcoholic Beverages or Controlled Substances For Educational Purposes

To secure approval to use alcoholic beverages or controlled substances for educational purposes, the instructor of a class or leader of a recognized group must submit a request in writing to the appropriate Vice President for permission to use any alcoholic beverage or controlled substance as an aid in the effective presentation of subject matter. This presentation must comply with applicable laws. Requests must be submitted at least seven business days (excluding official holidays and weekends) before its intended use, and must include the following items:

- a. Instructor's or leader's name
- b. Title of class and meeting time,
- c. Number of students in the class
- d. Substance and quantity to be used,
- e. Rationale for use of the items,
- f. How the items will be used,
- g. Proposed schedule for using the items, and
- h. Any other relevant information.

The appropriate Vice President will answer the request, in writing, within four business days (excluding official holidays and weekends) of its receipt.

4. Use of Alcoholic Beverages at Special Events
 - a. Special events at which the use of alcoholic beverages may be approved under this policy are as follows:
 - 1) Events sponsored by GTCC, faculty, staff or college organizations; or
 - 2) Events sponsored by external individuals or organizations that GTCC, in its discretion, determines are appropriate to be held on GTCC property.
 - b. The sale of alcoholic beverages is prohibited at any event on campus. "Sale" means any transfer, trade, exchange or barter in any manner or by any means for consideration including but not limited to required fees or the purchase of tickets for admission to an event at which alcoholic beverages will be served. Donations may not be required or solicited in connection with the event. State funds may not be used for the purchase of alcoholic beverages.
 - c. Every event at which alcoholic beverages will be served must have a designated Sponsor that is either an individual who is at least twenty-one years of age or a bona fide organization or association. The Sponsor of each event must designate an Event Supervisor (who must be an individual who is at least twenty-one years of age) to be responsible, on behalf of the Sponsor, for the supervision of the serving and consumption of alcoholic beverages throughout the event. If the alcoholic beverages at the event are to be provided by a catering service, the Event Supervisor must be a representative of the catering service.
 - d. A Campus Alcoholic Beverage Use Agreement (Attachment A) and a Campus Activity

Reservation Form (included in Policy I-1.090 attached as Exhibit B) must be submitted by the Sponsor and the Event Supervisor at least 15 days prior to the event for review, clarifications, approvals and notification of other departments as needed. Approval will be granted only if GTCC is satisfied that the requirements of this policy and the law have been met. Only the President or designee can authorize changes from the standard agreements. If the event is approved, the Sponsor must submit a certificate of insurance evidencing liability coverage of at least \$1 million and naming GTCC as an additional insured no later than five days prior to the event.

- e. The Sponsor and the Event Supervisor are responsible for ensuring that the event and the service of alcoholic beverages in connection with the event are in full compliance with the following requirements:
 - 1) The service of alcoholic beverages at the event will be limited to a total of not more than two hours, and must stop at least one hour prior to the official end of the event.
 - 2) Alcoholic beverages may not be served to anyone who is or appears to be intoxicated.
 - 3) Consumption of alcoholic beverages is limited to persons twenty-one years of age or older. No one under the age of twenty-one will be served alcoholic beverages.
 - 4) If the event is open to the general public or student population, signage must be posted that states that "No alcoholic beverages shall be served to or consumed by anyone under the age of 21".
 - 5) Food and non-alcoholic beverages must be provided in sufficient quantities for the number of attendees at the event.
 - 6) The Sponsor must obtain (or ensure that its caterer obtains) the applicable permits from the NCABC and submit a copy of such permits to the appropriate GTCC office at least three days prior to the event.
 - 7) Alcoholic beverages must remain in the areas specifically approved for the event.
 - 8) Licensed security personnel must be provided for the duration of the event if the event is open to the community or general student population.
 - 9) Depending on the nature of the event, GTCC reserves the right to require the use of trained personnel to serve alcoholic beverages or impose additional precautions in GTCC's discretion.
 - f. Failure to adhere to applicable laws, GTCC's policies and procedures or the terms of the Campus Alcoholic Beverage Use Agreement or the Campus Activity Reservation Form may result in termination of the event, denial of future requests, possible criminal or civil prosecution, and/or disciplinary action by GTCC. Depending on the nature and severity of the violation, additional sanctions may be enacted.
5. While on GTCC property or at a GTCC-sanctioned event, a person who is believed to be impaired by alcohol, a controlled substance, or prescription medication (either from side effects or improper use) may be referred to the Campus Police Department for action.

It is the policy of the GTCC Campus Police Department to handle such individuals on GTCC property with discretion depending upon the circumstances encountered. This includes the arrest of such individuals who are in violation of North Carolina General Statutes.

I-1.040 Parking

Guilford Technical Community College maintains parking regulations for the safety and benefit of its employees, students, and visitors. GTCC governs its citations, traffic control, and fines according to N.C. General Statutes Chapter 115D-21 and Chapter 20. A current GTCC parking permit is required for each vehicle parked on campus by GTCC employees and students.

