

GUILFORD TECHNICAL COMMUNITY COLLEGE
MANAGEMENT MANUAL

SECTION II
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II. POLICIES AFFECTING THE DELIVERY OF PROGRAMS

II-1. The Instructional Process

II-1.010 Academic Freedom and Responsibility Policy

Guilford Technical Community College is committed to the objective of educating its students. Since academic freedom is essential to the pursuit of this goal, the College encourages, supports and protects all staff members (teaching and non-teaching) in their academic pursuits—teaching, performing academic research, discussion and publication. Academic Freedom carries with it duties correlative with that freedom. Each staff member is free from restraints and penalties that would restrict responsible academic endeavors.

It is the staff member's responsibility to present material objectively. Within a course, discussions and assignments should relate to the material designated by the course outline. Under other conditions, discussion and assignments should be in accordance with the College's mission, philosophy and goals.

Each staff member has the right to perform research and to publish the results of this research. This right is subject to restraint only if it imposes upon the first priority of each member at Guilford Technical Community College, which is to maintain excellence in job performance.

As a citizen of the community, the staff member is free from institutional censorship and discipline in the exercise of the freedom to speak and write as a private citizen. The staff member must recognize that as an employee of Guilford Technical Community College, the public may assume that one speaks for the College; therefore, each employee is responsible for alerting the public that he/she is not serving as a college spokesperson.

Further, Guilford Technical Community College provides books and other learning resources which reflect the needs of its educational programs and includes materials with all points of view for the information, interest and enlightenment of the community the Learning Resource Center serves. Materials are selected using the best knowledge and criteria of the staff members of the College.

1. Employees:

- a. An employee who decides to perform academic research during the established work schedule must inform his/her immediate supervisor in writing. The notice should precede the beginning of the research.
- b. The notification should include:
 - 1) name of employee
 - 2) summary of proposed project
 - 3) expected length of the project
- c. In oral or written public expression, the employee must indicate in a definite manner that one is speaking/writing as a private citizen.

2. Learning Resources

In the fulfillment of the responsibility to provide information and enlightenment, censorship will be challenged.

- a. The Dean of the Learning Resource Center or designated staff member will notify the appropriate vice president of any attempts to abridge this freedom.
- b. The vice president will insure that this freedom is not abridged.

3. Rules:

- a. Academic research conducted by an employee during the established work schedule must not impose upon teaching, student, or institutional obligations.
- b. Such research must relate to the employee's responsibilities as specified by the job description.
- c. All instructional faculty must maintain the relevance of lecture content and course requirements as specified by the course outline. Supplementary learning resources must be directly related to the course as a whole.

Approved 11/20/80
Rev. 11/1/91

II-1.030 Outcomes-Based Education Policy

Guilford Technical Community College is a learning-centered, outcomes-based educational institution. The college practices continuous quality improvement in student-centered learning. By involving the faculty and staff, advisory committees, professional organizations and community representatives, knowledge and skill-based competencies are identified for each program in three areas: general education, program specific (or technical), and employment related.

The faculty designs the program curriculum and course offerings using the identified outcomes as a focus. The staff facilitates the support for the learning-centered operation. Programs are implemented and student outcomes are monitored and assessed at the course, program and college level prior to awarding degrees. This commitment to a learning-centered college encompasses Guilford Technical Community College's obligations to its students and its business, industrial, and professional communities.

Procedure:

1. The college has identified three types of competencies which graduates of all associate degree programs should acquire. These competencies shall be validated no less frequently than every five years.
 - a. General Education. Individual programs have specified tasks that their graduates must be able to complete in the general education areas of computer literacy, mathematics, written and oral communications, reading, and research. These competencies are being incorporated into program courses as curricula are updated, and are also taught in designated general education courses.
 - b. Employability Skills. A DACUM panel of area workers developed employability skills which were accepted by the college. Curriculum faculty and advisory committees and/or program specific DACUM panels have rated the importance of each task for that

curriculum program. These skills are being incorporated into program specific and general education courses as curricula are updated.

- c. Program Specific (or Technical) Skills. Through a DACUM process, national or state skills standards, or other means, the college has identified a set of program specific competencies graduates of each curriculum program should have. These are then related to specific courses within the curriculum and appear as course outcomes or objectives that are evaluated for successful completion of the course.
2. The three types of competencies (outcomes) are evaluated through the following methods of evaluation.
 - a. General education, program specific, and employability skills are tied to one or more courses within each curriculum and appear as an objective/outcome for that course. These are then evaluated by methods described in the course syllabus and results are recorded for each student. Final course grades reflect mastery of the outcomes at a minimum 78-80% level of proficiency (minimum proficiency may be higher in some programs, such as when required for licensure or certification).
 - b. At the program level, outcomes are evaluated through testing by external agencies as required for licensing or certification, through portfolio review, exit exams, or through other methods. Capstone experiences, which are being developed for each associate degree program, will integrate the relevant competencies and facilitate the evaluation of student learning.
 - c. Prior to award of a degree, each student's transcript is audited to insure that all requirements, including demonstration of competencies, are met.
 3. The assessment of general education, program specific, and employment related skills attainment is a vital aspect of the college guarantee that all associate degree graduates will possess entry level skills in their program area. GTCC agrees to retrain any graduate without these skills at the request of the employer, according to the specifications included in the guarantee (See III-1.070).

Rev. 10/15/98

II-1.040 Extension Programs Offered to Captive or Co-Opted Groups

Offering courses to students in captive or co-opted settings is a valid component of the mission of GTCC. (As defined in North Carolina Administrative Code, Title 23, Section 2E.0403, "inmates in a correctional facility; military personnel on military bases when classes are designed exclusively for military personnel; clients of sheltered workshops, domiciliary care facilities, nursing facilities, mental retardation centers, substance abuse rehabilitation centers; and in-patients of psychiatric hospitals.") The college shall ensure that courses taught to students in these agencies are appropriate educational experiences based on the needs and capabilities of the students. Program offerings may be work-related or non-work-related and may include basic skills, community service, occupational extension and/or curriculum courses.

Procedure:

1. GTCC will require each agency with jurisdiction over a group of immured students to sign a

Memorandum of Understanding which states that the agency will ensure that students enrolled in classes will be capable of participating in and benefiting from the educational experiences to be offered.

2. Any enrollments of students in captive or co-opted settings will be with the full knowledge of the students.
3. Courses offered will not supersede the normal operating functions and activities of the agency which are mandated by licensing authorities.
4. The President or designee will monitor programs offered in immured settings to ensure that appropriate educational experiences are provided.
5. Students will be allowed to repeat courses only with the instructor's and/or program director's permission and in accordance with State Board policy.

Rev. 8/17/95

II-1.050 Financial Aid, Coordination of

All donations or inquiries about donations to the college for student assistance must be directed to the GTCC Foundation. The Financial Aid Office will follow up with donors to establish awarding criteria and explain the selection process. In addition, the Financial Aid Office will manage funds from sponsors who choose to select their own scholarship recipients.

Procedures:

1. "Student assistance" refers to any private aid provided for tuition, fees, books, supplies, student living expenses, book loans, emergency loans, and/or student employment or other similar purposes. This aid is broadly referred to as a scholarship.
2. A "scholarship donor" is an individual, group, or business who gives a contribution to the college for student assistance and allows the scholarship committee of the college to select the recipient based on qualifying criteria which has been determined by the donor.
3. A "scholarship sponsor" is an individual, group, or business who offers financial assistance to a specific student that they designate or who requires that they control the selection of the student with the assistance of the Financial Aid Office.
4. Donations to the college for student assistance should be handled as follows:
 - a. Faculty or staff members will forward calls or inquiries from potential donors to the GTCC Foundation Office.
 - b. The GTCC Foundation will counsel the potential donors about the ways they can give to provide student assistance and refer them to the Scholarship Coordinator after a pledge or donation has been secured.
 - c. The Scholarship Coordinator will establish the necessary qualifying criteria of the

scholarship working with the donor, and will explain the scholarship award process used by the college.

- d. The GTCC Foundation will notify the Financial Aid Office when the donor's contribution is received. The GTCC Foundation will acknowledge the gift in writing with a copy forwarded to the faculty or staff member who referred the donor to the GTCC Foundation.
 - e. The Financial Aid Office will incorporate the availability of the new scholarship into its financial aid publications.
 - f. Once the recipient is selected, the Financial Aid Office will notify the recipient, the donor of the award, and the GTCC Foundation. Student recipients will be strongly encouraged to write thank you letters to the donor before any funds are released.
5. Student assistance provided by sponsors should be handled as follows:
- a. All checks received by faculty or staff members written to preselected students and/or to the college for the benefit of preselected students from sponsors will be forwarded to the Financial Aid Office for processing. Processing includes checking records to insure compliance with federal and state financial aid eligibility, authorizing student charges against the scholarship or authorizing a check to be written and disbursed from the Finance Office in accordance with the sponsor's wishes.
 - b. If requested, the Financial Aid Office will assist those sponsors who want to use their own selection process by advertising the availability of the scholarship, getting faculty or staff recommendations, and providing a pool of applicants for them to consider.
 - c. A list of sponsors will be forwarded to the GTCC Foundation for acknowledgement and future solicitation.

Approved 10/17/96

II-1.060 Graduation

Graduation exercises shall be held to honor students who successfully complete a program of study. All of these students are encouraged to participate and are required to pay a non-refundable graduation fee to cover the costs. Academic attire will be worn.

Full-time exempt employees in pay status during the semester of graduation are required to participate in graduation exercises. If the employee cannot attend, prior approval from the President (or designee) must be secured. Full-time exempt employees not in pay status during the semester of graduation are encouraged to attend the exercises. Academic attire will be worn.

Procedure:

1. Employees who cannot attend graduation shall submit a written request detailing the reason(s) for their expected absence to their immediate supervisor no later than fourteen calendar days prior to the event. The supervisor will send the request through appropriate channels to the President or

the President's designee.

2. The President (or designee) will review the request and grant or deny it.
3. GTCC will provide employees with their initial cap, gown and hood for graduation exercises.

Rev. 8/17/95

II-1.070 Program and Service Review

Guilford Technical Community College will monitor the quality and viability of all its programs and services. All instructional and continuing education programs and all service areas shall be reviewed annually. Information shall be provided to the Board of Trustees on unit performance and cost. Instructional programs shall also provide reports on enrollments, student progress, and outcomes.

Instructional programs shall meet standards for performance set by the State Board of Community Colleges and such other criteria as the Board of Trustees may set. Programs that do not meet the standards will be subject to further review to document temporary or permanent conditions, which shall be taken into account to justify continuation of the program. If further review fails to provide a justification for the program or to lead to improvement so that the program meets the standards, the program shall be terminated.

Procedure

1. Program reviews will be conducted annually by a program review team consisting of all staff of the program area to be reviewed. The review team for instructional areas must include faculty and may include advisory committee members. A member of the planning and research staff will act as consultant to each team.
2. The program review team will assess the instructional program's achievement of its effectiveness indicators as defined below and document its findings and recommendations in the program review and planning unit report.
3. The State Board of Community Colleges requires annual reports of specific indicators for all programs and has set performance standards for certain indicators. Guilford Tech has identified additional effectiveness indicators. The indicators for all programs (with standards as applicable) are listed below. The asterisks mark the indicators and performance standards required by the State Board of Community Colleges.
 - a. Effectiveness indicators for curriculum programs include the following:
 - 1) FTE production,
 - 2) Program cost,
 - 3) Attainment of program competencies,
 - 4) Program accreditation (where applicable),
 - 5) Advisory Committee meetings– (must meet three times annually, minutes on file),
 - 6) Curriculum currency– (must be addressed within last 5 years),
 - 7) Response to prior year's program review,
 - 8) *Program enrollment (a three year annual average enrollment of at least ten (10)

- students, unduplicated headcount),
- 9) *Graduation and retention of students – (At least 60% of cohort will graduate or return),
 - 10) *Employment status of graduates – (90% of graduates will be employed within one year),
 - 11) *Graduate/non-completer satisfaction – (85% will express satisfaction with quality of college programs),
 - 12) *Employer satisfaction with graduates – (85% of a sample of employers will indicate their expectations were met),
 - 13) *Client satisfaction with training – (90% of a sample of businesses receiving services will indicate their expectations were met),
 - 14) *Passing rates of students in developmental courses – (70% will achieve a “C” or better),
 - 15) *Success rate of developmental students in subsequent college level courses – (Performance in specified courses will be statistically equivalent to non-developmental students),
 - 16) *Licensing scores (where applicable) – (70% or better will pass licensure exams with an aggregate of 80% for all exams),
 - 17) *Performance of college transfer students with an associate degree or at least 24 hours of coursework (A percentage of transfer students equivalent to the combined performance of UNC sophomores and juniors for the year will achieve a GPA of 2.0 or better after one academic year at a UNC institution), and
 - 18) *Student goal accomplishment for program completers – (95% will achieve or partially achieve their goals).

b. Information for continuing education programs includes the following:

- 1) Student enrollment (annual number or annual FTE),
- 2) Participant satisfaction,
- 3) Number of classes held,
- 4) Businesses/organizations served, and
- 5) Program dollars administered.

c. Information and effectiveness indicators for basic skills programs include the above information for continuing education and the following additional indicators:

- 1) Number of GED certificates and AHS diplomas awarded,
- 2) *Progress of students (percent advancing to the next level or completing),
- 3) Student goal accomplishment,
- 4) Number served (headcount, by program type),
- 5) Number of workplace students and those at other off-campus literacy sites,
- 6) Retention of students,
- 7) Transfer rates of Basic Skills students into other Guilford Tech programs,
- 8) Advisory committee meetings (must meet annually),
- 9) Curriculum currency – must be addressed within last five years. Review Basic Skills curriculum bi-annually.

d. Guilford Tech will publish the college’s performance on the state required performance measures in its catalog.

4. The faculty/staff in each program and service area may develop a list of additional program-specific effectiveness indicators to add to the list of core indicators. These effectiveness indicators will be defined, and methods of measuring each indicator will be developed. If approved by the appropriate vice president, they will be reported as part of the program and service review process in the program/**service** review and planning unit report.
5. Program reviews will be reported to the advisory committee of the program area (where applicable).
6. The faculty/staff in each program and service area will use the results of the program or service review to develop and implement annual program or service improvement objectives. These will be included in the program review and planning unit report as part of the planning process. (See II-1.080, Annual Program and Service Area Planning.)
7. The appropriate vice president will review all program and service area reviews and improvement objectives. Summaries of the reviews will be provided to the Board of Trustees.
8. The end-of-year status report will indicate progress toward achievement of the objectives.

Rev. 12/14/95

Rev. 4/11/02

Rev. 2/19/04

II-1.080 Annual Program and Service Area Planning

All GTCC employees shall be involved in an annual planning process covering program and service areas of the institution. The process shall support the goals of the college and the president's initiatives; respond to any planning mandates of the General Assembly and the State Board of Community Colleges; and, where appropriate, address System identified goals and objectives. The process should include the evaluation of progress toward goals, outcomes assessment, awareness of trends, determination of the effects of technological change, and strategic positioning. The process shall require that decisions and plans be based on data and evaluation; that the needs of students and the community be recognized and considered; and that every employee shall have an opportunity to participate. The result of the planning process shall be the college's Institutional Effectiveness Plan.

Procedures:

1. Planning groups, units, and subunits following the organizational chart shall be designated. All planning units will belong to a planning group, usually headed by a Vice President or Division Chair. Each instructional department will be a planning unit, and each instructional division will be a planning group. Subunits may be designated by the planning unit head with the approval of the planning group head. The Institutional Research and Planning (IRP) Office will publish a list of planning units and groups.
2. The Institutional Research and Planning Office will publish an annual calendar for planning.
3. Each program and service area planning unit of the college is responsible for participating in development of the college plan.

