### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Introduction</td>
</tr>
<tr>
<td>000.01</td>
<td>Policy Development, Revision, and Approval Process</td>
</tr>
<tr>
<td>000.02</td>
<td>History of the College</td>
</tr>
<tr>
<td>000.03</td>
<td>Mission</td>
</tr>
<tr>
<td>100</td>
<td>Management and Control of the Alabama Community College System</td>
</tr>
<tr>
<td>107.01</td>
<td>CVCC Service Area</td>
</tr>
<tr>
<td>108.01</td>
<td>Adult Education</td>
</tr>
<tr>
<td>200</td>
<td>Local College Administration</td>
</tr>
<tr>
<td>200.01</td>
<td>Requests for Information and Media Campus Visits</td>
</tr>
<tr>
<td>200.02</td>
<td>Internet and Email Policy</td>
</tr>
<tr>
<td>200.03</td>
<td>Solicitation Policy</td>
</tr>
<tr>
<td>201.01</td>
<td>College Calendar</td>
</tr>
<tr>
<td>202.01</td>
<td>Campus Committees</td>
</tr>
<tr>
<td>204.01</td>
<td>Organizational Chart</td>
</tr>
<tr>
<td>207.01</td>
<td>Position Announcements</td>
</tr>
<tr>
<td>211.01</td>
<td>College Closings</td>
</tr>
<tr>
<td>212.01</td>
<td>Educational Accreditation Agencies</td>
</tr>
<tr>
<td>213.01</td>
<td>CVCC Foundation</td>
</tr>
<tr>
<td>214.01</td>
<td>Records Management, Retention, and Disposal</td>
</tr>
<tr>
<td>219.01</td>
<td>Violence Threat Response</td>
</tr>
<tr>
<td>300</td>
<td>Financial Management</td>
</tr>
<tr>
<td>301.00</td>
<td>CVCC Financial and Budgetary Processes</td>
</tr>
<tr>
<td>301.00</td>
<td>Section 3: Financial Practices and Department Budget Centers, Page 9</td>
</tr>
</tbody>
</table>
301.00  Section 3: Financial Practices and Department Budget Centers, Page 9
301.00  Section 16: Campus Insurance Coverage, pages 49-51
301.00  Section 9: Cash Collection Procedures, pages 28-32
301.00  Section 15: Cash Management & Investment Goal and Procedures, Pages 46-48
301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25
301.00  Section 18: Electronic Posting of College Financial Records, page 55
301.00  Section 3: Financial Practices and Department Budget Centers, Page 9
301.00  Section 5: Contracts for Professional or Other Campus Services, pages 13-15
301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25
301.00  Section 9: Cash Collection Procedures, pages 28-32
301.00  Section 15: Cash Management & Investment Goal and Procedures, Pages 46-48
301.00  Section 3: Financial Practices and Department Budget Centers, Page 9
301.00  Section 9: Cash Collection Procedures, pages 28-32
301.00  Section 15: Cash Management & Investment Goal and Procedures, Pages 46-48
301.00  Section 15: Cash Management & Investment Goal and Procedures, Pages 46-48
301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25
301.00  Section 5: Contracts for Professional or Other Campus Services, pages 13-15
301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25
301.00  Section 3: Financial Practices and Department Budget Centers, Page 9
301.00  Section 16: Campus Insurance Coverage, pages 49-51
301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

301.00  Section 9: Cash Collection Procedures, pages 28-32

301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

301.00  Section 11: In State Employee Travel Approval and Reimbursement, Pages 34-37

301.00  Section 12: Out of State Employee Travel Approval & Reimbursement, pages 38-41

301.00  Section 13: Student Travel/Event Approval and Reimbursement, pages 42-44

301.00  Section 9: Cash Collection Procedures, pages 28-32

301.00  Section 17: Audits. Pages 52-54

301.00  Section 3: Financial Practices and Department Budget Centers, Page 9

301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

301.00  Section 6: Campus Workroom Services and Procedures, pages 16-19

321.01  Copyrights, Patents, and Royalties Resulting from Instructional Materials Created by Employees and/or Students

301.00  Section 5: Contracts for Professional or Other Campus Services, pages 13-15

301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

301.00  Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

301.00  Section 8: Campus Inventory, pages 26-27

400  Transportation Management
    400.01  Campus Transportation Procedures

500  Physical Facilities Management
    500.01  Plant Management Operations and Maintenance Plan
    500.02  Safety Plan
    500.01  Section 2.1 Building Inventory, page 6
507.01 Campus Facility Use and Scheduling