Procedure:

1. Parking permits are issued as follows:

- a. The President's Office issues parking permits to all trustees and foundation directors.
- b. The GTCC Human Resources Office will issue an employee permit to all employees and will be valid until the end of employment. Upon request, an employee may be issued one additional tag for a second vehicle.
- c. Full-time regular employees will be issued permanent tag permits.
- d. Part-time or temporary faculty/staff will be issued permits valid for one year and renewable each year.
- e. Department heads may pick up tags for their part-time personnel but will be responsible for seeing that the registration cards are completed and returned to Campus Police, as the numbers on these tags will be initially checked out to the Department Head.
- f. Student permits will be issued to students on an annual basis at all GTCC campuses. Permits are available from the cashier during registration each term. After registration, the permits are available in the bookstores on each campus.

GTCC curriculum students will pay a campus access, parking and security fee each semester. Continuing education students will pay a fee for each course. (A schedule of fees is in section II.2.042). Students must present proof of enrollment in order to obtain the required permit. Permits are valid on all GTCC campuses.

- g. Visitors may obtain parking permits from several offices on campus including Cosmetology, Dental Services, the Testing Center, and the GTCC Campus Police Office.
- h. Special permits are issued by the Campus Police Department to address special temporary parking needs of individuals.
- i. In addition to a regular parking permit, students or employees may apply for a special permit for a low emission vehicle (LEV) or for a car or van being used as a carpool vehicle. Special parking for such vehicles is available at all LEED certified buildings at GTCC campuses. Permits for the Jamestown Campus are issued at the Campus Police Department. Permits for the High Point Campus and the Greensboro Campus are issued from the campus Dean's office. Permits are valid only for the specific vehicle identified on the permit request form. Student permits are valid for one year only. Faculty/staff permits are valid for as long as the vehicle owner is an employee and still driving a vehicle in one of these categories.

Applicants for an LEV permit must have a vehicle with a 40+ rating on the American Council for an Energy Efficient Economy (ACEEE) annual rating guide. Campus Police will verify the rating when an application is made. LEV permits are good only for spaces marked as reserved and are available on a first come basis.

Applicants for the carpool/vanpool parking permit must provide additional information on the request form about each participant in the pool. Even if a vehicle has a carpool permit, it may not be parked in a special space unless there are two or more occupants upon arrival on campus. Carpool/vanpool permits are valid only in appropriately marked spaces which are available on a first come basis.

Campus police monitor those special spaces, and violators will be ticketed.

2. Permits must be hung on the rearview mirror of all vehicles. For motorcycles/mopeds/ bicycles, the permit must be placed on a handle bar so that the permit number is readily visible.
3. Parking permits are not transferable from one vehicle to another. Employee parking privileges do not extend to family members and friends.
4. A new permit is required if a parking permit is destroyed, damaged, or lost. Purchased permits will be issued, free of charge, with proof of original payment.
5. Assigned parking tags issued to a regular faculty/staff member must be turned in along with keys, employee ID, etc. upon termination of employment.
6. A current parking permit is honored at all GTCC campuses.
7. Parking spaces are reserved only for the handicapped, faculty, staff, cosmetology patrons, dental patrons, and special permits.
8. A map of the GTCC Jamestown Campus parking locations and parking regulations is issued with each parking permit. Additional copies of the map may be obtained from any GTCC Campus Police Officer.
9. Penalties for parking violations.
 - a. The following parking violations will result in a fine of \$5.00. An individual's second offense in the same academic year will result in towing.
 1. Not displaying a special Cosmetology or Dental parking permit.
 2. Parking in any area posted "No Parking Anytime-Fire Zone".
 3. Occupying more than one space.
 4. Obstructing sidewalk or walkway.
 5. Not displaying a current GTCC parking permit decal.
 6. Parking on grass.
 7. Parking in a posted faculty/staff space without appropriate decal.
 8. Parking the wrong direction in a "One Way" posted zone.
 9. Parking in a reserved parking lot and/or space.
 10. Blocking a lane of traffic.
 11. Blocking a building entrance.
 12. Parking on the shoulder of the road.
 13. Over parking in a posted time zone.
 14. Parking in a LEV space without appropriate placard or two or more people in carpool.
 15. Parking in a carpool space without appropriate placard and two or more people per vehicle
 - b. The following parking violations will result in immediate towing and vehicle impoundment for each offense.
 - 1) Parking within 15' of a fire hydrant.
 - 2) Unattended vehicle in a loading zone.
 - 3) Parking in a designated tow zone.
 - 4) Other violations which affect the safe conduct of traffic.
 - c. Unauthorized parking in a "Handicapped Only" zone may result in a \$250.00 fine and immediate

towing and vehicle impoundment for each offense.