- a. Each planning unit or subunit should meet in the fall to review a planning template with data provided by the IRP Office and data gathered by the unit.
 - b. Units should discuss trends in their related industry (ies), their professional area, instructional methodologies, and educational administration.
 - c. Units should discuss their role in carrying out the president's initiatives and in addressing the institutional goals of the college; responding to any applicable planning mandates of the General Assembly and the State Board of Community Colleges; and, where appropriate, addressing System-identified goals and objectives.
 - d. From these discussions, desirable innovations and/or improvements should emerge, which can be developed into planning objectives.
 - e. Each planning unit completes a template that provides a format for including data collected at the unit level, and for reporting objectives, strategies, persons responsible and estimated budget requirements.
4. All unit plans are compiled and coordinated at the planning group level. The plans are reviewed for overlap and duplication.
 - b. The plans are reviewed to insure that the group's leadership can support each action and/or budget request.
 5. Plans are submitted to the IRP Office, which prepares the objectives for prioritization. The IRP Office is responsible for maintaining the completed plans and for compiling the end-of-year progress report on plan objectives.
 6. Objectives that involve technology are reviewed by the Information Technology Committee and prioritized based on the committee's judgment of the most effective and efficient use of technology.
 7. The heads of each planning group present their objectives and budget requests to the Institutional Effectiveness Council (IEC), which then prioritizes the objectives for the college.
 8. The IEC priorities shall be used by the president and administrative leadership to guide budget decisions, as funding constraints and actual conditions allow.

Adopted 10/02/01

II-2. Other Campus Issues

II-2.000 Code of Ethics

Guilford Technical Community College is committed to maintaining the highest professional standards in all of its academic and administrative operations; promoting ethical practices among its administrators, faculty, staff, and students; and ensuring a level of accountability appropriate for a public institution. Individuals are expected to observe all federal, state, and local laws including those pertaining to equal opportunity, nondiscrimination, and harassment.

Personal interactions among members of the college community and between members of the college community and those outside the college community should be characterized by truthfulness, openness to new ideas, civility, and consideration for the rights of others. Each member of the college should respect

the rights of others to freedom of thought, opinion, speech, and association.

Individuals shall present information accurately, comply with policies to the best of their abilities, and use the institution's resources appropriately. Each employee is responsible for avoiding real or apparent conflicts of interest; ensuring that authority is exercised within a framework of accountability; and ensuring that information is managed in accordance with relevant public record and privacy statutes.

Procedures

1. Individuals who have a concern about the conduct of a particular individual or the propriety of a given situation should consult with the supervisor of the individual in question or with the supervisor of the area in which the situation in question occurred, or notify their own supervisors. College policy (Reporting Fraud and Misconduct, IV-4.110), provides protection from retaliation for individuals who report such conduct in good faith and disciplinary action for those guilty of malicious reporting.
2. Concerns about ethical practices may also be reported anonymously to the State Auditor's Fraud and Abuse Hotline by calling 1-800-730-8477.
3. A number of other college policies establish ethical guidelines or standards for appropriate professional conduct for particular educational or administrative functions. These policies include, but are not limited to: Use of College Facilities by College-Affiliated & Outside Groups (I-1.090), Academic Freedom and Responsibility (II-1.010), Copyright (II-2.030), Intellectual Property (II-2.031), Telecommunications policies (II-2.035), Student Conduct (III-2.010), Sexual Harassment (III-2.014 and IV-4.070), Right to Privacy (III-2.060), Use of Human Subjects (III-2.090), Conflict of Interest (IV-1.010), Equal Opportunity (IV-1.023), Nepotism (IV-1.040), Outside/Dual Employment (IV-1.060), Drug-Free Workplace (IV-4.020). College rules also apply, including, but not limited to "Honoraria, Gifts, Gratuities/Surplus Property," "Media Technologies Equipment Procedures," and "Selling/Disposition of Desk, Review, Sample and Complimentary Instructional Materials."

Approved 6/2006

II-2.010 Advertising, External

All GTCC publications which generate funds from the sale of external advertising are subject to regulations established by Guilford Technical Community College.

Procedure:

1. A "GTCC publication" is defined as any newspaper, pamphlet, report, brochure, or other document bearing the name of Guilford Technical Community College and supported in whole or in part by college personnel and/or students.
2. Any GTCC employee, student or organization seeking funds through the sale of advertising space in a GTCC publication must submit a written request for approval of the solicitation to the appropriate campus Vice President. The request must fully and specifically list and justify the needs for such external support; that is, that GTCC funds are not available for this purpose through either student activities or institutional printing/advertising budgets.

3. All forms to be used to contract for advertising must have prior content approval by the Director of Business Affairs in consultation with GTCC's legal counsel.
4. All advertising contracts procured on behalf of GTCC must be signed by the President or his/her designee.
5. Funds generated from the sale of advertising shall be deposited, maintained and dispersed through normal institutional financial channels. An account must be established for this purpose through the Finance Office.
6. Funds generated from advertising may be dispersed only for those purposes expressly stated and approved in the needs document reviewed by the GTCC Vice Presidents, following procedures established by the Finance Office.

Rev. 8/17/95

II-2.020 Board Policy Development and Review

The Board of Trustees will follow an established procedure for development and review of official policies.

Procedure:

1. Adding or Revising Policies
 - a. Any individual or group may submit to the President or Vice President for Educational Support Services, in writing, a proposal for a new policy or for a change in an existing policy. The document must include:
 - 1) the policy/area addressed.
 - 2) the action requested.
 - 3) the rationale for the action.
 - 4) a draft of the proposed new/revised policy and procedure.
 - b. At the discretion of the President, copies of the proposed new or revised policy are sent to the President's Council, appropriate Standing Committees and GTCC associations; at least one copy is placed at each campus, on reserve in the college libraries and/or in the campus reception areas, and on the campus network. Supporting documentation may also be disseminated with the proposed policy.
 - c. The President may hold an open discussion of the proposed policy with the persons/groups who submitted the proposal. Notice of the discussion will be given to interested parties.
 - d. The Vice President for Educational Support Services will receive comments on policy and procedure proposals, which will be considered by the President and President's Council.

- e. The proposed policy, incorporating any approved amendments, is submitted to the Board of Trustees for information purposes.
 - f. At its discretion, the Board may hold an open discussion of the proposal and accept comments orally or in writing from interested parties.
 - g. The Board will make a decision regarding adoption of the proposed or revised policy or will refer it for consideration at a future date.
 - h. The President will notify the individual or group that submitted the proposal, and the college community, of the Board's final decision.
2. Adding or Revising Administrative Procedures
- a. Proposals to add, delete or change administrative procedures must be made in writing to a member of the President's Council.
 - b. The member may place it on the agenda for the Council's action. Council members may ask for additional input from other campus groups, depending upon the scope and impact of the procedure.
 - c. If approved by the Council, the new/revised procedure will be publicized to the campus through the *Communicator*, and other means as desirable.

Rev. 2/15/96

Rev. 7/30/03 (Procedures)

II-2.030 Intellectual Property

Guilford Technical Community College adopts the following document as its Intellectual Property Policy. The President and/or designees of the President have the authority to make changes in the provisions of Section 6. Administration of Intellectual Property without further action of the Board of Trustees.

SECTION 1. INTRODUCTION

This document establishes a policy for Guilford Technical Community College (“GTCC”) with respect to intellectual property developed by faculty, staff, and students. The goals of this Policy are:

- To provide appropriate incentive to creative intellectual effort by faculty, staff, and students;
- To establish principles for determining the interests of GTCC, authors, inventors, and sponsors in regard to original works of authorship, inventions, and/or discoveries;
- To enable GTCC to determine the significance of original works of authorship, inventions, and/or discoveries that may be brought to the point of commercial utilization; and
- To recognize the right of the author or inventor to financial benefits in the original works of authorship, inventions, and/or discoveries.

SECTION 2. COPYRIGHTS

The GTCC policy with regard to copyrightable works is intended to foster the traditional freedoms of

GTCC faculty, staff, and students in matters of publication, through a fair and reasonable balance of the equities among authors, sponsors, and GTCC. At the same time, the policy is intended to ensure that copyrightable materials in which GTCC has a legitimate interest are utilized in a manner consistent with the public interest.

A. Definition of Copyrightable Material

Copyrightable materials include original works of authorship for which property rights are protected under federal copyright legislation such as books, manuscripts, artistic works, movies, television programs, software, music, and multimedia materials.

B. Copyright Use

GTCC supports the responsible, good faith exercise of fair use rights, as codified in 17 U.S.C. § 107, by faculty, librarians, and staff in furtherance of their teaching, research, service, and other educational activities.

GTCC shall:

1. Inform and educate the GTCC community about fair use and the application of the four fair use factors as set forth in 17 U.S.C. § 107 and as interpreted in applicable case law. The four factors are:
 - a. The character and purpose of the proposed use.
 - b. The nature of the work to be used.
 - c. The amount and substantiality of the portion to be used.
 - d. The effect on the market or potential market for the work.
2. Develop and make available resources concerning copyright laws in general and the application of fair use in specific situations.
3. Ensure that employees and students have access to assistance in making fair use determinations.

C. Ownership

1. WORKS BY FACULTY

a. NON-DIRECTED WORKS

A “non-directed work” is a pedagogical, scholarly, literary, or aesthetic (artistic) work originated by a faculty employee resulting from an effort that is not specifically funded or created at the direction of GTCC. Such works may include textbooks, manuscripts, scholarly works, fixed lecture notes, distance learning materials not falling into one of the other categories of this Policy, works of art or design, musical scores, poems, films, videos, audio recordings, or other works of the kind that have historically been deemed in academic communities to be the property of the author.

Except as otherwise provided in Section 2 of this Policy, non-directed works shall be owned by the author (the word “author” as used in this Policy also includes the plural where there is more than one author or contributor) of the work. (See Section 2(C)(2) below for the definition of “work for hire;” under the Copyright Act GTCC is deemed the “Author” of a work for hire.) If GTCC is to be involved in commercializing a non-directed work, the work’s author shall assign the work to GTCC. In cases of ownership by the author of a non-directed work, GTCC, where practical, shall be granted a non-exclusive, nontransferable, royalty-free license to reproduce, distribute, publicly perform, publicly display, or make derivative works of the work for its own educational or research use (hereinafter referred to as a “Shop Right”).

b. NON-DIRECTED WORKS INVOLVING EXCEPTIONAL USE OF GTCC RESOURCES

“Exceptional use of GTCC resources” means GTCC support of non-directed works with resources of a degree or nature not routinely made available to faculty in a given area. The following are some examples of that are presumed to be exceptional use:

- 1) waiver of fees normally required to use specialized GTCC facilities (e.g., equipment, production facilities, service laboratories, special computing resources, studios) where those facilities are used in creation of the work;
- 2) GTCC grants or gifts in support of the work’s creation;
- 3) reduction in levels of teaching, service or other GTCC employment responsibilities (e.g., course load, student advising, division/department meetings, office hours, administrative tasks) granted solely for the purpose of facilitating creation of a specified work or works; and
- 4) use of GTCC personnel, laboratory space, equipment, or supplies not routinely made available to faculty or employees.

Exceptional use does not normally include routine use of GTCC personnel, office space, laboratories, desktop computers, libraries, telephones, and information resources in a manner that (i) does not interfere with or delay use for GTCC business purposes, and (ii) does not result in substantial direct costs to GTCC.

Non-directed works involving exceptional use of GTCC resources shall be owned by GTCC. However, upon approval by the Intellectual Property Committee, GTCC may release or transfer its rights to the work’s author, with GTCC retaining (1) a Shop Right, and/or (2) the right to require reimbursement and/or income sharing from the author to GTCC if the work produces income for the author. The parties may also negotiate for joint ownership of such works, with the approval of the Intellectual Property Committee.

c. DIRECTED WORKS

“Directed works” include works that are specifically funded or created at the direction of GTCC (including, but not limited to, works for hire by faculty or other employees).

Directed works shall be owned by GTCC. The work’s author, where practical, shall be granted a Shop Right. GTCC may release or transfer its authorship rights to the work’s author under a written agreement negotiated between the author and GTCC, usually with GTCC retaining (1) a Shop Right, and/or (2) the right to require reimbursement and/or income sharing from the work’s author to GTCC if the work produces income for the author. The parties may also negotiate for joint ownership of such works, with the approval of the Intellectual Property Committee.

d. SPONSORED OR EXTERNALLY CONTRACTED WORKS

A “sponsored or externally contracted work” is any type of copyrighted work developed using funds supplied under a contract, grant, or other arrangement between GTCC and third parties.

For a sponsored or externally contracted work created under an agreement that expressly requires copyright ownership by GTCC, the author of the work must disclose the work to

GTCC. Provided there is no conflict with a sponsored agreement, GTCC may release or transfer its rights to the work's author under an agreement negotiated between the author and GTCC, usually with GTCC retaining (1) a Shop Right, and/or (2) the right to require reimbursement and/or income sharing from the work's author to GTCC if the work produces income for the author; or the parties may also negotiate for joint ownership of such works, with the approval of the Intellectual Property Committee. For a sponsored or externally contracted work created under an agreement that does not expressly require copyright ownership by GTCC or a third party, the author of the work shall own the work, subject to required disclosure to GTCC. In case of ownership by the work's author, GTCC, if practical, shall be assigned a Shop Right.

2. WORKS BY GTCC STAFF

For purposes of this Policy, a staff member that engages in academic instruction shall be considered "Faculty" with regards to works created within the scope of the staff member's employment and relating to the provision of academic instruction by such staff member. (See Section 2(C)(2) above).

Most works by GTCC staff members are considered to be "Works for Hire." A "work made for hire" is:

- 1) a work prepared by an employee within the scope of his or her employment, including without limitation a work created in the context of carrying out administrative duties for GTCC; or
- 2) a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Works for hire made by GTCC staff shall be owned by GTCC. In special cases, however, GTCC may enter into a written agreement in advance that the employee shall own the copyright. In addition, the Intellectual Property Committee may waive GTCC ownership.

3. WORKS BY INDEPENDENT CONTRACTORS

Works by independent contractors shall be owned in accordance with the contract under which the work was created. GTCC shall ensure that there is a written contract for work by an independent contractor specifying GTCC ownership.

4. WORKS BY STUDENTS

"Student works" are papers, computer programs, theses, dissertations, artistic and musical works, and other creative works made by students in the instructional process. For purposes of this Policy, the term "students" includes teaching, graduate, and research assistants.

Except as provided below, student works shall be owned by the author, and GTCC, where practical, shall be granted a Shop Right.

- 1) Sponsored or Externally Contracted Works: Ownership shall be in accordance with

Section 2(C)(1)(d) of this Policy on sponsored or externally contracted works made by faculty or other GTCC employees.

- 2) Works for Hire: Student works created by students in the course of their employment with GTCC shall be considered to fall within the scope of Work for Hire in accordance with Section 2(C)(2) of this Policy on works for hire made by GTCC staff.

D. Distribution of Income

Commercialization of Employee or Student Owned Works by GTCC: If a GTCC employee or student wants GTCC assistance to commercialize a work for which he/she owns the copyright, he/she must contact the Intellectual Property Committee. If the Intellectual Property Committee agrees to assist in commercialization, the author must assign copyright in the work to GTCC. The assignment agreement shall contain provisions outlining the commercialization responsibilities of GTCC and a mechanism for the sharing of commercial proceeds with the author. The author receives sixty (60%) percent of the net proceeds from the commercialization of the work and GTCC receives forty (40%) percent.