500.02 Safety Plan Campus Security, page 4

510.03 Crime Awareness and Campus Security Act

500.02 Safety Plan Campus Security, page 5

512.01 Non-Institutional Use of Institutional Facilities

500.01 Section 3.13, Campus Meeting Room Reservation Procedures, page 9

514.01 Use of Tobacco Products

515.01 Student and Organization Fundraising

516.01 Use of College Name or Logos

600 Personnel

600.01 Human Resources Procedures Manual

600.02 Payroll and Leave Handbook

600.03 Faculty Handbook

601.01 Equal Employment

601.02 Nondiscrimination

601.04 Harassment

602.01 Appointment and Assignment of Personnel

602.02 Hiring Practices and Procedures

603.01 CVCC Contracts

600.02 Payroll and Leave Handbook Section 1 – Payroll Procedures, pages 2-5

603.02 CVCC Summer Employment Contracts

607.01 Evaluation of Personnel

609.03 Operation Hours

610.01 Court Attendance

600.02 Payroll and Leave Handbook Section 7 – Leave, pages 12-25

612.01 Professional Development Opportunities

613.01 Drug-Free Workplace

600.02 Payroll and Leave Handbook Section 3 – Overtime Procedures, Page 8
615.01 Outside Employment
617.01 Resignations
620.01 CVCC Title IX Grievance Procedure
600.02 Payroll and Leave Handbook Section 4 – Employee Garnishments, Page 9
624.01 Reduction In Force
625.01 CVCC Employee Grievance

700 Instructional Programs
700.00 Learning Resource Center Handbook
700.01 Distance Education Policy
701.01 CVCC Nondiscrimination Policy
702.01 CVCC Curriculum Development and Implementation
703.02 Substantive Change
704.01 Instructional Sites
711.01 Program Advisory Committees
714.03 Admissions Procedural Manual page 19 - Evaluation of Transfer Credit
715.01 Graduation Requirements: Degrees 08-26-2010
719.01 Academic Freedom

800 Student Policy
803.01 CVCC Tuition
804.00 CVCC Fees
805.01 Scholarship/Financial Aid Committee
806.01 CVCC Athletics
807.01 CVCC Student Organizations
808.01 Student Safety (Liability Waiver)
811.01 Attendance Policy
812.01 Student Grievance Policy

900 Institutional Effectiveness
   900.01 Institutional Effectiveness Plan
   903.01 Institutional Effectiveness: Instructional Program Review
000
Introduction
The Alabama Community College System Board of Trustees (ACCS Board of Trustees) has designated the President of the College as responsible for developing local policies governing the institution. Local policies must be in accord with established ACCS Board of Trustees policies, Chancellor’s regulations, federal and state statutes, and appropriate judicial directions.

Where no local policy exists, the College will abide by policies and procedures established by the Alabama Community College System Board of Trustees. ACCS Board of Trustees policies/procedures may be accessed at the following link:

ACCS Board of Trustees Policies and Procedures

Suggestions for additional policies and procedures, and/or revision to existing policies and procedures may be presented by any member of the faculty or staff of the College. The preferred method of submission is through the operational committees of the College. However, suggestions may be submitted directly to the President’s Cabinet member representing the employee’s division. The President will ensure the policy and procedures manual is reviewed annually.

The President has designated the President’s Cabinet as the committee where final policy and procedure is presented for deliberation, review and ultimate approval and inclusion in the Policy and Procedures Manual of the College. The President may ask for legal counsel review of policy and procedure when necessary, or ask for a standing committee or an ad hoc committee to review and make recommendations if needed. No policy or procedure is official until signed and dated by the President. The President’s administrative assistant serves as the designated policy and procedures manual custodian. The complete policy and procedures manual is available to all faculty and staff on the College’s intranet website and to the public via the College’s website. The custodian of the policy and procedures manual will ensure each new policy and/or revision is updated on the websites with the designated date of approval of the new policy and procedure or date of the revision of an existing policy and procedure.