- d. At the time a vehicle is towed, an attempt will be made to inform the owner of the place where they can reclaim the vehicle and the conditions, which must be met when they do so. If the person is not available at the time, Campus Police personnel will notify the owner by telephone or mail. The notification will include information about appeals of impoundment. All appeals for impoundment and towing will be heard by a Guilford County magistrate, as required by General Statute 20-219.11.
 - e. Students accumulating unpaid citation fines will have grades and transcripts withheld and will not be permitted to register for future terms until the indebtedness is satisfied.
 - f. Full and part time faculty and staff members accumulating one or more unpaid fines will receive an oral warning from the appropriate dean or vice president if such fines remain unpaid over thirty days. If the fine(s) remain unpaid for an additional thirty days, a written warning will be issued by the dean or vice president. If the fine(s) remain unpaid for 90 days, then further disciplinary action will be taken, up to and including termination for failure to follow college procedures.
 - g. Payments may be taken or mailed to: GTCC Finance Office, P.O. Box 309, Jamestown, NC 27282. A copy of the citation must be presented when payment of the fine is made.
 - h. Persons wishing to appeal a citation may do so in writing to the GTCC Traffic Appeals Committee. Forms to be used for the appeal are available from the GTCC telephone switchboard operator at the main entrance to the Medlin Campus Center.
10. When there are not sufficient parking spaces in parking lots, certain areas will be designated for overflow parking. Vehicles will be directed to these areas by Campus Police Officers.
- a. The Chief of Campus Police will use discretion during peak periods regarding parking for overflow vehicles in areas marked "no parking".
 - b. When there is not sufficient parking in parking lots, citations will still be issued for the following violations:
 - 1) Parking within 15 feet of a fire hydrant - \$5.00 fine.
 - 2) Parking in a Handicapped Only zone - \$250.00 fine.
 - 3) No parking anytime - \$5.00 fine.
 - 4) Not displaying a special Cosmetology permit - \$5.00 fine.
 - 5) Parking in a Reserved Parking space - \$5.00 fine.
 - 6) Posted Tow Zones - \$5.00 fine.
 - 7) Parking in a LEV space without appropriate placard or two or more people in carpool – \$5.00 fine.
 - 8) Parking in a carpool space without appropriate placard and two or more people per vehicle - \$5.00 fine.

Rev. 8/17/95
7/12/99
7/20/00
9/13/00
2/23/09

I-1.050 Tobacco Use

Tobacco use will not be permitted at any time at any Guilford Technical Community College campus or center, except that minimal use will be permitted for educational purposes only. Students who violate the policy are subject to disciplinary action as provided in the Student Conduct Policy (III-2.010). Faculty and staff who violate the policy are subject to disciplinary action according to the Disciplinary Action Policy (IV-1.052).

Procedure:

1. Any student, staff member, or faculty member may inform a violator that he/she is in violation of the policy and ask him/her to cease tobacco use on campus. An uncooperative student violator should be identified and reported to the appropriate Campus Disciplinary Officer. An uncooperative staff or faculty violator should be identified and reported to the Human Resources Office.
2. After receiving reports of three or more violations, or of open refusal to comply with the policy, the Campus Disciplinary Officer or the Human Resources office, as appropriate, shall notify the violator that he/she is subject to disciplinary action. Additional reports of violation may result in actions up to and including suspension or termination according to the appropriate policy cited above.
3. To secure approval to use tobacco for educational purposes, the instructor of a class or leader of a recognized group must submit a request in writing to the appropriate Vice President. Requests must be submitted at least seven business days (excluding official holidays and weekends) before its intended use, and must include the following items:
 - a. Instructor's or leader's name,
 - b. Rationale for use of the items,
 - c. How the items will be used,
 - d. Proposed schedule for using the items, and
 - e. Any other relevant information.

The appropriate Vice President will answer the request, in writing, within four business days (excluding official holidays and weekends) of its receipt.

Rev. 12/97
6/16/05
10/18/07 (effective 08/08)

I-1.060 Solicitation on Campus

Guilford Technical Community College promotes the efficiency of the public services it performs. Therefore:

1. Solicitation or distribution by persons other than employees of GTCC in those areas of school property which are not open to the public is prohibited. Solicitation or distribution by persons other than employees of GTCC in those areas of school property which are open to the public is prohibited to the extent that such solicitation or distribution results in disruption of or interference with college, administrative, or operational activities.
2. Solicitation or distribution by GTCC employees in working areas during working time is prohibited. However, the institution may sponsor solicitations (such as United Way) during working time.
3. No solicitation or advertisement may be posted on GTCC property or college electronic media until approved by the appropriate administrator responsible for the area where the notice is to be posted.
4. No solicitation or advertisement may be posted on vehicles parked on GTCC property until approved by either the Vice President, Administrative Services (when requested by employees and/or the general public) or the Dean, Student Support Services (when requested by students).