Commercialization of GTCC Owned Works: GTCC may commercialize works owned by GTCC. If a work created by a faculty member is owned by GTCC due to exceptional use of GTCC resources and is commercialized by GTCC, GTCC receives sixty (60%) percent of the proceeds and the author receives forty (40%) percent of the net proceeds.

Commercialization of Jointly Owned Works: Works that are jointly owned by GTCC and the author may be commercialized in accordance with a written agreement negotiated by the parties and the division of proceeds will be specified in that agreement.

E. Works Subject to Protection by Both Copyright and Patent Laws

In cases where an invention or creation is subject to protection under both patent law and copyright law, if GTCC elects to retain title to its patent rights, then the inventor/author(s) shall assign the copyrights to GTCC and the inventor/author(s) shall be compensated in accordance with the royalty provisions of this Policy regarding patent revenue sharing.

F. Videotaping and Related Classroom Technology

Any courses that are videotaped, recorded, or transmitted using any media are GTCC property and may not be further distributed without permission from the Intellectual Property Committee. All videotaped courses shall carry an appropriate copyright notice.

G. Copyright Registration

The responsibility for determining the need for copyright registration of a GTCC owned work shall rest with the Intellectual Property Committee.

H. Use of GTCC Name in Copyright Notice

In general, all GTCC owned works should bear appropriate copyright notice. Such copyright notice should be composed and affixed in accordance with United States copyright law, as follows:

Copyright (year) GTCC. All Rights Reserved.

The date in the notice should be the year in which the work was created, with separate dates included for years in which any changes are made to the work.

SECTION 3. INVENTIONS

A. PATENT OWNERSHIP

GTCC shall own all rights and title in all inventions and discoveries of GTCC faculty, staff and students that are: (1) conceived or first actually reduced to practice as a part of or as a result of GTCC research or activities within the scope of the inventor's employment by GTCC, or (2) that involve the use of GTCC time, facilities, staff, materials or funds administered by GTCC. Inventions that are made by faculty, staff, and students entirely on their own time and without the use of GTCC facilities, equipment, staff, supplies, resources, or trade secret information, shall remain the exclusive property of the inventor.

In the event there is a question as to whether GTCC has an ownership claim to an invention, the invention should be disclosed according to Section 3(B) below. Such disclosure is without prejudice to the inventor's ownership claim. In determining ownership interest in an invention, GTCC may determine that GTCC has no property interest in an invention because its conception and reduction to practice were unrelated to the inventor's duties as a GTCC employee or involved only insignificant use of GTCC resources (such as office space or libraries normally available to all faculty and staff). The inventor will receive a written statement confirming GTCC's property interest. If a student makes an invention that is, or may be, subject to GTCC ownership in accordance with this Policy, the student shall disclose the invention to GTCC as provided in Section 3(B) below, and GTCC, together with the student, shall determine an equitable resolution of ownership rights.

B. DISCLOSURE

GTCC faculty, staff, and students are required to report all inventions and discoveries in which GTCC may have an interest to GTCC's Intellectual Property Committee (a "Disclosure Report"), at which time the possibility of exploring patenting should be considered. Students should first discuss an invention with their instructor, who shall assist them in further discussion with GTCC.

In order to preserve rights in unpatented inventions, it shall be the duty of the inventor, or of the supervisor if the inventor is not available, to report to the Intellectual Property Committee any publication, submission of manuscript for publication, sale, public use, or plans for sale or public use, of an invention, if a Disclosure Report has previously been filed with respect to the invention. If an invention is disclosed to any person who is not employed by GTCC or not working in cooperation with GTCC upon that invention, a record shall be kept of the date and extent of the disclosure, the name and address of the person to whom the disclosure was made, and the purpose of the disclosure. The inventor shall promptly notify the Intellectual Property Committee of the acceptance for publication of any manuscript describing the invention or any sale or public use made or planned by the inventor.

In those cases in which GTCC has obtained a patent without obligation to any sponsor that supplied funds under a contract, grant, or other arrangement for the development of the underlying invention, and no arrangement has been made for commercial development of the invention within a reasonable period from the date of the issuance of the patent, the inventor(s) may request in writing a release of GTCC's patent rights. The Intellectual Property Committee will promptly either grant the request or will advise the inventor of GTCC's plans for the development of the invention.

As to any invention in which GTCC has determined that GTCC has an interest, the inventor, upon

request, shall execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in GTCC or its assignees any or all rights to the invention, including complete assignment of any patent or patent applications relating to the invention. GTCC personnel may neither (a) sign patent agreements with outside persons or organizations which may affect GTCC's rights and interests as stated in this Policy or as provided in any grant or contract funding the invention, nor (b) without prior written authorization use the name of GTCC in connection with any invention.

C. REVENUE SHARING

GTCC shall share revenue which it receives from patents or inventions with the inventors. As noted above, specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions made in connection with sponsored research; consequently, revenues GTCC receives from such inventions may be subject to payments of royalty shares to sponsors or contractors. Moreover, GTCC may contract with outside persons or organizations to obtain, manage, and defend patents, and any royalty shares of expenses contractually committed to such persons or organizations may be deducted before revenues accrue to GTCC.

The revenues (net, if applicable per the preceding paragraph) which GTCC receives from a patent or invention will be applied first to reimburse GTCC for any incremental expenses incurred by it in obtaining and maintaining patents and/or in marketing, licensing and defending patents or licensable inventions. After provision for such expenses, the inventor's share of such revenues shall be as follows: 50% of the first \$500,000 of the net revenue and 35% of net revenue thereafter. In the case of co-inventors, each such percentage share shall be subdivided equally among them, unless GTCC in its sole discretion determines a different share to be appropriate. Applicable laws, regulations or provisions of grants or contracts may, however, require that a lesser share be paid to the inventor.

D. INVENTOR REQUEST FOR A DETERMINATION OF GTCC RIGHTS

If the inventor believes that the invention was made outside the general scope of his or her GTCC duties or entirely on the inventor's own time and without the use of GTCC resources, and does not choose to assign the rights in the invention to GTCC, he or she shall, in the invention disclosure, request that the Intellectual Property Committee determine the respective rights of GTCC and the inventor in the invention and shall include information on the following points:

- 1) The circumstances under which the invention was made and developed;
- 2) The employee's or student's official duties at the time of the making of the invention;
- 3) Whether he or she requests a waiver or release of any GTCC claims or acknowledgment that GTCC has no claim;
- 4) Whether he or she wishes a patent application to be prosecuted by GTCC, if it should be determined that an assignment of the invention to GTCC is not required under this Policy; and
- 5) The extent to which he or she would be willing voluntarily to assign domestic and foreign rights in the invention to GTCC if it should be determined that an assignment of the invention to GTCC is not required under this Policy.

E. RESPONSIBILITIES OF GTCC PERSONNEL

Employees engaged in external consulting work or business are responsible for ensuring that agreements emanating from such work are not in conflict with this Policy or with GTCC's contractual commitments. Such employees should make their GTCC obligations known to others with whom they make such agreements and should provide other parties to such agreements with a statement of this Policy.

SECTION 4. TRADEMARKS AND SERVICE MARKS

Trademarks and service marks (collectively “trademarks”) include any word, name, symbol, sounds or device used by a person or entity in commerce to distinguish its goods/services from those of others and to identify the source of those goods/services. Trademarks used for goods or services distributed by GTCC shall be owned by GTCC. Examples include, but are not limited to, names and symbols used in conjunction with computer programs or GTCC activities and events. The ownership of a trademark is determined by the identity of the entity that uses the trademark. It follows that the fact that a member of the faculty, staff or student creates a trademark used by GTCC does not confer any ownership rights in the faculty member, staff or student. The Intellectual Property Committee should be consulted about registration, protection, and use of marks.

SECTION 5. PROPRIETARY INFORMATION

Proprietary information arising out of GTCC work (e.g. Actual and proposed terms of agreements, financial arrangements, or confidential business information) shall be owned by GTCC. Trade secret is a legal term referring to any business or technical information, whether or not copyrightable or patentable, which derives commercial value from not being generally known or readily ascertainable and is the subject of reasonable efforts to maintain its secrecy. Trade secrets are proprietary information.

SECTION 6. ADMINISTRATION OF INTELLECTUAL PROPERTY

A. ORGANIZATION

The Vice-President for Instruction is responsible for the administration of intellectual property matters at GTCC. GTCC may contract with outside agents for certain technology transfer services, including marketing and licensing of GTCC owned copyrights and inventions. The Vice-President for Instruction is authorized to negotiate with reputable agencies or firms to secure arrangements for intellectual property management, including evaluation of invention disclosures, filing of patent, trademark, and copyright applications, and licensing and administration of intellectual property.

B. INTELLECTUAL PROPERTY COMMITTEE

The Executive Vice-President shall appoint an Intellectual Property Committee (IPC) consisting of no fewer than three members. The Vice-President for Instruction shall serve as Chairman of the Committee, and the Vice-President for Corporate and Continuing Education and at least one faculty member shall serve on the Committee. The Committee shall be responsible for the following:

- 1) Review and recommend to the Board of Trustees changes to these Procedures.
- 2) Decide upon appropriate disposition of intellectual property disclosures.
- 3) Resolve questions of intellectual property ownership.
- 4) Recommend the expenditure of royalties.
- 5) Make such recommendations as are deemed appropriate to encourage disclosure and assure prompt and effective handling, evaluation, and prosecution of invention opportunities and to protect the interests of GTCC and the public.

The President of GTCC shall have the right to review and overrule any decision of the Intellectual Property Committee. Any interested party may appeal a decision of the Intellectual Property Committee to the President of GTCC.

10/23/97

2/19/04
10/18/07

II-2.031 Copyright

All college-sponsored instruction, activities, events, publications, theatrical, or musical performance must be in compliance with federal copyright law (Title 17, U.S. Code). Employees of the college are individually responsible for identifying and obtaining information about copyright requirements, which relate to the performance of their duties, and for conforming to them. Employees who do not adhere to copyright requirements are acting beyond the scope of their employment, and may be subject to disciplinary action or dismissal. In order to assist employees in complying with the copyright law, the college maintains guidelines and procedures on the copyright law and its application.

Procedure:

1. The college provides guidelines to assist employees in complying with copyright law. The guidelines summarize explanatory materials available to the public that discuss the application of fair use principles in greater detail. They do not purport to provide legal advice, but only aid in identifying reasonable conduct in accordance with the principle of fair use. They do not insure that a court would interpret a particular use as acceptable. No liability is assumed by GTCC for the opinions and information presented.
2. Guidelines to assist employees in complying with copyright law are available on the campus network and from appropriate areas (library, bookstore, audiovisual department, duplicating center) for the following applications. Forms included in the guidelines must be used as the guidelines indicate.
 - a. Audio programming
 - b. Bookstore
 - c. Classroom copying
 - d. Computer software
 - e. Duplicating center
 - f. Interlibrary loan
 - g. Internet
 - h. Library reserves
 - i. Multimedia fair use
 - j. Music and theatrical performance

Many of the decisions which instructors and others make in regarding and/or reproduction of material must be made by the individual, without practical means for review. Therefore, each employee is responsible for adhering to copyright law and for seeking appropriate legal advice when questions arise.

3. Fair Use.
 - a. Copyright law begins with the premise that the copyright owner has exclusive right to many uses of a protected work, notably rights to reproduce, distribute, make derivative works, and publicly display or perform the work. Key statutes make specific allowance for concerns such as distance learning, backup copies of software, and some reproductions made by libraries. The best-known and most important exception to owners' right is fair use, which is not an infringement of copyright. Section 107 of the Copyright Act of 1976 cites four factors to be considered in determining fair use:

- 1) The purpose and character of the use, whether such use is of a commercial nature or is for nonprofit educational purposes.
 - 2) The nature of the copyrighted work (such as whether published or unpublished, fiction or nonfiction, commercial audiovisual or printed work, consumable or not consumable).
 - 3) The amount and substantiality of the portion used in relation to the copyrighted work as a whole. Both length (amount) of the excerpt and how important the excerpt is to summarizing the creative essence of the work are important.
 - 4) The effect of the use upon the potential market for or value of the copyrighted work.
- b. Since all four of the factors may enter in to any determination by a court of whether fair use has been violated, there is no binding formula what will always apply. Examples of court deliberations and conclusions are available from many sources. GTCC guidelines summarize some of these examples, and cannot be definitive.
4. See Internet Use Policy (II-2.0351) and Web Page Policy (II-2.0352)

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II-2.032 Identity Theft Prevention Program

In compliance with the Federal Fair and Accurate Credit Transactions Act of 2003 (FACTA), Section 114, and rules promulgated by the Federal Trade Commission to address identity theft, GTCC will implement procedures to protect students and college employees from damages associated with the compromise of sensitive personal information. The college will identify patterns, practices, or specific activities (red flags) associated with new and existing accounts which indicate the possibility of identity theft; take measures to prevent identity theft; and respond to identity theft should it occur.

The Board of Trustees directs the President to be responsible for the oversight, implementation, and administration of this Identity Theft Prevention Program. Particular direction should be given to the implementation of this and related policies, to the continuing education of both employees and students regarding the importance of properly protecting personal information, and to the monitoring of any experiences which demonstrate a need for change in either policy or procedures.

Procedures:

1. For purposes of this policy, the following definitions apply
 - a. Creditor—Any organization, including the community college, which regularly extends, renews, or continues credit; or arranges for someone else to extend, renew, or continue credit; or is the assignee of a creditor involved in the decision to extend, renew, or continue credit.

- b. Credit—Deferral of payment of a debt incurred for the purchase of goods or services, including educational services.
 - c. Covered account—An account with a creditor used by individuals, families, or households which involves multiple payments to that creditor.
 - d. Identifying information—Information which alone, or in combination with other information, can be used to identify a specific individual. Identifying information may include name, social security number, date of birth, driver’s license number, identification card number, employer or taxpayer identification number, biometric data, unique electronic identification numbers (including student number in Colleague), address or routing code, or certain electronic account identifiers associated with telephonic communications.
 - e. Identity theft—A fraud attempted or committed using identifying information of another person without proper authority.
 - f. Red flag—A pattern, practice, or specific activity which indicates the possibility of identity theft.
 - g. Sensitive information—Personal information belonging to any student, employee, or other person with whom the college is affiliated.
 - h. Service provider—Person or organization providing a service directly to the college related to covered accounts.
2. Activities of Guilford Technical Community College which require compliance with the red flag rules include the following:
- a. Utilization of deferred payments plans as authorized by 23 N.C.A.C. 02D.0201(b).
 - b. Provision of emergency loans to students.
 - c. Maintaining accounts for students from which the student can authorize payments for goods and services such as books and food.
 - d. Use of debit card accounts.
 - e. Attempts to access academic or financial information.
3. The following red flags will be monitored as possible signals of identity theft:
- a. Alerts, notifications, or other warnings received from the attorney general’s office, consumer reporting agencies, service providers, fraud detection services, or other entities used to collect data.