Procedure:

1. Solicitations by the General Public:

- a. An individual wishing to solicit on the premises of any GTCC site must complete a Solicitation Request/Authorization Form obtainable from the office of the Vice President, Administrative Services, which includes the following information:
 - 1) Name, address, and phone number.
 - 2) Individual, group, agency, and product that he/she is representing.
 - 3) Address and phone number of agency/home office.
 - 4) Expected length of time on campus.
 - 5) When and where he/she wishes to solicit, including email solicitation.
 - b. The Vice President's Office records the information and reviews the request. If approved, the individual is given a Letter of Authorization and assigned a location from which he/she may solicit.
 - c. A copy of the Letter of Authorization will be sent to the Chief of Campus Police and shall be kept on file through the date of expiration.
 - d. A copy of the Letter of Authorization will be sent to the Public Information Office and to the Foundation Office for information.
2. Solicitations by Students:
- a. A student or student organization wishing to solicit from employees or students must complete a Solicitation Request/Authorization Form obtainable from the office of the Dean, Student Support Services, which includes the following:
 - 1) Name.
 - 2) Type of solicitation, including email solicitation.
 - 3) Individual, group, agency, or product represented.
 - 4) Length of time expected to solicit.
 - 5) When and where solicitation will occur.
 - b. The Dean, Student Support Services will consider the request and grant written permission if appropriate. The Letter of Authorization must be presented by the student or student organization upon request.
 - c. A copy of the Letter of Authorization will be sent to the Chief of Campus Police and shall be kept on file through the date of expiration.
 - d. A copy of the Letter of Authorization will be sent to the Public Information Office and to the Foundation Office for information.
3. Solicitations by Employees:
- a. An employee wishing to solicit from fellow employees or students must complete a Solicitation Request/Authorization Form obtainable from the Office of the Vice President, Administrative Services, which includes the following:
 - 1) Name.
 - 2) Type of solicitation, including email solicitation.
 - 3) Individual, group, agency, or product represented.
 - 4) Length of time expected to solicit.
 - 5) When and where he/she wishes to solicit.
 - b. The written permission to solicit must be presented upon request.
 - c. A copy of the Letter of Authorization will be sent to the Chief of Campus Police and shall be kept on file through the date of expiration.

- d. A copy of the Letter of Authorization will be sent to the Public Information Office and to the Foundation Office for information.

Rev. 6/20/96
 2/19/98
 2/15/10

I – 1.061 Free Speech and Public Assembly

Guilford Technical Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Guilford Technical Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the College. Any acts that are disruptive to normal operations of the College including but not limited to instruction or College business, or actions that interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

Procedures:

1. The College hereby designates the following areas as Free Speech/Expression areas:

Jamestown Campus	-	Front Lawn near the Gazebo at High point Road
Greensboro Campus	-	Grass Area on North Side of Greensboro Campus Center
High Point Campus	-	Grass Area between H2 and H3
Aviation Center I	-	Grass Area on Southwest Side of T. H. Davis Center

These areas shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression areas. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

2. Individuals or groups wishing to exercise their free speech right in a public manner and/or display should use one of the designated Free Speech areas, and should submit a written and signed request to the Director of Auxiliary Services at least three working days prior to the desired date. The following information must be included in this written request:
 - Name of the person or organization submitting the request
 - Address, email, and phone number
 - Campus requested
 - Date and times requested
 - List of planned activities (i.e., speech, signs, distribution of literature)
 - Anticipated number of participants and attendance
 - Signature of requestor

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m. The Director of Auxiliary Services will notify the Chief of Campus Police of any approved Free Speech event.

3. The following guidelines shall govern Free Speech and Public Assembly activities:
- (a) Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.
 - (b) The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time.

A dissenter must not substantially interfere with the speaker's ability to communicate or the audiences' ability to hear and see the speaker. Likewise the audience must respect the right to dissent.

- (c) Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Director of Auxiliary Services.

Picketing is not permitted inside College buildings.

- (d) Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves.
- (e) Marches: Campus marches are permitted on campus only with the approval of the Director of Auxiliary Services in coordination with the Chief of Campus Police.

In order to ensure the safety of participants and bystanders and to minimize the disruption of College classes and daily operations, this request must specify the desired march route and estimated total/maximum number of participants.

Pickets/marchers must march in single file, not abreast. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

Pickets shall not at any time nor in any way obstruct, interfere with, or block persons entering or exiting vehicles; persons crossing streets or otherwise using the public way; the entrance or exit of any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

4. Those who exercise free speech as a part of this policy must conduct themselves in an appropriate manner.
- a) Those who exercise free speech as a part of this policy must not:
 - Threaten passers-by
 - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
 - Interfere with or disrupt any other lawful activity in the same general location at the same time.
 - Commit any act likely to create an imminent safety or health hazard.
 - Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except in areas designated by the Director of Auxiliary Services.
 - Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.
 - b) Public speech or activities likely to incite or produce imminent lawless action or that are, under current legal standards, either defamatory or obscene are prohibited. Violations of the GTCC Management Manual III-2.010 Student Conduct are prohibited.

- c) Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.
 - d) All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.
5. Persons engaged in Free Speech or Public Assembly activities shall not physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by College officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.

8/20/09

1-1.070 Speakers, Non-Classroom Guest

Individuals may be invited to speak at Guilford Technical Community College under the conditions set forth in the procedural guidelines of this policy. The guest speaker may answer questions from the floor relating to the content of the presentation. The college reserves the right to designate a location for the program or presentation.