- b. The presentation of suspicious documents to college officials (e.g., identification documents that appear to have been altered or forged, documents which contain a photograph or physical description not consistent with the appearance of the customer presenting the identification, etc.).
 - c. The unusual use (based on established patterns) of existing accounts, or other suspicious activity related to a covered account.
 - d. Notice from students or employees, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the college.
 - e. Requests for access to information from an account that has been inactive for a prolonged period of time.
 - f. A student returning to register or apply for financial aid when that student's account has been inactive for a prolonged period of time.
4. The following methods will be used to obtain and verify the identity of persons opening an account or making changes to an existing account in order to detect red flags:
- a. Existing college policies regarding the protection of personal information, both written and electronic, will continue to be enforced. All new employees will be provided training about these policies and the procedures in place to implement them.
 - b. Procedures will be in place to verify a person's identity when processing any activity to all accounts including registration, financial aid, bookstore, and business office payments or inquiries. Photo identifications should be required for both opening and accessing covered accounts, and secondary sources of identification required when identity is in doubt.
 - c. Receipt of notifications of possible red flag criteria from students, employees, or outside agencies will be disseminated to appropriate college officials involved in the opening or maintenance of covered accounts.
 - d. Under existing policy, college officials will be vigilant in dealing with security breaches in information systems such as lost or stolen computers, network security attacks, and data files (electronic or written) discovered to be open to the general public or to unauthorized staff.
 - e. Third party agencies that handle student or employee accounts on behalf of the college will verify that they have processes in place to protect the sensitive data of their customers.
5. The following methods will be used to prevent and mitigate identity theft related to opening and accessing covered accounts:

- a. When a person does not provide proper identification, the college will have procedures in place to verify the person's identity before opening an account or allowing access to an account.
 - b. The college will ensure that college employees have initial and on-going training on issues of protecting personal information and preventing identity theft. The Director of Human Resources and the Chief Information Officer, as directed in related college policies, will ensure this training is current and provide general and on-going monitoring of the college's procedures to protect personal information.
 - c. Employees and students should be encouraged to report any perceived failure to properly protect personal identification data.
6. The college will have a plan of action for responding to red flag alerts, including the following:
- a. College personnel will ask for validation or supplemental identification before carrying out a transaction through which identity theft could occur when a student's or employee's identity is in question.
 - b. Access to information will be denied or accounts disabled pending further investigation and resolution of suspicious activity.
 - c. The college shall follow its existing policies related to privacy and protection of personal information; shall report thefts that could compromise sensitive data; shall notify victims and proper authorities of possible identity theft; and shall disseminate to appropriate media information concerning an improper disclosure of sensitive information.
7. Based on monitoring by the Director of Human Resources and the Chief Information Officer and guided by any red flag activity, the President or designated staff shall annually brief the Board of Trustees and recommend any changes in this policy or related college policies.
8. Related Policies include:
- a. Personal Information Protection Policy (II-2.034)
 - b. Right to Privacy (III-2.060)
 - c. Use of Private Information (II-2.0354)
 - d. Information Security and Confidentiality Policy (II-2.0355)

Adopted 4/23/2009

II-2.034 Personal Information Protection Policy

Guilford Technical Community College maintains electronic and written personal information which is essential to performing college business. The college has both rights and obligations to manage, protect, secure, and control identifying information. Personal identifying information includes but is not limited to an individual's name combined with any confidential distinguishing information and/or numbers such as social security numbers, bank account numbers, credit cards numbers, driver's license numbers, and

personal identification numbers (PINs). Every employee, student and affiliate (including but not limited to contractors, temporary staff, consultants, volunteers, and vendors) of GTCC should protect this personal information when collecting, using, transferring, storing, and disposing of it.

Procedures

1. Every student, employee and affiliate of GTCC should have access to a copy of this policy.
 - a. All employees should be made aware of the personal information protection policy and their related responsibilities.
 - b. The Director of Human Resources and the Chief Information Officer will serve as the privacy compliance officers (PCOs) and be responsible for the following:
 - 1) Ensuring that all employees have access to training on protecting personal information,
 - 2) Monitoring how the college protects personal information,
 - 3) Answering questions about appropriate disposal methods, and
 - 4) Ensuring that appropriate government agencies and affected individuals are notified of breaches.
 - c. The Vice President of Educational Support Services is responsible for notifying students of personal information protection practices related to students.
 - d. Each primary college contact is responsible for informing each affiliate of the personal information protection policy.
2. All documents requesting personal identifying information will contain a statement explaining the intended use of that information.
3. Any one who does not protect personal identifying information will be subject to disciplinary action that may include termination of employment and/or prosecution.
4. Each employee, student and affiliate of GTCC is responsible for immediately notifying his/her immediate supervisor about any perceived policy violations whether observed or intentionally or unintentionally committed.
 - a. The immediate supervisor will then complete a personal information protection incident reporting form and submit it to a privacy compliance officer.
 - b. Anyone perceiving a violation by his/her immediate supervisor or primary contact should report it to the next level of supervision.
 - c. An individual reporting a perceived abuse will not be punished for reporting the incident as long as the claim is not determined to be malicious in nature.
 - d. A privacy compliance officer will ensure that appropriate governmental agencies and affected individuals are notified as soon as possible following a security breach.

5. Personal information must be disposed of in a manner that ensures confidentiality and prevents the personal information from being recovered or reconstructed when it is no longer needed and is no longer required to be maintained by law or under GTCC's record retention procedures.
6. GTCC will adhere to all related policies, procedures, and mandates including but not limited to the GTCC Management Manual and the NC Identity Theft Prevention Act. The management manual contains the following related policies and procedures:
 - a. Use of Private Information - Management Manual II-2.0354
 - b. Management Information System Security - Management Manual II-2.0355
 - c. Communicable Diseases - Management Manual II-2.040
 - d. Right to Privacy - Management Manual III-2.060

Adopted 10/26/06

II-2.035 Telecommunications

II-2.0351 Internet Acceptable Use Policy

Internet services are provided for GTCC students to support their educational needs and for GTCC faculty and staff to support their professional activities. All GTCC users are responsible for using the Internet in an effective, efficient, ethical and lawful manner. Internet access is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly.

Procedure:

1. Acceptance of the Internet configuration and software files constitutes agreement with the policies outlined, and understanding of appropriate and inappropriate use.
2. Users have access to a wide variety of information via GTCC Internet services. The availability of such information does not imply that GTCC approves or endorses its content. Additionally, there is no guarantee of the validity or accuracy of information accessed.
3. Efforts are made to maintain the reasonable privacy of users' files on GTCC's local servers. However, computer files, electronic mail and accounts on college networks are not the private property of the user, and the user has no reasonable expectation of privacy. Individuals designated by the President, Executive Vice President, or the Chief Information Officer of the college may monitor use in the following cases:
 - a. To protect the integrity, security or functionality of the network or other computing resources
 - b. To protect the college from liability
 - c. When there is reasonable cause to believe that the user has violated this Internet Acceptable Use Policy
 - d. When there appears to be unusual or unusually excessive activity as indicated by monitoring general usage patterns
 - e. When requested by supervisors or the Human Resources office
 - f. When required by law.

The college, at its discretion, may disclose the results of any monitoring, including the contents and

records of individual communications to appropriate college personnel or law enforcement agencies and may use the results in appropriate college disciplinary proceedings. Communications made by means of the college computing resources are generally subject to discovery requests to the same extent as paper copies.

4. Following is a list of unauthorized activities. It is not exhaustive; users should not assume that any system use not specifically excluded is authorized or that it will be treated as such. If there is a question about whether a specific use would be permitted, it should be referred to the Chief Information Officer.
 - a. GTCC accounts are to be used solely by GTCC faculty, staff, and students. Employees and students may not give other persons including relatives or friends access to their accounts.
 - b. Individuals may not conduct activities for personal gain via GTCC Internet services. This includes advertising personal services, selling, soliciting jobs, sending mass mailings or any other activities whose purpose is to generate revenue for an organization or for the individual's personal gain.
 - c. Activities which interfere with the ability of other users to make effective use of GTCC computer services are prohibited. Such activities include but are not necessarily limited to harassing or threatening other users; attempting to steal passwords or other restricted information; attempting to crash the system; attempting to gain access to directories or files for which a user is not authorized; or actions which adversely affect the performance of the computer system. Users are expected to abide by the rules of other networks that they may access via the Internet.
 - d. Copying, providing, receiving, or using copyrighted material in violation of licensing agreements is prohibited. Content creators using copyrighted material must obtain written permission documentation from the copyright holder. If student photographs are used, written releases must be completed and filed.
 - e. Use of Internet services for any illegal activity will result in loss of access without prior notice. Such activities include but are not limited to computer hacking or fraud. Legal action may also be taken.
 - f. Certain materials available on the Internet are inherently inappropriate for educational or administrative purposes. Examples include material that is of a sexually explicit nature or that advocates violence or discrimination; humor of an offensive or sexually explicit nature, or pirated commercial software, movies or music. Such material is prohibited and users accessing and/or downloading this type of material may be subject to loss of Internet access or college administrative sanctions.
 - g. Certain activities possible on the Internet are prohibited. These include:
 1. Users shall not engage in activities that relate to material involving the sexual exploitation of minors as defined by Federal Code Title 18, Part I, Chapter 110, Sexual Exploitation and other abuse of children or other commercial acts.
 2. Security programs or utilities that reveal or exploit weaknesses in college servers and networks may not be downloaded or used. This would include password cracking programs, packet sniffers or port scanners. Users must report any knowledge of such activities to the Chief Information Officer. For valid instructional needs such activities must occur on a segmented network established by the MIS Department.
 3. Users may not operate network services from their computers. These would include DNS services, chat services, bulletin boards, anonymous FTP, IRC, POP3, SMTP, etc. Those individuals with legitimate need to operate such services must obtain written permission from the Chief Information Officer.
 4. Using college resources for playing games or gambling activities is prohibited except in actual instructional applications.

5. GTCC reserves the right to examine user files, accounting information, and backups generated by use of the computing system. System administrators have the authorization and ability to monitor any user's files if there is a performance reason to do so or a specific reason to believe that a user has engaged or are engaging in unauthorized activities.
 - a. When a process is consuming excessive system resources or degrading system response it may be terminated, or its priority may be altered without notice.
 - b. Generally, a reasonable attempt will be made to notify users of a first offense. Serious or repeated offenses will result in immediate suspension or cancellation of access depending on the severity of the offense.
6. Violations will be reviewed by the Chief Information Officer who may refer them for further actions to appropriate GTCC authorities who may impose disciplinary actions, up to and including termination of employment, as specified in the policies of the college.
7. Individual departments may have additional rules and regulations pertaining to Internet use in their areas. Users are also expected to abide by these additional rules.
8. Web pages on college websites contain information that will be seen by individuals outside the college and should be accurate, consistent, and support the GTCC mission. All pages should enhance the image of Guilford Technical Community College and may not include fraudulent, false, misleading or obscene material, nor may it libel or defame any person or entity. Web pages shall follow these guidelines:
 - a. Pages on the www.gtcc.edu site should support recruitment, admissions, retention, information about college activities and the educational goals of students. This official site is under the supervision of the Director of Marketing.
 - b. Pages should be consistent with the overall design of the website, and may be redesigned by the Marketing Department to insure a consistent look and functionality.
 - c. All links will be tested and if the link does not work, it may be removed.
 - d. Pages not maintained or that do not reflect current policy and practices may be removed.
 - e. Pages must be accessible to all persons, including those with visual or other disabilities.
9. Social networking sites created by college employees should follow the same general guidelines as those for creators of web pages. Some social networking sites are used for official college business, while others are personal sites, reflecting employee opinions and viewpoints. General guidelines for social networking services such as personal blogs, forums, Facebook, Twitter, MySpace, LinkedIn, YouTube, etc. include:
 - a. Information published should comply with the college's confidentiality and disclosure of data policies. This also applies to comments posted on other blogs, forums or social networking sites.
 - b. Social media activities should not interfere with work commitments.
 - c. Your online presence reflects the college's image. If you identify yourself as a college employee, be aware that your actions captured via images, posts or comments can reflect on the college. Such material may be difficult or impossible to retract. There must be a clear disclaimer that views expressed are that of the author alone and do not represent the views of the college.
 - d. College logos cannot be used without written consent of the Director of Marketing.
 - e. Be respectful of students, co-workers, partners, and the college. Employees must not use blogs or personal websites to disparage the college, students, or other employees of the college. They may not harass, bully, or intimidate other employees or students. Behaviors

that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another employee or students.

- f. Social networking sites are public spaces and discussions of college internal policies and issues are not appropriate.

Approved 6/20/96
Rev. 7/12/99
Rev. 7/11/03
Rev. 8/20/09

II-2.0353 Telephone Use

College telephones, standard and cellular, are maintained primarily for official use; consequently, personal calls by members of faculty and staff should be kept to a minimum. Any charges incurred for personal long distance calls and personal use of cell phones, in excess of allowable personal calls as defined in procedures, are the responsibility of the caller.

Public pay telephones, available for student use, will be maintained at various locations on campus. The use of personal communications devices must be restricted to locations and times when college functions and classes are not disturbed.

Procedure:

1. College telephones provide direct access from college offices to both Greensboro and High Point for all employees. GTCC is a member of the state telephone communications network.
2. The president or designee may identify positions that require personal communications devices (cell phones, pagers, etc.) to conduct job responsibilities, and supply employees with these devices. Employees in these positions may use the assigned device in the same manner and with the same requirements that any standard college-owned telephone may be used.
 - a. Mobile telephone calls to conduct official college business should only be used when more economical means of telephoning are not reasonably available.
 - b. Employees issued a cell phone are responsible for the safekeeping of the phone and may be charged for the cost to replace a lost or stolen phone. In the event a cell phone is lost or stolen, the employee must notify Campus Police and his or her supervisor immediately so that the phone can be deactivated.
 - c. An employee separating from college employment must return all assigned personal communications devices to his or her supervisor or the Purchasing Manager.
3. Allowable personal calls: An employee who is in travel status for two or more consecutive days in a week is allowed one personal long distance call for each two days for which reimbursement to the employee may not exceed \$3.00 for each in-state call or \$5.00 for each out-of-state call. Reimbursement must be made from non-state sources. Because mobile phone charges are based on measured use, no personal calls should be made on mobile phones except in emergency cases

determined by the college.

Any charges incurred for personal long distance calls beyond those allowable on standard phones and all charges incurred for personal reasons on cell phones are the responsibility of the caller. Employees who incur charges for personal calls will be required to reimburse the college. Failure to do so will be grounds for disciplinary action up to and including dismissal.

- a. Monthly computerized printouts indicating long distance use from each telephone extension, cell phone, and radio are audited, and are available to users upon request. Charges for long distance and cell phone calls will be indicated.
 - b. Employees assigned a college cell phone should be aware that incoming calls also use minutes from the phone plan. The employee is responsible for assuring that incoming calls are business related and/or are paid for by the employee.
4. Student use of regular phones in college offices should be confined to extreme emergencies only. Staff in each office area may require that students turn off personal communications devices, which may otherwise be disruptive to staff and others in the area. Appropriate notices may be posted in the office area.
 5. Neither faculty members nor students will be interrupted during their classes for telephone calls, except those of an emergency nature. Accordingly, faculty may require that students turn off personal communications devices during class.
 6. Public pay telephones are located in the following places:

Greensboro Campus

viation Facility - (1) Greensboro line

igh Point Campus

901 S Main St - Building H1 - (1) High Point line
901 S Main St - Building H3 - (1) High Point line

amestown Campus

Applied Technology Building - Level I - (2) High Point lines
Medlin Campus Center – Bookstore/Breezeway - (1) High Point line
Medlin Campus Center – Circle Outside (1) High Point line
Health Careers - Level I (1) High Point line
Public Safety Building – Rear Lobby - (1) High Point line

7. Problems or questions may be addressed to the MIS Department or the Jamestown switchboard operator.

Rev. 10/17/96
04/11/02 12/16/04

II-2.0354 Use of Private Information

Individuals using GTCC's computer resources may have the ability to access sensitive information about students and college employees. The college takes seriously the privacy of such information. All users, when signing onto the system, must acknowledge responsibility to use such privileged information ethically and for academic or college business purposes only.