Procedure:

1. Outside speakers are not permitted to speak on campus unless the speaker has been invited by a member of the faculty, staff, or approved student club/organization and as provided for under these guidelines.
2. Individual students shall request guest speakers through instructors or approved campus clubs/organizations.
3. The college reserves the right to deny a particular speaker or program on campus if it appears that such a speaker or program will constitute a danger to the college's orderly operation or if there is a reasonable apprehension of imminent danger to students, college personnel and/or the essential functions and purposes of the college by the advocacy of such actions as:
 - a. Willful destruction or seizure of the college's buildings or other property.
 - b. Disruption or impairment, by force or otherwise, of the college's regularly scheduled classes or other educational functions.
 - c. Physical harm, coercion, intimidation, or other invasion of lawful rights of the college's officials, faculty, students or visitors.
 - d. Other campus disorders of a violent nature.
 - e. Violations of any federal, state, or local laws.

In determining the existence of a danger, the college may consider all relevant factors, including whether the proposed speaker or program has, within the past five years, incited violence resulting in the destruction of property at any institution or event, or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any institution or event.

4. A club/organization sponsoring a speaker shall be responsible for all expenses incurred.
5. When a student group proposes to invite a speaker, the following process must be followed:

- a. A request by an officer of the student group desiring to sponsor the proposed speaker must be in writing to the Dean of Student Support Services not later than ten business days prior to the date of the proposed engagement. The request shall include the following, but need not include the content of the intended speech.
 - 1) Name of sponsoring organization.
 - 2) Signature of faculty/staff advisor.
 - 3) Proposed date, time, and location of meeting.
 - 4) Expected size of audience.
 - 5) Topic and brief explanation of subject matter.
 - b. A written response from the Dean of Student Support Services should be received within five business days after submission of the request. As deemed necessary, any special conditions of acceptance will be cited in the response. Any request not acted upon within this time will be deemed granted.
 - c. If the request is granted, the sponsoring group shall extend an invitation to the speaker, informing him/her in writing of any special conditions of acceptance and that institution policy requires guest speakers to agree to answer questions from the floor relating to the content of the presentation.
 - d. If the speaker accepts the invitation, the sponsoring group shall immediately inform the Dean of Student Support Services, in writing. The Dean of Student Support Services will notify the President (or designee).
 - e. If the request is denied any sponsoring organization and/or faculty/staff advisor may make written application within three business days to the President (or designee), who shall review the request and grant or deny it. The decision shall be final.
6. When a faculty or staff member or organization proposes to invite a speaker to address a general meeting of the faculty and staff, the following process must be followed:
- a. A request in writing shall be submitted by the faculty staff member sponsoring the proposed speaker to the appropriate Vice President not later than ten business days prior to the date of the proposed engagement. This request is necessary only for speakers invited to address a general meeting of the faculty and staff. It does not apply to faculty or staff clubs, associations, or groups.
 - b. The request shall include the following, but need not include the content of the intended speech.
 - 1) Name of faculty/staff member or group.
 - 2) Signature of sponsor.
 - 3) Proposed date, time, and location of meeting.
 - 4) Expected size of audience.
 - 5) Topic and brief explanation of subject matter.
 - 6) Identity of speaker.
 - c. A written response from the appropriate Vice President should be received within five business days after submission of this request. As deemed necessary, any conditions of acceptance will be cited in the response. Any request not acted upon within this time will be deemed granted.
 - d. If the request is granted, the sponsoring faculty/staff member shall extend an invitation to the speaker, informing him/her in writing of any special conditions of acceptance and that institutional policy requires guest speakers to agree to answer questions from the floor relating to the content of the presentation.
 - e. If the speaker accepts the invitation, the sponsoring faculty/staff member shall immediately inform the appropriate Vice President in writing. The Vice President will notify the President (or designee).
 - f. If the request is denied, the sponsor of the proposed speaker may make written application within three business days to the President (or designee), who shall review the request and grant or deny it. The

decision shall be final.

Rev. 10/17/96
9/28/09

I-1.090 Use of Facilities by College-Affiliated and Outside Groups

Guilford Technical Community College's buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of Guilford County and/or Guilford Technical Community College and when it will not interfere with or be detrimental to the ongoing educational programs of the college.

Student and faculty organizations and activities are integral parts of the educational process; therefore, all campus-affiliated groups may use the college's facilities when their activities are a part of the college's mission.

Groups affiliated with Guilford Technical Community College shall have priority in reserving campus facilities. When space is available and subject to reasonable procedures for reservations, Guilford Technical Community College welcomes other organizations to campus for meetings when their work supports or enhances the educational purposes of the college.

Non-affiliated groups may use Guilford Technical Community College facilities. However, such groups may not use the facilities for profit-making purposes except as specified under G. S. 66-58(c) and G. S. 115D-20(12). UNC Institutions may have access to GTCC facilities as specified in the Memorandum of Understanding between the North Carolina Community College System and the University of North Carolina. Private businesses that loan or donate instructional equipment may use college facilities on a limited basis to demonstrate the equipment to customers or potential customers in accordance with 23 NCAC 02C.0503.

Attendance at any event may not be restricted on the basis of race, sex, color, religious affiliation, national origin, or disability.