Data that is subject to privacy rules may not be moved to an off-campus server, nor may employees access the data on a college server from off-campus unless authorized by the Director of MIS. Individuals not employed by the college or under a college contract requiring such action are not allowed to access college data without specific prior approval.

Employees who have knowledge of campus security setups and configurations such as passwords, IP addressing schemes, etc., are prohibited from sharing such information with students or non-GTCC employees, with the exception of vendors working with the college on specific projects. Attempts to break security setups or hack into systems are prohibited.

Violators may be prosecuted and will be subject to disciplinary action that may include termination of employment.

Approved 12/12/02
Rev. 2/17/05

II-2.0355 Information Security and Confidentiality Policy

Guilford Technical Community College collects and stores varied types of data in order to facilitate the college's business. As a responsible organization, and to comply with state and federal statutes, the college recognizes that data should be treated as any other valuable asset: they should be protected from accidental or unauthorized use, theft, modification, or destruction; data should be secured from the time of collection until the time of disposal; access to stored data should be secure and at the minimum level necessary for effective job performance. Those with access to college data should abide by procedures that prevent unauthorized disclosure of restricted information. This policy covers both electronic and non-electronic data. Violators of this policy may be prosecuted and will be subject to disciplinary action that may include termination of employment. All exceptions to this policy must be approved by the College President or Board of Trustees.

It is the intent of the college to comply with the numerous laws (such as FERPA, HIPPA, Gramm-Leach-Bliley, the NC Identity Theft Prevention Act) that specify information security requirements. Each department head is responsible for periodically reviewing the procedures for handling information in his or her area of responsibility, and for taking remedial action where necessary to insure that data are handled in a secure manner. Information security is the responsibility of every employee, and each individual will be held accountable for treating data they access in the course of their work securely.

Procedures

The Chief Information Officer shall be responsible for the overall coordination and oversight of information security. The CIO will work in coordination with the Privacy Information committee, college administration, the Privacy Compliance Officer(s), and department heads throughout the college, and serve as a resource for questions and information.

Procedures for Electronic Data

1. Data owners. The college information system, Colleague, is split into modules by work functions for greater security. Each module and screen has a data owner(s). The Human Resource module data owner(s) are the Director of Human Resources and the Finance Director. The data owner(s) for the Student module are the Vice President for Educational Support Services and the Vice President for Instruction. The Finance Module data owner is the Vice President for Administrative Services and the Finance Director. Access to the Core module is restricted to the college's Core Team Representative and MIS department personnel. Data owners must approve any access to data or screens in their area of responsibility.
2. Authorization for access to data should not exceed the minimum level required for each user to carry out his/her role at the college effectively. To facilitate this, security classes are set up in consultation with data owners that specify the screens and processes individuals may access. Each employee must have an individual account for which specific access has been approved by the data owners.
 - a. New employees. Employees who need a new account must complete the Request for User Setup form. Completion of the form includes certification that the employee agrees to abide by the college's private information policy and knows the consequences for not following it. The form must be approved by the appropriate Vice President and sent to the MIS department, which will create the account.
 - b. Temporary employees. Part-time or temporary employees may be given accounts if deemed necessary by their supervisor. The procedure is the same as for a new employee. The supervisor of a part-time or temporary is responsible for notifying MIS when the individual is no longer employed. Accounts for these employees are often set up with an automatic ending date, after which the account is not accessible.
 - c. MIS will maintain all access requests and make them available to state IT auditors as necessary.
3. Changing access rights. If a change in access for an individual employee is required due to a change in their job responsibilities, the supervisor must fill out the Change in Access form, have it signed by the appropriate data owner, and send it to MIS. MIS will make the needed changes and retain the request for auditor review.
4. Employees may not retain access past the time it is necessary.
 - a. Separated employees. When an employee separates from the college, MIS will be notified by the Human Resources Department. MIS will delete the individual's account.
 - b. Inactive accounts. If an individual has not used his or her account for six months, it will be deleted. The individual may reapply for an account.
 - c. Temporary employees. Supervisors of temporary employees are responsible for notifying MIS when the individual is no longer employed. These accounts may be set up on a time limited basis, for example, for one semester, after which MIS will delete the account.

5. Annual accountability. Each year, two types of written accountability are required. Each account holder must sign a statement reaffirming knowledge of the Information Security and Confidentiality Policy. All data owners must revalidate the security classes for each individual granted access to data under their responsibility. These annual acknowledgements will be maintained for auditor review.
6. It is the responsibility of the MIS department to provide a safe and secure environment for computing. In order to do so, MIS provides equipment and procedures that comply with the NC State Security Standards and with the PCI data standards.
7. Software patches for the Colleague system are provided by the North Carolina Community College System Office, ITS division. When the college receives a patch, it is loaded into the test account, and users of screens and processes affected by the patch are notified. A one week period is provided to test processes and screens after the patch. If no problem is discovered during testing, the patch is then loaded to the live account the following week. A log of all software patches is maintained by MIS for auditor review.
8. Data on the Colleague system are backed up on a regular basis. Daily, all work done that day is copied to tape. Weekly, a full system backup is performed. A copy of the backup tape is kept off-campus for business continuity purposes. Files are periodically restored from tape to test the effectiveness of the backups.
9. In the event of a data security breach, MIS will notify the proper parties and follow the procedures in the Data Incident Response plan.
10. College equipment and peripherals used to store or access data must be disposed of securely. All personal computers, laptops, or other such equipment must be turned in to MIS for disposal. MIS insures that data on such equipment are unrecoverable before final disposal. Media such as floppy disks, CD's, jump drives, tapes, etc. must be physically destroyed before disposal in such a way that data are not retrievable.
11. Data must also be secured once they leave the college computer system.
 - a. Files containing identifiable data can only be downloaded to a college-owned computer for the time needed to perform the task for which the data was extracted. Once the data are no longer needed, they must be deleted.
 - b. College data must never be downloaded to personal laptops that are not college equipment.
 - c. Laptops and media such as jump drives, CD's, etc. containing identifying personal data or other sensitive college data must be secured under lock and key when not in use.
 - d. College data shall not be sent by employees to servers or computers that are not college property, unless such servers are maintained by a company that is under contract with the college and which maintains a secure environment.
 - e. College employees should not send college data, particularly personal identifying data, through email to individuals outside the college.

12. Employees who have knowledge of college security setups and configurations such as passwords, IP addressing schemes, firewalls, VLAN schemes, etc., are prohibited from sharing such information with students, non-GTCC personnel, or any unauthorized GTCC employees. Attempts to break security setups or hack into college systems are prohibited.
13. All accounts must have individual logons and password protection.
 - a. Passwords must be changed every 30 days.
 - b. Passwords must be at least six characters long, and should contain a mixture of characters and special characters.
 - c. Employees must not post passwords in locations where they are accessible to others.
 - d. Passwords must not be shared between employees.
 - e. The authentication system shall limit unsuccessful logon attempts. Information must be maintained on all logon attempts to facilitate intrusion detection. Logs must be maintained for a minimum period of 1 year.
 - f. MIS and others responsible for hardware and software with vendor-supplied default passwords must reset the passwords before the hardware or software is used.
14. Screens that contain college data must not be left up while the user is not at his/her station. Individual Colleague sessions are monitored for activity. After fifteen minutes of inactivity, the session is terminated.
15. Files downloaded to the college shall be screened for computer viruses, Trojan horses, worms or other destructive programs. Virus detection programs and practices shall be implemented throughout the college, along with a training program on virus prevention and remediation. In order to prevent viruses from being introduced into the college network, only MIS employees should add any software or hardware to the system.
16. Only employees, supporting state organizations, or third party entities who have signed and agreed to a local remote access agreement, will be given remote access to the college's network. Only VPN, SSH, SSL or industry standard clients, with equal or greater security/encryption as the college's security/encryption should be utilized to access the college's network infrastructure from a remote location. Employees are prohibited from using unapproved software to access college computers from remote locations, in violation of this policy. This includes access to office computers as well as servers.
17. Originators of telephone calls, telex/cables, facsimile transmissions, e-mail, computer transactions, or any other telecommunications transmission should be aware of the possibility of compromise of confidentiality, integrity, or inappropriate availability of the information transmitted. They should determine whether the information requires additional special protection and handling.
18. If an employee uses confidential information from another college or agency, he or she shall observe and maintain the confidentiality conditions imposed by the providing college or agency.

19. The college will provide an ongoing program of network user education for the purpose of making all participants in the campus community aware of their important roles in providing a unified defense against deliberate or inadvertent exploitation of the network. Particular attention should be paid to “social engineering” where a user can be duped into revealing login names and/or passwords to unauthorized entities by telephone, fax, e-mail or in person.
20. Enforcement. Non-compliance with the security architecture and this information protection policy are subject to management review and action that conforms to college disciplinary policies and any and all relevant legal actions.
21. MIS will publicize warnings and updates of current acute threats such as new viruses, worms, Trojans, etc. to the campus community. MIS will determine a special local-recognition code to be included in any e-mail subject line so that employees will recognize that the communication comes from local campus network support. MIS will change the code periodically.

Procedures for Non-Electronic Data

1. The college collects data on paper forms. All forms must be reviewed by the issuing department to insure that all data collected are required. Personal identifying data such as social security numbers or credit card information must not be collected without a specific requirement to do so, and a statement to that effect must be included on each form that includes personal identifying data.
2. Paper forms containing personal identifying data must be secured in locked containers such as file cabinets when not in use.
3. When data is no longer needed, it must be disposed of securely. The college complies with state retention policies. GTCC contracts with a vendor, certified by the National Association for Information Disposal (NAID) to provide secure disposal of paper. Employees should use the document container boxes found in various locations on college property to dispose of their paper forms, or dispose of them using an approved shredder.

Related Policies

Personal Information Protection Policy – Management Manual II-2.034

Communicable Diseases – Management Manual II-2.040

Right to Privacy – Management Manual III-2.060

Use of Human Subjects – Management Manual III-2.090

Adopted 10/25/03

Rev. 2-15-07

II-2.040 Disease, Infectious or Communicable

Guilford Technical Community College places a high priority on the need to prevent the spread of serious communicable diseases on its campuses. It is the intention of the College to promote the health and safety of its faculty, staff and students.

Communicable disease is defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an

intermediate animal, host or vector (an agent that acts as a carrier), or through the inanimate environment. Outbreak is defined as an occurrence of a case or cases of a disease in a locale in excess of the usual number of cases of the disease. Quarantine authority is defined as the authority to limit the freedom of movement or action of persons or animals which have been exposed to or are reasonably suspected of having been exposed to communicable disease or communicable condition for a period of time as may be necessary to prevent the spread of that disease. The term also means the authority to limit the freedom of movement or action of persons who have not received immunizations against a communicable disease listed in G.S. 130A-152 when the local health director determines that such immunizations are required to control an outbreak of that disease (NC G. S. 130-A-133).

Communicable disease shall include, but not be limited to:

- Bronchitis
- Chickenpox
- Conjunctivitis
- Hepatitis A
- Infectious Mononucleosis
- Influenza
- Measles
- Meningitis
- Pneumonia
- Tuberculosis
- Upper Respiratory Infections
- Whooping Cough

The college will not discriminate against any applicant, employee or student who has or is suspected of having a communicable disease. As long as the employee is able to satisfactorily perform the essential functions of the job, and there is no medical evidence indicating that the employee's condition is a threat to the health or safety of the individual, co-workers, students or the public, an employee shall not be denied continued employment. As long as the applicant/student is able to satisfactorily perform in the curriculum and there is no medical evidence indicating that his/her condition is a threat to the health or safety of the individual, employees, other students or the public, he/she shall not be denied admission to the campus or classes based on whether or not he/she is infected or a known carrier of a communicable disease. The college will consider the educational or employment status of individuals with a known communicable disease or suspected communicable disease on an individual basis following procedures outlined by the President (or designee).

All medical records shall be strictly confidential and kept separate from employees' personnel files in accordance with the requirements of the Americans with Disabilities Act as amended. In addition, students' medical records shall be strictly confidential and kept separate from students' academic files in accordance with the requirements of the Americans with Disabilities Act as amended. Any release of information in a confidential medical file shall be in accordance with the applicable law and regulations.

Exposure to AIDS, HIV infection, and Hepatitis B are dealt with in more specific detail in the document, [Infectious Disease Control Program: Bloodborne Pathogens](#), as well as in individual department/division plans which are on file in the departments and in Human Resources.

Procedure:

1. Persons who know, or have reasonable basis for believing, that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves in a responsible manner toward the employees and students of the college, patients served in clinical programs, and other members of the community.

If necessary, all other faculty, staff, students, and employees of contractors or contracted services

are urged to share information related to the medical condition in question on a confidential basis with the Director of Human Resources (or designee) or the Dean of Student Support Services (or designee) accordingly, so that the college can respond appropriately to their health and educational needs.

2. In situations where exclusion, restriction or reassignment may be warranted for the health and safety of the individual or the health or safety of other members of the college or public, if practicable, the following individuals may be included as members of a committee, or may provide input or recommendations to the committee, in evaluating such issues as may arise: the individual's personal physician, local health director (or designee), a physician with expertise managing communicable disease cases, the faculty member, supervisor or department chairperson, the college attorney, the Director of Human Resources (or designee), or Dean of Student Support Services (or designee). All issues concerning persons infected with communicable diseases will be considered on an individual basis. In the event that a decision or determination is made concerning exclusion, restriction or reassignment of enrollment or employment of the student or employee, the committee shall meet with the student or employee, explain its decision, the basis for the decision, and attempt to reach a mutual agreement. In the event that a student or employee disagrees with the decision of the college, s/he shall follow the respective general grievance and appeal procedure.

Should an influenza outbreak reach a pandemic stage, the President or his/her designee shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. Should an influenza outbreak reach a pandemic level within the state or a county contiguous to Guilford, Randolph, Davidson, Forsyth, Rockingham or Alamance counties the President or his/her designee will provide current information to students and employees on preventing the spread of the pandemic flu. Should influenza reach a pandemic level within the service area the President or his/her designee, after consulting with local health officials, may close the College temporarily or exercise quarantine authority if he/she feels it is in the best interest of the College and community, and deemed necessary by state or local health/and/or law enforcement officials. Persons who are infected with the pandemic flu, or know of someone in the College community who is, should contact college officials immediately. Students should contact the Dean of Student Support Services and employees should contact the Director of Human Resources.

3. The confidentiality of medical information imparted to the college will be respected and held in strict confidence and shared only as allowed by law. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis. Persons deemed to have a "direct need to know" will be provided with the appropriate information.
4. All incidents involving exposure to communicable diseases should be reported to Dean of Student Support Services or the Director of Human Resources and the local health department as soon as possible.
5. The college will conduct an ongoing education program, which will be included in new employee/student orientation and will inform faculty, staff, and students about communicable diseases, warning signs, and protective measures.
6. Faculty, staff, students, and employees of contractors or contracted services are encouraged to maintain current immunizations as a preventive measure.

Rev 8/22/96
12/17/09

II-2.042 Tuition and Fees

Guilford Technical Community College assesses student tuition and fees as described in the procedures which follow, subject to provisions of the State Board of Community Colleges, NC General Statutes, the NC Administrative Code, and the college's Board of Trustees. The Board will set optional and specific fees as provided in the NC Administrative Code (23 NCAC 2D.0202) and subject to limitations set by the State Board of Community Colleges. Approved fees will be reviewed annually and reported to the State Board. These fees shall include:

1. In-state and out-of –state tuition.
2. Specific fees for items required for individual courses considered to be in addition to normal supplies and material the college supplies such as tools, uniforms, insurance, and certification fees.
3. Student activity fee.
4. Campus access, parking, and security (CAPS) fee.
5. A computer use and technology fee.

All fees are assessed each term unless otherwise noted.

Procedure:

1. Curriculum Tuition

In-State		Out-of-State	
<u>redit Hours</u>	<u>mount</u>	<u>redit Hours</u>	<u>mount</u>
1	\$50.00	1	\$241.30
2	\$100.00	2	\$482.60
3	\$150.00	3	\$723.90
4	\$200.00	4	\$965.20
5	\$250.00	5	\$1,206.50
6	\$300.00	6	\$1,447.80
7	\$350.00	7	\$1,689.10
8	\$400.00	8	\$1,930.40
9	\$450.00	9	\$2,171.70
10	\$500.00	10	\$2,413.00
11	\$550.00	11	\$2,654.30
12	\$600.00	12	\$2,895.60
13	\$650.00	13	\$3,136.90
14	\$700.00	14	\$3,378.20
15	\$750.00	15	\$3,619.50
16 or more	\$800.00	16 or more	\$3,860.80
MAXIMUM TUITION	\$800.00	MAXIMUM TUITION	\$3,860.80

2. Specific Fees:

a. Course Specific Fees: Fees may be assessed for particular courses with shops, labs, clinics, or unusual necessary supplies. The appropriate vice president will develop an annual schedule of fees by course prior to registration for fall term. The executive vice president will review and approve the fee schedule. Interim changes in this fee schedule require approval from the division vice president as well as the executive vice president.

b. Insurance Fees

1) Accident Insurance:		2) Malpractice Insurance:	
(Paid by all curriculum students except high school students. May also be paid by some continuing education and self-supported class students.)		(Paid by students in the relevant programs only. Assessed fall and spring semester. Required in the following programs at the rates indicated)	
Fall and Spring	\$2.75	-Cert. Nursing Assistant (per class)	\$ 17.00
Summer	\$1.60	-Emergency Medical Tech (per class)	\$ 17.00
		-Cosmetology	\$ 8.50
		-Dental Assisting	\$ 8.50
		-Dental Hygiene	\$ 8.50
		-Early Childhood Education	\$ 8.50
		-Emergency Medical Services	\$ 8.50
		-Human Services	\$ 8.50
		-Medical Assisting	\$ 8.50
		-Medical Transcription (per year)	\$ 17.00
		Nursing	\$ 8.50
		-Occupational Therapy Assistant	\$ 8.50
		-Physical Therapist	\$ 8.50
		-Surgical Tech.	\$ 8.50
For detailed information on GTCC fees, refer to the College Catalog.			

3. Student Activity Fee

Student Activity Fees are assessed each fall and spring semester.

- All credit students taking 1-11 credit hours Per Semester Fee: \$ 10.00
- All credit students taking 12 credit hours or more Per Semester Fee: \$ 17.50

4. Campus Access, Parking, and Security (CAPS) Fee:

CAPS Fees are assessed each semester.

- All credit students taking 1-11 credit hours Fee: \$ 25.00
- All credit students taking 12 credit hours or more Fee: \$ 50.00
- Continuing education students (per course) Fee: \$ 5.00

NOTE: Students in Basic Skills classes, certain self-supporting classes, or classes run through certain special grants do not pay this fee.

5. Computer Use and Technology Fee:

The Computer Use and Technology Fees are assessed each semester.

- All credit students taking 1-11 credit hours Fee: \$ 10.00
- All credit students taking 12 credit hours or more Fee: \$ 16.00
- Continuing education students (per course) Fee: \$ 3.00

NOTE: Students in Basic Skills classes, certain self-supporting classes, or classes run through certain special grants do not pay this fee.

6. Continuing Education Course Registration Fees

Continuing education students pay course registration fees in lieu of tuition. The State Board of Community Colleges sets these fees. Effective August 15, 2009 fees are based on course hours as follows:

<u>Course Length</u>	<u>Registration Fees</u>
1 - 24 hours	\$ 65
25 - 50 hours	\$120
51+ hours	\$175

7. Groups Eligible for Tuition/Fee Waivers

State law and other State Board of Community Colleges regulations (G. S. 115D-5, NCAC 2D.0202, "Curriculum -- (7) Tuition Waivers"; NCAC 2D.0203, "Extension Programs -- (5) Extension Registration Fee Waivers.") provide for the waiver of tuition and registration fees to certain groups. GTCC observes this law by waiving all fees except malpractice insurance fees, if applicable, as follows:

a. Credit Classes

- 1) Senior citizens – NC residents aged 65 years and older (space available). Exception: senior citizens must pay for self-supported classes.
- 2) Prison inmates.
- 3) High school students concurrently enrolled. Note: Malpractice insurance fee is waived.
- 4) GTCC employees – full-time regular employees only; one course, either credit or continuing education, tuition and fees per semester. Exception: GTCC employees must pay the cost of self-supporting classes.
- 5) Certain Indochina refugees.
- 6) Local law enforcement officers and trainees in law enforcement training.

b. Continuing Education

- 1) Adult Basic Education/Adult High School – persons not enrolled in elementary or secondary schools taking courses leading to a high school diploma or equivalent certificate.
- 2) Trainees enrolled in courses conducted under the New and Expanding Industry program.
- 3) Senior citizens – NC residents aged 65 years or older. Exception: senior citizens must pay the cost of self-supporting classes.
- 4) GTCC employees – full-time regular employees only; one course, either credit or continuing education, tuition and fees per semester. Exception: GTCC employees must pay the cost of self-supporting classes.
- 5) Prison inmates.
- 6) Volunteer rescue and lifesaving firemen, local fire department personnel, local rescue and lifesaving department personnel, Radio Emergency Associated

Citizens Team (REACT) members when the REACT team is under contract to a county as an emergency response agency, and local law enforcement officers in classes that enhance their ability to perform their duties.

- 7) Patients in state alcoholic rehabilitation centers.
 - 8) Full time custodial employees of the Department of Correction, and employees of the Division of Adult Probation and Parole.
 - 9) Employees of the Division of Youth Services of the Department of Human Resources who are required to be certified in certification classes.
 - 10) Juveniles of any age committed to the Division of Youth Services of the Department of Human Resources.
 - 11) Clients of sheltered workshops
 - 12) Clients of adult developmental activity programs (ADAP).
 - 13) Students in Human Resource Development (HRD) programs who meet one of the following criteria:
 - a. Is unemployed.
 - b. Has received notification of a pending layoff.
 - c. Is working and is eligible for the Federal Earned Income Tax Credit (FEITC).
 - d. Is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.
- NOTE: HRD students for whom tuition is waived must sign a form verifying that they meet one of these criteria.
- 14) Members of the NC State Defense Militia as defined in G. S. 127A-5.
 - 15) Any surviving child or un-remarried surviving spouse of a North Carolina legal resident who (a) was killed in active service or service training or (b) died as a result of service-connected disability, suffered in the line of duty as a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker for this state or one of its agencies or political subdivisions. (G.S. Chapter 115B, effective October 1, 1997)
 - 16) The spouse of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker for this state or one of its agencies or political subdivisions who is permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. (G.S. Chapter 115B, effective October 1, 1997)
 - 17) Any child, at least age 17 but not yet 23, whose parent is a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker for this state or one of its agencies or political subdivisions who is permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. This benefit is limited to 48 months for a baccalaureate degree, otherwise, to the number of months of the educational program for which the child is applying. (G.S. Chapter 115B, effective October 1, 1997)

NOTE: High school students are not exempt from paying registration and student fees for continuing education and self-supported classes.

Other students may be exempt from course specific fees if they are a part of selected contracted programs in which comparable expenses are sufficiently covered.

Rev. 6/98	Rev. 8/04
Rev. 7/99	Rev. 8/18/05
Rev. 9/00	Rev. 6/15/06
Rev. 2/02	Rev. 6/21/07

Rev. 10/02 Rev. 2/21/08
 Rev. 07/03 Rev. 6/18/09
 Rev. 6/04 Rev. 8/20/09

II-2.043 Fees, User and Patron

Consumers of Guilford Technical Community College services may be charged reasonable fees to help the college offset the costs of delivering such services. Products produced in college instructional programs may be sold at reasonable prices to offset the production costs. Approved fee schedules are as follows:

1. Cosmetology Fee Schedule

Senior Citizens (55 and over) receive a 50% discount on each service.

GTCC students are allowed to receive 1 (one) free service daily (with the exception of braids, for which the base price must be paid in full) and each additional service at a 50% discount.

<u>Products and Services</u>	<u>Fees and Prices</u>
<u>Shampoo and Set</u>	
Shampoo/Set	\$ 10.00
Shampoo/Blow-dry	15.00
Shampoo/Braids	15.00 (base price) 1.00 per braid
Straight Back Braids	1.00 per braid
Design Set	20.00
Design Set – Senior Citizen	15.00
Blow-dry/Marcel	15.00
 <u>Advanced Hair Services</u>	
Haircut – No Shampoo	10.00
Haircut, Shampoo, Blow-dry	18.00
Deep Color Rinse	1.00
Condition Treatment	2.00
Semi-Permanent Color	20.00
Scalp Treatment	16.00
Permanent Color	30.00
Highlights/Weaving	35.00
Highlights/Lowlights	45.00
Press & Curl – short hair	25.00
Press & Curl – long hair	35.00
Permanent Wave or Relaxer	40.00
Soft Perm	50.00
Spiral Perm	50.00
Wig Care & Styling	8.00
Design Set with perms, Iron Work etc. additional cost	8.00
 <u>Body Services</u>	
Facial	10.00
Hair Removal – Brows	5.00
Hair Removal – Chin	5.00

Hair Removal – Lip	5.00
Lash & Brow Tinting	8.00
Manicure/Hand Massage	8.00
Paraffin Wax Dip	4.00
Pedicures	15.00

2. Esthetics Fee Schedule

Senior citizens (55 and over) receive a 50% discount on each service.

<u>Products and Services</u>	<u>Fees and Prices</u>
Facial	
Basic	\$10.00
Aromatherapy	15.00
European	20.00
Facial Add-Ones (These amounts are charged in addition to the 3 facial charges above.)	
Brush	5.00
Electronic	10.00
Galvanic	10.00
High Frequency	10.00
Vacuum	10.00
Deep Exfoliant	10.00
Paraffin Facial	15.00
4-Layer Facial	20.00
Hair Removal	
Brow	5.00
Chin	5.00
Lip	5.00
Underarm	8.00
Bikini	10.00
Back	15.00
Arms	15.00
Legs – lower half	15.00
Full Legs	30.00
Specialty Treatments	
Make-up Application	5.00
Lash & Brow Tinting	7.00
Lash Perm	15.00
Ear Candling	10.00
Other Body Treatments	30.00 - 45.00

3. Culinary Fee Schedule

<u>Products and Services</u>	<u>Fees and Prices</u>
Lunch	\$7.00
Dinner	9.00
Pie	5.00
Torte	10.00

Cheesecake	10.00
Pastry	not to exceed 10.00

4. Dental Clinic Fee Schedule

Products and Services	Fees and Prices
Dental Assisting	
Initial Examination	\$5.00
Full mouth x-rays	5.00
X-ray additional	.50
1 Bitewing x-ray	1.00
2 Bitewing x-rays	1.50
4 Bitewing x-rays	2.00
Panoramic x-ray	5.00
Sealants –per tooth	6.00
Amalgam – 1 surface – primary	12.00
Amalgam – 2 surfaces – primary	16.00
Amalgam – 3 surfaces – primary	19.00
Amalgam – 4 surfaces – primary	19.00
Amalgam 1 surface	12.00
Amalgam 2 surfaces	16.00
Amalgam 3 surfaces	19.00
Amalgam four + surfaces	19.00
Composite - 1 surface	14.00
Composite - 2 surface	16.00
Composite - 3 surface	23.00
Composite/incisal angle/or 4 surfaces	23.00
Resin – 1 surface – primary	14.00
Resin – 2 surfaces – primary	16.00
Resin – 3 surfaces– primary	23.00
Composite - 1 surface - posterior	14.00
Composite - 2 surface - posterior	16.00
Composite - 3 surface posterior	23.00
Re-cement crown	5.00
Stainless steel crown – primary	24.00
Stainless steel crown – permanent	24.00
Sedative filling	12.00
Pin retention	6.00
Composite veneer	23.00
Pulp cap - direct	3.00
Pulp cap - indirect	3.00
Pulpotomy	12.00
Periodontal scaling and root planing/quad	5.00
Periodontal scaling	5.00
Periodontal prophy	5.00
Extraction single tooth	11.00
Extraction – additional	6.00
Root removal – exposed roots	19.00
Surgical extractions	19.00
Endodontic therapy*	
Anterior	100.00

Posterior	150.00
Crown and Bridge*	150.00 per unit
Complete Dentures*	200.00 per arch
Reline*	40.00
Partial Dentures*	
Cast	150.00
Acrylic	125.00

* Rarely done in exceptionally needy cases as a teaching case; never advertised.

Dental Hygiene

Oral prophylaxis, Fluoride, 4 BW's	
Children and adults	5.00
Adults 60 years +	2.50
Full mouth series radiographs	5.00
Additional radiographs	.50
Panoramic radiograph	5.00
Screening – adult	N/C
Sealants – per tooth	6.00
Bite Splint	100.00
Bleaching	50.00 per arch
Arestin Periodontal Medicament	18.00 per site

5. Auto Body Fee Schedule.

- a. GTCC's Transportation Division does not work on cars for the general public, but does accept students' personal vehicles for repair, and occasionally employee vehicles if there are not enough program or student vehicles to meet syllabus requirements.
- b. Work will be charged to the owner of the vehicle at \$5.00 per estimated hour. The student doing the work will prepare an estimate, which will be graded for accuracy and approved by the instructor. In addition, the owner of the vehicle will provide paint and primer at his/her own expense.
- c. The Patron Fee for Auto Body Materials Form will be provided to the vehicle's owner. The cashier will provide a receipt to the payee, which must be presented to the instructor before the work commences.

6. Student Services Fee Schedule

<u>Products and Services</u>	<u>Fees and Prices</u>
International Student Application	\$40.00
Transcripts	5.00
Student ID's for Basic Skills Students	5.00
Replacement for lost student ID's	5.00

7. Testing Fees

CLEP Test	\$20.00
COMPASS test for in-state colleges other than GTCC	5.00
COMPASS test for out of state colleges	5.00
Mock Certification exam for students taking MED262	20.00
Proctoring fee per hour for any institution other than GTCC	10.00
Postage and handling fee for tests - USA priority mail	5.00

Postage and handling fee for tests - USA special handling	8.00
Postage and handling fee for tests - USA overnight	15.00
Postage and handling fee for tests - International	45.00
Test of Essential Academic Skills (TEAS)	25.00
Transcript of test scores	5.00

WorkKeys

Readiness	2.50
Applied Mathematics	10.00
Applied Technology	10.00
Locating Information	10.00
Reading for Information	10.00
Observation	10.00
Teamwork	10.00
Listening	15.00
Writing	15.00
Business Writing	15.00
Job Profile	1,550.00
Career Readiness Certificate:	
Reading for Information, Applied Math, Locating Information	30.00
No Child Left Behind Paraprofessional Certificate:	
Reading for Information, Applied Math, Business Writing	35.00
Certificate (reprinting, duplicate or upgrade original certification)	5.00

8. Graduation

Adult High School	\$35.00
GED	35.00
Diploma	35.00
Associate Degree	35.00
Re-Application for Graduation	10.00

9. Upholstery

Products and Services	Cloth or Vinyl	Leather
Ottoman	\$ 15.00	\$ 45.00
Chair	25.00	55.00
Loveseat	50.00	80.00
Sofa	85.00	115.00

10. Furniture Sales – CRAFT Program

Any Chair – Grace Gold	99.00
Any Chair – Grade Silver	50.00
Any Chair – Grade Bronze	25.00

Rev. 06/2002
 12/12/02
 06/17/04
 08/04/04
 08/18/05
 12/15/05
 06/15/06

06/19/08
02/19/09
12/17/09

II-2.045 Fundraising

Access to GTCC's programs and the excellence of the educational experience at GTCC are greatly enhanced by the receipt of donations whether monetary, in-kind, or comprised of other personal or real property from citizens, philanthropic institutions, public agencies, and businesses. The GTCC Foundation is the major fundraising vehicle for the college. All staff and faculty members are encouraged to promote the efforts of the college to secure gifts.