When required, charges for the use of the facilities shall be made according to the schedule of fees outlined in the procedural guidelines of this policy.

Procedure:

1. Any group or organization using GTCC facilities shall save the Board, the individual members thereof, and any other employees, free and without harm, from any loss, damage, liability, or expense that may arise during, or be caused in any way by, such occupancy for use of the college property. In the event damage to college property is incurred as a result of the use of the facility by any group, the using group shall be assessed an amount which shall cover the damage and related costs. The using group obligates itself to maintain order and decorum, to prevent smoking in the classrooms and all non-smoking areas, and to prohibit use of alcoholic beverages or of any controlled substances in the buildings or on the grounds unless specifically authorized according to Policy I-1.020, Alcohol and Controlled Substance Use.
2. Future use of Guilford Tech facilities by any group is contingent upon the group protecting the college's property, ensuring complete safety of the participants, and observing fire and other safety ordinances. If the facility is misused, the Vice President for Administrative Services will advise the group in writing of such misuse and direct appropriate corrective action. Misuse may result in prohibition from any future use of the college's facilities by that group.
3. For the activities specified below, groups may use certain institutional facilities at no charge. Charges may be levied to cover expenses for services such as set-up, added security, or unusual clean-up. These activities include:
 - a. All Guilford Technical Community College sponsored activities,
 - b. Public service activities (i.e., voting polls, blood drive, mass inoculations, etc.),

- c. City, county, state and federal agency meetings or functions,
 - d. Educational, civic or cultural group meetings or functions if no admission is charged.
 - e. Up to three educational programs (seminars, courses, training) per fiscal year offered by groups that have a mutually beneficial relationship with Guilford Tech, and whose needs are not met by a Guilford Tech program.
4. Groups may use college facilities for the following purposes for a fee to be established by the Vice President for Administrative Services:
- a. Profit-making or commercial organizations for non-profit-making meetings, seminars, etc.,
 - b. Meetings or events where registration or admission is charged or collections taken that are not Guilford Tech sponsored,
 - c. Educational, civic or cultural groups when admission is charged and the events are not Guilford Tech sponsored.
1. Private businesses that loan or donate instructional equipment to the college may be permitted limited use of college facilities to demonstrate the equipment to their customers or potential customers.
- a. Businesses may be permitted this limited use for up to three years following the donation, unless the Executive Vice President approves a different time period.
 - b. Demonstrations must be scheduled during the normal operating hours of the college, must not disrupt or interrupt instructional classes, and must be approved by the division chair of the appropriate program. Appointments must be made at least two weeks in advance. A representative of the college must be present at all times during the demonstration.
 - c. As required by law, the Vice President for Instruction will submit an annual report regarding the use of facilities by business enterprises that have loaned or donated instructional equipment. The report must be sent before September 1 to the Director for Administrative and Facility Services at the North Carolina Community College System Office.
2. Room reservations shall be made in the order requested. The college reserves the right to change the assigned room or cancel a reservation if an emergency or urgent need justifies such a change. Every effort will be made to suitably accommodate the affected group should such a situation arise. Groups will not be booked for more than three meetings in advance, unless approved by the Vice President for Administrative Services.
3. The following fees shall be charged for use of college facilities on all Guilford Tech campuses:

a. <u>Facility</u>	<u>Single Session Use</u>
Classroom or Conference Room	\$ 50.00
Auditoriums (except Koury Auditorium), Guilford Room, ATC Training Rooms, Medlin Level One	150.00
Koury Auditorium	500.00
Cafeteria	250.00
Laboratory	300.00
Parking Lots and/or Grounds (per area)	250.00

b. Teleconferencing

- 1) Interactive TV Classroom (North Carolina Information Highway):

	REGULAR	OFFNET*
Non-profit organization or government agencies	\$80.00 /hr	\$120.00 /hr
For-profit groups or organizations	\$145.00 /hr	\$220.00 /hr

Time needed for set-up and breakdown constitutes an additional hour of billing.

*Additional charges will be charged by outside agencies that provide the offnet link.

- 2) Satellite downlinking facilities are available in Room 325 of the Learning Resource Center or the Guilford Room of the Medlin Campus Center.

Non-profit organizations and government agencies	\$80.00 /hr
For-profit groups or organizations	\$145.00 /hr

Time needed for set-up and breakdown constitutes an additional hour of billing.

c. Audiovisual Equipment

One TV/VCR and overhead projector per room may be provided at no charge. The college supplies the AV equipment listed below depending upon availability of equipment and technician.

- 1) Additional TV/VCR and/or overhead projector - \$25.00 per hr
- 3) Podium with built-in microphone - \$50.00 per day
- 4) Dedicated technician working the event - \$30.00 per hr

If a group intends to use any other equipment, rental is available from local vendors. They may be found in yellow pages of the local phone directory under the heading "Audio Visual Equipment and Supplies."