Procedures:

1. The Foundation is responsible for coordinating all fundraising efforts. The Foundation currently works closely with many advisory committees, individuals, and college groups on writing grants and on targeting and approaching likely donors of both cash and in-kind gifts. College faculty and staff who know of opportunities for gifts are encouraged to share this information with the Foundation.
2. The Foundation will serve as a clearinghouse for solicitation information about potential corporate and individual donors. Any approaches to these sources must be coordinated through the Foundation. The information collected by the Foundation is intended to avoid duplicated requests by other college groups for small donations, whether monetary, in-kind, or other property gifts, when a substantial gift is possible or in progress and to help the college avoid duplication of fundraising efforts to the same sources.

The involvement of the Foundation is not to inhibit advisory committees and/or individuals, especially faculty members who may have contacts in industry, from taking advantage of opportunities to secure in-kind gifts or from planning and implementing fundraising efforts. The purposes are to ensure that all solicitations are orderly and do not represent multiple requests to the same source from several college groups and to ensure that gifts are appropriate, properly acknowledged, and recorded into inventory.

The Foundation must be consulted prior to acceptance of gifts of substantial value or if there are questions about a gift's appropriateness, value, method of donation, tax documentation, or other related issue.

3. Monetary gifts should be directed to the GTCC Foundation, Inc. GTCC personnel must inform the Foundation Office BEFORE they solicit monetary gifts for the college.
4. Gifts of equipment, supplies, or materials must fulfill a genuine need verified by the department and division chair (or dean or vice president as appropriate to constitute two supervisory levels). The college is not obligated to accept any gift because it is offered and cannot accept gifts that do not have a use. Equipment must be in working order or salvageable for useful parts. GTCC does not assign a monetary value to the donation for use by the donor for tax purposes. That is the responsibility of the donor. (The tax value may differ from the inventory value of the gift to the college.)

- b. If the donor contacts the faculty member, department chair, or division chair directly, the person contacted is responsible for completing a GTCC Donations Form verifying the value of the donated item(s) to the college and documenting the source of the donation.
 - c. The GTCC Donations Form is submitted to the Foundation Office, which records the gift and prepares an acknowledgment. GTCC cannot accept and acknowledge any gifts of equipment, supplies, and/or materials that are of no use to the college.
 - d. If donors contact other personnel in the college, they should be referred to the Foundation Office. The Foundation Office will see that appropriate faculty members, department chairs, and division chairs are notified and that the GTCC Donations Form is completed.
 - e. The Foundation Office refers all completed and recorded GTCC Donations Forms to the Purchasing Officer for information and entry into inventory, as appropriate.
5. GTCC clubs, associations, and other organized on-campus groups will be limited to raising money from people who come to the campus for services, GTCC students, and employees, unless specifically approved to solicit others. The fundraising activities should not be advertised to the general public without prior approval. See the Solicitation Policy (I-1.060) for the procedures to be followed.
 6. GTCC students, faculty, and staff value good citizenship and helping those in need. The college supports fundraising for these purposes through United Way, individual and team participation in events such as Multiple Sclerosis and Juvenile Diabetes Walks, and other charity fundraisers. The solicitation process now in place (I-1.060) must be followed to ensure that fundraising is orderly and appropriate.
 7. GTCC and its students have many needs, including support of scholarships, equipment, childcare programs and other student support programs, program start-up costs, and professional development. The Foundation fundraising campaigns are planned with these needs in mind. College groups also should be encouraged to consider these needs first when planning their fundraising activities. Groups interested in general community service should be encouraged to contribute time and talents as an alternative to raising money.
 8. Groups sponsoring for-profit companies to sell goods and share profits to benefit college causes should require terms favorable to the college. Such companies should be willing to share at least 50 percent of gross profit with the college in exchange for space and access to the campus community.
 9. For the appropriate procedures on grant applications and management of grants, see College-Wide Rules and Procedures.

Adopted 2/19/98

II-2.050 Internal Audit Plan for Continuing Education Classes

Guilford Technical Community College shall maintain an Internal Audit Plan for insuring the responsible

administration of all continuing education and distance education courses. The Internal Audit Plan serves as a guide to GTCC personnel responsible for various audit checks. This plan will be maintained in full compliance with the requirements of the State Board of Community Colleges. Any future revision will be submitted to the GTCC Board of Trustees for approval.

Procedure:

1. For purposes of this plan, the "immediate supervisor" is defined as the instructor's supervisor for a given course; the "next level supervisor" (typically a Dean) is the person to whom the immediate supervisor directly reports; and "the appropriate Dean" is the Dean in whose department/division the immediate supervisor works.
2. On-Site Visits to Classes
3. The immediate supervisor or approved designee will visit at least 50% of all off-campus and 25% of all on-campus classes excluding classes which meet 12 hours or less, receipt-supported (self-supporting) and community service classes (which are specifically excluded in the State Board's guidelines).
 - a. For distance education classes, a visit shall be defined as a review of the Course Statistics for each class, verifying student participation and completions of assignments. The system administrator will issue a generic username and password for supervisors and auditors to enter the system as needed. The system administrator will enroll them in each course as an instructor so they can navigate through the course and view any area.
 - b. Class visits will be documented by the completion of a Visitation Report each term. For classes (other than distance education classes) that are not visited, the "Student Membership Verification Form" and course attendance forms will serve as documentation of the class's existence.
 - c. A senior level administrator, or designee approved by the President, will visit a minimum of 10% of selected off-campus continuing education classes and distance education continuing education classes each term. These visits will be unannounced and documented on the Visitation Report. These visits will occur after the registration period has ended.
 - d. In accordance with the state guidelines, "an off-campus class is defined as any class not held in college-owned or leased property or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place. A distance education class is defined as a class that is offered through distance education technology (including information highway, internet, and telecourses) and which does not physically meet on campus for at least half of the time scheduled."
4. Student Membership Verification

The student is verified as registered when the signed registration form or web registration (with payment, where applicable) is processed. GTCC's internal procedures require students to pay at the time of registration. The student's information appears on the printed Roster Display and/or the Attendance Roster. A parent or guardian may sign for a student who is unable to sign for

him/herself. The completed Attendance Roster verifies students who are eligible for FTE membership.

- a. In situations where the class meets physically with the instructor or other college staff, the Student Membership Verification form (SMV), signed by the instructor, further verifies attendance. In cases where the student has not signed the SMV, the Daily Sign-in Sheet, signed by the instructor, verifies attendance. If a student is unable to sign his/her name, the instructor will sign the SMV and the daily sign-in sheet for the student and initial beside the name. A note will be attached to the SMV indicating the reason the instructor signed for the student.
- b. In situations where the class does not physically meet (such as Internet or other distance education courses), student membership is verified by the following:
 - 1) The student is verified as registered when the signed registration form or electronic signature is processed and the student's information appears on the printed Roster Display and/or the printed Attendance Roster.
 - 2) Student participation is documented either electronically by a record of emails between the student and the instructor or by paper records, such as instructor-maintained attendance or student contact records.

5. Verification of Accurate Instructor Payment

- a. Upon initial employment the instructor must submit a photocopy of his/her Social Security card, the Federal I-9 form (with supporting documentation), and state and federal tax forms to the Finance Office.
- b. A "Course Approval Form" or contract must be signed by the instructor and approved and signed by the appropriate Dean, Division Chair, or Director.
- c. Each monthly attendance form is compared with the "Course Approval Form," or contract, to ensure that hours taught and rate of pay are correct on the monthly payroll.
- d. The monthly payroll must be approved by the appropriate Dean, Division Chair, or Director.

6. College Approval Process for Conducting a Continuing Education Class

- a. "Course Approval Forms" or contracts are used to establish Continuing Education classes. A "Course Approval Form" or contract for a given course must be routed through the appropriate Dean or Division Chair for approval and signature prior to the beginning of the course. The signature of the appropriate Dean or Division Chair will constitute the required prior approval for a course.
- b. The College's Office of Internal Auditing will maintain an up-to-date master schedule for all continuing education classes, including directions to all off-campus class sites.

7. College Responsibility for Accuracy in Reporting Practices in Continuing Education Programs

- a. The President will hold administrators of Continuing Education programs responsible for maintenance of and compliance with the college's Internal Audit Plan. The President delegates the second level off-campus visits to the Deans of the Greensboro and High Point campuses, the Vice President of Instruction, Division Chairs, and the Executive Director for Business and Industry Services. Other designees will be approved in writing by the President.
- b. Each senior level administrator will insure that the Visitation Reports, which summarize the Internal Audit Plan results, are submitted to the college's Office of Internal Auditing within twenty days of the end of each term. This office will submit a summary report of the results of the Internal Audit Plan to the President and an annual report to the Board of Trustees.

Approved 6/20/96	Revised 10/14/02
Revised 12/14/00	Revised 2/19/04
Revised 1/14/02	Reviewed 2/15/07

II-2.060 Investment

Guilford Technical Community College's policy for investments is limited to institutional funds that have accumulated for future benefit of the college and any county funds paid to the college for approved operating budgets and capital projects. This excludes the primary funds provided by the state that provides operating funds on the basis of appropriations that are drawn on an as needed basis. Funds available for investment include those which are generated through the college's proprietary operations, including the bookstore, food and drink vending, cafeteria, child care center, and duplicating services; through fees charged students and others for student activities and athletics, Student Government Association, parking traffic fines, graduation, and similar services; revenues generated from sale or rental of college property; and from outside sources in support of college programs and projects.

It is the college's position that investment of these funds be placed to produce maximum earnings through interest bearing investments that are low risk with easy access to funds consistent with the objective and method described in the Treasurer's Annual Report for the North Carolina State Treasurer's short-term investment fund (STIF) as follows:

Objective: To provide safety, liquidity and income on average monthly balances for the General Fund and Highway Funds, and for other participants permitted or required by law to deposit funds with the State Treasurer for investment.

Method: Investment vehicles authorized in G. S. 147-69.1 are employed to invest all cash in the fund in excess of the amount required to meet current needs, in such manner as to be "readily convertible into cash" as required by law.

The college typically invests available funds with the North Carolina State Treasurer's short-term investment fund because this fund has been consistent in producing competitive interest earnings.

During those times when the STIF account does not provide the highest investment return, the college may place available funds in other investment accounts such as money market accounts and certificates of deposit that achieve higher earnings while meeting our investment objective. These accounts shall be established with banks that have been selected and approved by the North Carolina State Treasurer for

Option 2 collateralization of deposits.

The Vice President for Administrative Services is responsible for monitoring rates of return on other investment vehicles which meet the collateralization and liquidity requirements as specified in the Fiscal Control Act, N. C. Administrative Code, and other general statutes, to assure that funds are invested at competitive interest rates.

This policy should be understood not to include college foundation funds managed by a separate board of directors and involving funds independent of these college funds.

Rev. 10/17/96
12/21/06

II-2.070 Marketing/Public Information

To ensure the timeliness, accuracy and consistency of news and information concerning GTCC, the preparation and release of news, features, advertising copy, publications and other printing projects will be coordinated by the Marketing/Public Information Office.

Inquiries from the media should be referred to the Director of Marketing/Public Information unless the employee receiving the inquiry believes himself/herself well enough informed to give a factual and accurate response. In all cases, the Director of Marketing/Public Information should be informed immediately of the media inquiry and the employee's response.

Procedure:

1. The Marketing/Public Information Office shall coordinate news releases to the media; the design, development, placement and purchase of advertising and printing; release of information on Board or major administrative actions; and scheduled TV or radio coverage of college events.
 - a. News and Publicity Releases
 - 1) All pertinent data about general news items shall be submitted in writing to the Director of Marketing/Public Information.
 - 2) Publicity requests for scheduled events shall be submitted to the Director of Marketing/Public Information at least one month before the scheduled event.
 - b. Advertising
 - 1) The Marketing/Public Information Office will be responsible for all advertising except classified advertising for job openings (handled by the Human Resources Office).
 - 2) The Marketing/Public Information Office plans the advertising budget for GTCC for the year. In the event additional funds become available, requests for unplanned advertising will be handled on a case-by-case basis. Requests for both planned and unplanned advertising require the approval of the President or the appropriate Vice President and the Director of Marketing/Public Information.
 - c. Printing
 - 1) The Marketing/Public Information Office produces the course schedule(s), catalog, viewbook, curriculum brochures, President's Report, mail-back card brochures and an admissions packet. The budget is planned to cover these items. In the event that additional funds become available, other printing projects will be handled on a case-by-case basis. Requests for planned and unplanned printing require the approval of the President or the appropriate Vice President and the Director of Marketing/Public Information.
 - 2) These projects must be approved by the President or appropriate Vice President and reviewed by the Director of Marketing/Public Information. All copy for the project should be submitted to the Director of Marketing/Public Information at least three (3)

weeks before the anticipated printing date. Producers of such projects must adhere to all appropriate bid procedures, which are handled by the Purchasing Office.

- 3) Institutional identification (including Affirmative Action/Equal Opportunity Institution designation, as appropriate) will be designed into all materials.

d. Media Contacts

- 1) The Director of Marketing/Public Information will be the official contact person for information concerning college events and campus-wide activities.
- 2) Employees should answer questions from the media only when they believe themselves well enough informed to give factual and accurate answers. Having made a response, the employee should immediately notify the Director of Marketing/Public Information.
- 3) If an employee prefers not to answer media questions or believes he/she does not have sufficient information to do so, he/she should refer the caller to the Director of Marketing/Public Information for assistance.

Rev. 8/17/95

II-2.080 Open Records

Guilford Technical Community College will provide access to institutional records in accord with state law, (North Carolina General Statutes, Chapter 115D-78 and Chapter 132). The President shall designate individuals authorized to provide such access, and shall set a schedule for payment of the actual costs of complying with requests.

Procedure:

1. Requests for college records shall be complied with as promptly as possible. Only those records protected by laws pertaining to student privacy and confidentiality of employee records will not be supplied. (See policies III-2.8 and IV-4.8)
2. Requests for college records may be referred to the President, Vice Presidents, Dean of Students, Deans of the High Point and Greensboro Campuses, Coordinator of Marketing/Public Information, or Director of Institutional Research.
3. If copying the records involves four or more pages, or if the copy is to be supplied on a disk or tape, the requestor shall pay the cost of making the copies. In the case of paper copies, this shall be \$0.15 per page. Disks and tapes shall be supplied at the actual cost of the disk or tape and computer time. Payment shall be made at the time the copies are delivered.

Adopted 6/20/96

II-2.090 Children on Campus

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying students, visitors, or employees of GTCC must be under the constant supervision of a responsible adult while on the property of GTCC or on the site of any approved off-campus class or other GTCC event. Employees of the college have assigned duties and cannot take supervisory responsibility for the unattended children of students, visitors, or other employees. Children are not to be left unattended in any college facility at any time.