- d. Fees are due at the time the room is scheduled and no later than one week before the scheduled event. Guilford Tech may cancel the event if payment is not received by the due date.
 - e. In cases where the requested use of the facilities does not clearly fit the uses specified in section 4 or section 6, the Vice President for Administrative Services shall determine an appropriate fee assessment.
 - f. If the presence of any GTCC employees (technicians, campus police) is necessary under this policy for a meeting which occurs after their normal working hours, the college will charge the using group a fee sufficient to reimburse the college for overtime pay and benefits for such personnel. The Vice President for Administrative Services may waive the fee if it is in the best interest of Guilford Tech.
4. The official representative of a requesting group must contact the appropriate person, listed below, to request and schedule a campus facility. Private businesses must sign a written agreement stating terms and conditions including costs for using college facilities and personnel. Any external group wishing to have use of Guilford Tech facilities, whether or not the intended use is a college-sponsored activity, must submit a Campus Activity Registration Form to the appropriate office, as listed below. The appropriate office below will provide other forms that may be necessary:
- a. Jamestown Campus general areas - Administrative Services Office
 - b. Jamestown Campus classrooms – Office of the Vice President for Instruction
 - c. Jamestown Campus Business & Industry conference room – Office of the Vice President of Corporate and Continuing Education

- d. Greensboro (including the Small Business Center) or High Point Campuses – Dean’s Office
 - e. Aviation Center - Division Chair for Transportation’s office
 - f. Koury Hospitality Careers Center auditorium, dining rooms, theater, parlor, and conference room - Division Chair for Public Service Technologies’ Office
 - g. Teleconferencing facilities shall be booked through the office of the Dean of Learning Resources, who shall ensure that the Campus Activity Registration Form is completed and properly submitted to the appropriate person listed above. That office, not the NCIH site facilitator, will provide the additional appropriate agreement to a private business wishing to use the facilities, and will maintain records of the signed agreements.
5. If arrangements are made through any other person at the college, that person shall ensure that the Campus Activity Registration Form is completed and properly submitted to the appropriate person listed above. The completed Campus Activity Registration Form should be submitted at least one week prior to the date of requested use and two weeks prior if meals, multiple facilities, special set-up or audiovisual equipment are needed.
6. At the end of each day, the designated persons responsible for scheduling will submit all Campus Activity Registration Forms completed or received that day to the Events Scheduler in the office of the Vice President of Administrative Services.
- a. The events scheduler will review the forms immediately to determine appropriateness and raise any questions about the group's request. The events scheduler will forward forms from all external groups and any others that raise questions to the Vice President for Administrative Services. The Vice President will inform the President's Office or other appropriate offices about any requested event with a questionable intended purpose and/or audience.
 - b. Within two working days, if possible, the college events scheduler will notify the designated schedulers of each event’s approval status. If the group is not approved, the college events scheduler will provide in writing the reasons for disapproval to the designated scheduler and requesting group.
 - c. The events scheduler will route Campus Activity Registration Forms to Campus Police, housekeeping and any other office necessary to make special physical arrangements for the event. (Multiple copies of the Campus Activity Registration Forms are provided for this purpose.)
7. The events scheduler will send approved groups a packet of information, which shall include:
- a. A confirmation of the room assigned, day, date and time of the event;
 - b. Copies of relevant college policies and rules governing use of facilities, and such other information (i.e., maps, directions) that might be helpful; and
 - c. An invoice, if applicable. (Note: The appropriate Learning Resources personnel will send any invoices for teleconferencing.)
8. In general, college-owned kitchen facilities or equipment, including coffee-making equipment, shall not be used for events. Arrangements for meals, coffee breaks, receptions, and other food services may be made through the cafeteria manager.
9. Weekend Meetings
- a. Saturday Meetings -- Guilford Tech sponsored (FTE-earning) meetings may be scheduled on Saturday between the hours of 8:00 a.m. and 4:00 p.m. All other groups will be scheduled on a limited basis with approval of the Vice President for Administrative Services. Placement will

depend on which buildings are open and heated/cooled. Special charges will be levied for services needed and not normally available on Saturdays. The Vice President for Administrative Services may waive such charges if it is in the best interest of Guilford Tech.

- b. Sunday Meetings -- Sunday meetings will be scheduled on a very limited basis subject to the approval of the Vice President for Administrative Services.
- c. A member of the Guilford Tech Campus Police staff is required to be on duty to supervise an activity when the facility is closed. A group using the facilities at such times will be charged for any required personnel according to section 6 of this policy.

12/12/96
Rev 6/30/99
Rev 2/20/03
Rev 4/19/07

I-1.091 Lake and Shore Area Use

The GTCC lakes and shore areas are open to the general public for limited recreational purposes from dawn to 11:00 p.m. daily. No recreational wading, swimming or boating is permitted. Fishing is governed by state fishing licensure requirements and state fish size and creel limits. GTCC reserves the right to prohibit fishing at any time and for any length of time in order to prevent depletion of the fish population. Use by the general public may be preempted for approved college uses.

Anyone may request use of the lake according to procedures associated with this policy.

Procedure:

1. Requests for group use from instructors or leaders of recognized campus groups:
 - a. The instructor of a class or the leader of a recognized campus group wishing to use the lakes and shore areas must submit a request in writing to the Vice President of Administrative Services for permission to use the lake. Requests must be submitted at least two weeks (excluding official holidays) before the intended use of the lakes and shore areas. The request must include:
 - Instructor's or leader's name
 - Title of class or group name
 - Class or group meeting time
 - Number of students in the class or people in the group
 - Purpose of using the lake
 - Nature of use intended
 - Proposed schedule for using the lake
 - b. The Vice President of Administrative Services or designee will answer the request in writing within one week (excluding official holidays) of its receipt.
2. All other requests should be sent to the Administrative Services Office. The Vice President of Administrative Services or designee will answer the request in writing within one week (excluding official holidays and days the campus is closed). Requestors must sign a Waiver of Liability for approval to be granted. Once approved, the requestor will receive a written confirmation that will serve as a use permit and a copy of the Lake and Shore Area Use Policy.

Rev. 8/17/95

6/2006

I-1.092 Skateboarding and Other Conveyances

Skateboarding is prohibited on all GTCC campuses because of potential risks to the skateboarder, pedestrians, motorists and other individuals on campus.

Other wheeled conveyances such as sneaker skates, roller blades, bicycles, scooters, or any such items must not be used in a way that endangers the person using them, other people, or property. They may not be used inside buildings, on sidewalks, steps or ramps that are being used by pedestrians, on benches or tables, and/or in any way that might destroy property or landscaping.

Procedure:

1. Any skateboarders, and individuals using other conveyances in a dangerous or destructive manner, will be reported to the Campus Police Officer on duty. The officer shall contact the violator of this policy and:
 - a. Warn the violator to cease and desist the action;
 - b. If the violator fails to cease and desist, the officer shall require the violator to leave the campus;
 - c. If the violator fails to leave campus as ordered, the officer shall invoke NC General Statute 14-159.13 Second Degree Trespassing and take the person into custody.
2. An employee who fails to comply with any part of this policy shall be subject to disciplinary action. Such disciplinary action may include, but is not limited to probation, suspension or termination.
3. A student who fails to comply with any part of this policy shall be subject to disciplinary action in accordance with the Student Conduct procedure. Disciplinary action may include a written reprimand, being dropped from class, receiving a failing grade on a test or course, probation, suspension from the college, dismissal from the college, and/or prosecution.

08/16/02

I-1.100 Naming of Facilities

Final authority for naming facilities (or any specialized campus center or activity) rests with the Board of Trustees. The character and use of the facility to be named should be considered when a name is chosen. Individuals for whom facilities are named should, as a rule, be alumni, college personnel, trustees, major donors, or other distinguished persons, whether living or deceased. Duplication of names should be avoided; no facility should be named for a person whose surname has already been assigned to another facility.

The word "facility" as used above applies to buildings, conference rooms, streets, courts, athletic fields, and other named places. Use of the words "individual" and "person" above need not preclude the naming of facilities for groups or organizations.

Procedures:

1. The naming of buildings involves the public identity of the college at a significant level. Building names, therefore, should be reserved for honoring people who have made significant contributions to the community and/or the college. The naming of rooms, areas, or special purpose facilities is generally understood by the public not only to be an honor, but also to recognize generous donations. Buildings and all other facilities may be named to honor a person or group whether or not a donation is involved.

2. The Foundation Board and other individuals or groups may submit recommendations for naming facilities to the Personnel and Policy Committee of the Board of Trustees. Facility names will be adopted by vote of the full Board of Trustees at a regular meeting.
3. The Foundation Board may indicate to potential major donors that naming of a facility in their honor will be recommended to the Board of Trustees in recognition of their gifts, particularly when the gifts make possible the furnishing or equipping of those spaces. However, the Board of Trustees retains the sole authority to determine how all facilities are named, and that should be made clear to donors. The Foundation Board may set targets for the levels of gifts, which indicate that naming a particular facility in recognition of a gift at that level would be considered by the Board of Trustees.

8/21/97
Rev 2/19/98

I-1.110 Public Complaint Policy

Guilford Technical Community College strives to satisfy the public to the greatest extent possible. College personnel will work diligently to answer questions, clarify information, and resolve problems. If informal efforts to solve problems do not satisfy the complainant, members of the public may submit formal complaints to Campus Deans, Vice Presidents, or the President.

Procedure:

1. A formal complaint must be placed in writing and submitted to a Campus Dean, a Vice President, or the President. Students with complaints must follow the established student grievance policy (III-2.013).
2. The President, Vice President, or Campus Dean will direct an investigation to begin within five working days from the date the complaint is received.
 - a. Formal complaints will be logged and immediately forwarded to the appropriate supervisor. They will be monitored as necessary to ensure timely response.
 - b. The supervisor will conduct an investigation and respond to the Campus Dean, Vice President, or President in writing. Both offices will retain copies of the response.
 - c. Changes in policies and/or procedures may be made as necessary based on the legitimacy of the complaints and the feasibility of the remedy.
3. The Campus Dean, Vice President, or President receiving the complaint will inform the complainant of the process and/or outcome of the investigation within ten working days from the date the complaint is received.

Adopted 10/25/03