Procedure:

1. The college assumes no responsibility or liability for children, nor for any accidents or injuries incurred by children, in any unsupervised situation not approved by the college administration. For the purposes of this policy, the terms "child" or "children" mean any youth under the age of 18, whether or not such youth is the offspring of the person whom he or she accompanies.
2. Employees are expected to provide for the care of their children away from the work site. In emergency situations, if it is necessary for the employee to bring a child to the workplace during working hours, the employee's supervisor must approve.
3. Children accompanying employees, students, or visitors are not permitted in classrooms, labs, or shops while instruction is being delivered, without the expressed permission of the instructor. College syllabi will include notice of this policy.
4. Persons wishing to patronize GTCC services to the public (cosmetology, dental, etc.) may be refused service if accompanied by a child who will be unattended during the time the patron is receiving services. College staff will not be expected to provide supervision of such children.
5. If a child is found or identified as "unattended", the Office of Campus Police should be informed. A Campus Police officer will locate the parent (or the adult responsible for the child), and inform him/her of the college's rule regarding unattended children. The parent/responsible adult will be asked to assume direct supervision of the child(ren) at that time.
6. A violation of this policy may result in appropriate disciplinary action.

Rev 10/23/97

II-2.091 Pets on Campus

No person may have an animal or bird on campus without permission of the appropriate Vice President or Dean. (This policy does not apply to animals, which provide assistance to persons with disabilities.)

Procedure:

1. A person found to have violated this policy will immediately remove the animal or bird from the campus.

2. A student or employee found to have violated this policy will be subject to disciplinary action. Repeated violations may result in suspension or termination.

Adopted 2/15/96

II-2.100 Returned Checks

A service charge shall be established by the Board of Trustees to be assessed on each check returned by the bank. Sanctions will be imposed on individuals who fail to redeem the check in a timely manner.

The returned check policy shall be posted in prominent locations of the college, such as the Cashier's window, Student Services, GTCC Bookstores, and satellite campuses. Money collected from service charges shall be used to defray collection costs associated with collection of delinquent accounts.

Procedure:

1. When a student or employee incurs a financial obligation to the institution, the Finance Office will initiate appropriate collection activity. An appropriate fee shall be established by the Board of Trustees to be assessed for each returned check.
2. Currently Enrolled Students
 - a. A letter of notification identifying the nature of the debt shall be sent by the Finance Office to the student by registered mail. The student will be requested to redeem the check and service charge within seven (7) days in order to be allowed continued attendance in classes. At this time, a hold shall be placed on the student's file until the financial obligation has been satisfied. Students who have had checks returned from the bank before classes have started will be dropped for nonpayment if the student fails to make payment after the initial notification letter.
 - b. If the student has not paid or responded within seven (7) days, the Finance Office shall submit the student's name, social security number and all pertinent information concerning the debt to the Disciplinary Officer for appropriate action as determined by established procedures.
 - c. If the Disciplinary Officer is not successful in collecting the debt within a reasonable time (no more than seven days), the account(s) shall be referred to the school's attorney. Once these accounts are deemed uncollectible by the attorney and are returned back to the school, they shall be submitted to the collection agency under contract with the state. Accounts which meet the eligible threshold shall also be turned over to the North Carolina Debt Set-Off Program for garnishment from the debtor's state income tax refund. Furthermore, accounts meeting the dollar value established by the North Carolina Attorney General's Office shall be submitted to the Attorney
 - i. General's office in lieu of being referred to the collection agency. The student's name, social security number and all pertinent information concerning the debt shall be submitted with each referral.

- d. After the college has received two (2) bad checks from a student, the student's file shall be flagged with a financial code which will deny the student the privilege of paying for registration by check. He/she shall also be denied the privilege of paying for future services by check.

3. Former Students

- a. A letter of notification identifying the nature of the debt shall be sent by the Finance Office to the student by registered mail. The student will be requested to redeem the check and service charge within seven (7) days. At this time, a hold shall be placed on the student's file until the financial obligation has been satisfied.
- b. If the debt is not paid within seven (7) days, a follow-up letter shall be mailed to the student.
- c. If efforts to collect are unsuccessful, the account(s) shall be referred to the school's attorney. Once these accounts are deemed uncollectible by the attorney and are returned back to the school, they shall be submitted to the collection agency under contract with the state. Accounts which meet the eligible threshold shall also be turned over to the North Carolina Debt Set-Off Program for garnishment from the debtor's state income tax refund. Furthermore, accounts meeting the dollar value established by the North Carolina Attorney General's Office shall be submitted to the Attorney General's office in lieu of being referred to the collection agency. The student's name, social security number and all pertinent information concerning the debt shall be submitted with each referral.
- e. After receiving two (2) bad checks from a student, the student's file shall be flagged with a financial code which will deny the student the privilege of paying for registration by check. He/she shall also be denied the privilege of paying for future services by check.

4. Employees

- a. The employee shall be notified by an appropriate Finance Office staff member of the debt. The employee will be requested to redeem the check and service charge within three (3) days.
- b. If restitution is not made within three (3) days, and the employee is a regular employee, he/she shall be requested to come to the Finance Office and sign a payroll deduction form authorizing the debt to be deducted from his/her next payroll check.
- c. Failure to respond or sign the payroll authorization within a reasonable time shall result in a Finance Office representative contacting the employee's supervisor to assist in resolving the financial obligation.
- d. Failure to make restitution by any full time or part time employee shall make him/her subject to disciplinary action, which may include suspension or dismissal.
- f. In the event the employee is no longer employed by the institution, the Finance Office shall send a letter of notification by registered mail identifying the nature of the debt. If the debtor has not responded within seven (7) days, the Finance Office shall refer the debt to the school's attorney. Once these accounts are deemed uncollectible by the attorney and are returned back to the school, they shall be submitted to the collection agency under contract

with the state. Accounts which meet the eligible threshold shall also be turned over to the North Carolina Debt Set-Off Program for garnishment from the employee's state income tax refund. Furthermore, accounts meeting the dollar value established by the North Carolina Attorney General's Office shall be submitted to the Attorney General's office in lieu of being referred to the collection agency. The employee's name, social security number and all pertinent information concerning the debt shall be submitted with each referral.

- g. Repeat offenders (two returned checks) shall be denied the privilege of writing checks, as well as being subject to disciplinary action. In this situation, the appropriate departments will be notified by a Finance Office representative to deny acceptance of personal checks from the employee which could result in a financial obligation to the school.

5. Write-offs

After all collection efforts have been exhausted and have been proven to be unsuccessful, the debtor's name, social security number and all pertinent information concerning the debt shall be submitted to the Board of Trustees for write-off approval in accord with the Community College System Office Accounting Procedures Manual.

Rev. 6/20/96

II-2.105 Self-Supporting Classes

GTCC will offer self-supporting classes when the administration has determined that there is a need and where such classes are appropriate and consistent with the mission of GTCC. The college will observe policies adopted by the State Board of Community Colleges affecting such classes.

Procedure:

1. In accord with State Board policy [23NCAC2DO203(6)], the college will determine direct and indirect costs as follows:
 - a. Direct costs are those costs directly assignable to the class:
 - 1) Instructor(s) salary, including FICA, travel, course development costs, etc.,
 - 2) Instructional supplies and materials,
 - 3) Rental of building, and other directly assignable costs,
 - 4) Advertising; e.g., printing costs associated with a brochure, postage, mailing, etc.,
 - 5) Equipment associated with the instruction for a self-supporting class,
 - 6) Refreshments, and
 - 7) Other costs necessary for and directly assignable to a class or costs which are directly assignable to self-supporting classes (could include administrative/clerical costs if verified as directly assignable).
 - b. Indirect costs are the costs for activities supporting the offering of classes but cannot be directly and exclusively assigned to a self-supporting class or the self-supporting program. If indirect costs (see examples below) can be directly and exclusively assigned to a self-supporting class or self-supporting program, the costs can be considered direct costs.

Examples of indirect cost include:

- 1) Utilities, custodial, and security,
 - 2) Coordinator/Administration, and
 - 3) Clerical salary and fringes.
2. Proposals for self-supporting classes shall define the direct and indirect costs using the above rules, and shall be approved by the appropriate dean or vice-president.
- a. Permission to offer the class shall be based on the justification of the need for the class and the cost estimates.
 - b. Costs shall be defined as directed in the above procedure, with a markup as determined by current market conditions, but no more than 25% unless approved by the executive vice president.
 - c. The cost to individual students shall be kept as low as possible.
3. The Finance Office annually will determine the amount of excess funds generated by self-supporting classes. Proposals for the use of these funds shall be submitted through the college's planning process. In accord with State Board policy, if self-supporting receipts (all categories; e.g., curriculum, community service, etc.) exceed expenditures for the fiscal year, the following provisions apply:
- a. If receipts exceed direct and indirect expenditures, the surplus revenue should be expended for student financial aid/scholarships and/or program improvement. Expenditures should be of direct benefit to students.
 - b. Funds in excess of the above direct and indirect expense cannot be used for:
 - 1) Supplemental salaries of any personnel.
 - 2) Administrative support of the college other than noted above of direct benefit to students.
 - 3) College entertainment expense. (Educational activities for non-college personnel or college personnel to enhance student success would not be entertainment. Functions in which the primary purpose is fund raising would be entertainment.)

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Reviewed 6-21-07
Updated 3/11/10

II-2.110 Weather, Inclement

Classes may be cancelled, delayed or dismissed due to hazardous weather conditions. Subsequent dismissal of students, faculty and staff will occur as outlined by GTCC procedures.

Procedure:

1. The President will publish procedures, which apply to students and employees of Guilford Technical Community College whenever hazardous weather is present or threatening. These procedures will be reviewed every November and updated as necessary.

2. The first three days of classes missed due to inclement weather will be rescheduled during days reserved for that purpose by the calendar committee. Inclement weather make-up days are listed as a part of the official college calendar. In the event that days missed due to inclement weather exceed the number of designated make-up days, time missed may be made up using one of the following options:
 - a. Add time to remaining classes and document on the roster,
 - b. Schedule a specific alternate meeting time and document on the roster, or
 - c. If neither a. nor b. is feasible, assign out-of-class work that covers the classroom material for the missed time and document on the roster.
3. The President shall designate a cadre of individuals who are responsible for notifying personnel on campus and the media of the President's (or designee's) decision concerning cancellation of classes. The cadre shall also have responsibility for carrying out this inclement weather plan.
 - a. Employees who are part of the designated inclement weather cadre will report to work during inclement weather as part of their regularly assigned duties. Other selected employees may be called in to work with the approval of a member of the cadre. They will be compensated with annual leave.
 - b. The cadre will report to work at a specified time and implement their pre-arranged procedures. They will work through the completion of their work schedule or until given permission to leave for the day by the President (or designee).
4. To cancel day classes, the following procedure will be followed:
 - a. The President (or designee) decides classes are to be cancelled.
 - b. The President (or designee) will update the switchboard and the website as quickly as possible.
 - c. The President (or designee) gives the announcement to selected radio and television stations in Greensboro, High Point and Winston-Salem in time to be aired at or before 6:00 a.m. Usually, announcements will be made by WFMY-TV (Channel 2), WGHP-TV (Channel 8), WXII-TV (Channel 12), WXLV-TV (Channel 45), WUPN (Channel 48), and radio stations WJMH (102 JAMZ), WMQX (93), WFDD (88.5), WGOS (1070), , WMFR (1230), WHSL (100.3), WIST (98.3), WQMG (97.1), WSJS (600), WKZL (107.5), WMAG (99.5), WKRR (92), WTQR (104), WKSI (98.7), WNAA (90.1), and WXRA (94.5). The Greensboro News and Record and the High Point Enterprise will also be notified.
 - d. Students will not report to classes. Unless announced to the contrary, employees will not report to work.
5. To dismiss day classes, the following procedure will be followed:
 - a. The President (or designee) decides classes will be dismissed.

- b. The President's designee(s) communicates the announcement to all buildings.
 - c. The President (or designee) will update the switchboard and the website as quickly as possible.
 - d. Classes will be dismissed on a staggered schedule prepared and distributed each fall semester by the Vice President of Instruction. Instructors will continue with class until the designated time for dismissal.
 - e. The Grounds Maintenance Manager will implement a program of sanding the campus walkways, building entrances and roads at the earliest indication of snow or ice accumulation. Walkways to be cleared on a priority basis will be designated by a map that will be made available during the fall semester to all appropriate personnel. Employees and students will be urged to use these designated walkways.
 - f. Persons with physical disabilities will be encouraged to remain in their buildings and notify the switchboard operator of their whereabouts. The operator will dispatch volunteers (selected from a resource list) to aid such individuals to their mode of transportation.
 - g. All employees will work through the completion of their regularly scheduled workday or until given permission to leave for the day by the President (or designee).
6. To delay day classes (implemented on a very limited basis), the following procedure will be followed:
- a. The President (or designee) decides classes will be delayed.
 - b. The President (or designee) will update the switchboard and the website as quickly as possible.
 - c. The President or designee(s) gives the announcement to selected radio and television stations in Greensboro, High Point and Winston-Salem and in time to be aired at or before 6:00 a.m.
 - d. The announcement through the media will indicate the class hour at which the college will open such as 9:00 classes, 10:00 classes or 11:00 classes. If the college opens with 10:00 classes, for example, 8:00 and 9:00 classes will not meet. Staff and students will report at the announced time.
7. To cancel or dismiss evening classes (classes beginning at 6 PM or later), the following procedure will be followed:
- a. The President (or designee) decides classes will be cancelled. Students will not report to classes. Unless announced to the contrary, employees will not report to work. There will be no delayed opening of evening classes. Evening classes will be cancelled or held as scheduled. (If the weather deteriorates in the evening after classes are in session, and a decision is made to cancel classes, procedures detailed above for dismissal of day classes will go into effect.)

- b. The President or designee(s) gives the announcement to selected radio and television stations in Greensboro, High Point and Winston-Salem in time to be aired prior to 3:00 p.m.
- 8. It may be necessary to close or delay the opening of the GTCC's Children Center due to inclement weather.
 - a. The Center will be closed on those days that GTCC is closed for faculty and staff.
 - b. On those days when classes are delayed or when classes are cancelled but faculty and staff are required to report for work, the Center will open one half hour earlier than staff are required to be on campus.
- 9. If the President (or designee) requires employees to report to work, the employees must:
 - a. Report to work as soon as practicable.
 - b. Work through the completion of their regularly scheduled workday or until given permission to leave for the day (or evening) by the President (or designee).
 - c. Notify the department/division chair or supervisor if they cannot report to work.
- 10. Employees on annual or sick leave will not be charged leave for the time the college is closed. However, if employees are required to report to work and do not do so, they will be charged annual leave or other appropriate leave.
- 11. Employees who may need or wish to come to the campus must call a cadre member for consent. Without prior notification, campus police may deny access because the college is officially closed.

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 10/98
 11/99
 12/03
 10/04

II-2.115 Sponsorship of Individuals to Attend Community Events

GTCC sponsors attendance at a variety of community events as part of its commitment to support the community. The college may elect to invite persons in addition to employees, students, and members of the Board of Trustees to participate in these events and be included in the payment of the related fee. Such persons may include spouses or other members of the immediate families of employees, students, Board members, and/or persons with whom the college has a direct relationship. State and county funds shall not be used for this purpose.

Procedure

1. Sponsorships will be paid with vending receipts or other funds specifically given to the college for such purposes, as through a grant.

2. The President and/or the President's designee shall approve any invitation extended to such other persons.
3. Examples of persons with whom the college has a direct relationship includes finalists for college positions, representatives of businesses with whom the college is working on program design/implementation, official visitors, etc.

Adopted

12-18-08