All faculty, staff, students, contractors, and visitors are required to comply with ACCS Board of Trustees and College policies. In the event of a conflict between a College policy and an ACCS Board of Trustees policy, the ACCS Board of Trustees policy will supersede.
Chattahoochee Valley Community College was established by an act of the Alabama Legislature during its 1973 legislative session. Located in Phenix City, Alabama, CVCC serves the citizens of Phenix City, Russell County, and parts of Bullock, Lee, Macon and Barbour counties. Its primary service area is Russell County, the eastern one-third of Macon County and the southeastern corner of Lee County. It also provides a variety of educational opportunities for the citizens of the Fort Benning - Columbus, Georgia metropolitan area.

CVCC opened in January of 1974 and initially used temporary facilities located throughout Phenix City. CVCC first occupied its present permanent location in 1976. Its campus contains 101 acres upon which are located nine permanent buildings: an instructional and performing arts center, an administrative/classroom building, a general purpose classroom building, a learning resources center, a fine arts building, a health and physical education building/gymnasium, a student services center, an industry training center and a security building.

During its history, CVCC has had six permanent presidents. Its current President is Ms. Jacqueline Screws, who began her tenure on February 1, 2018.

Return to Table of Contents
Where no local policy exists, the College will abide by policies and procedures established by the Alabama Community College System Board of Trustees. ACCS Board of Trustees policies/procedures may be accessed at the following link:

[ACCS Board of Trustees Policies and Procedures](ACCS responsável pelos direitos autorais)
100
Management and Control of the Alabama Community College System
Name: 107.01 CVCC Service Area
Effective: August 13, 2012; Reviewed May 2018
Supersedes: All previous revisions

Chattahoochee Valley Community College serves the citizens of Russell County and parts of Bullock, Lee, Macon, and Barbour counties, as well as Georgia residents and members of the military serving at Fort Benning.

Return to Table of Contents
Name: 108.01 Adult Education

Effective: August 13, 2012; Revised May 2018

Supersedes: All previous revisions

Adult Education Procedures Manual

Adult Education Student Policy Manual

Return to Table of Contents
200
Local College Administration
The President is the official spokesperson for the College. The President has designated the Public Information Officer (Director of Public Relations and Marketing) as the point of contact for all media requests for information. The Public Information Officer issues all press releases and is the contact for advertising, promotion and on-campus access by the media.

Return to Table of Contents
The Chattahoochee Valley Community College Acceptable Use Policy is established to maximize availability and equitable access to the College’s Internet and e-mail resources. The College-provided Internet and e-mail access is intended to be for, or in support of: 1) education; 2) research; 3) local, state, or national government affairs; 4) economic development; or 5) public service related to College supported activities. The College encourages the use of the Internet and e-mail because they make communication more efficient and effective. However, Internet service and e-mail are College property, and their purpose is to facilitate College programs, services, and activities. Improper use of the Internet or e-mail is not acceptable and will not be permitted.

The College values and encourages open campus communication regarding college planning, activities, and events. To foster this open communication the College uses various medium options such as campus email, campus telephone, public website (on the internet), private website (on the intranet), social media (Facebook), the emergency notification system, and/or hard copy notices. The College creates official cv.edu email addresses for all employees and students and has adopted email as the official form of communication to these cv.edu email accounts. The College considers other forms of campus communication as supplemental.

E-mail Policy and Guidelines
Chattahoochee Valley Community College provides e-mail access to faculty and staff to help them be more effective in performing their work-related duties. The goal of the College e-mail system is to facilitate faster and more efficient communications both internally and externally.

Users are permitted to use College e-mail for personal correspondence, provided that it is used in a reasonable manner and is not abused.

Users should:
1. Be mindful that any e-mail sent using the College’s e-mail system contains the College’s domain name and is therefore a reflection of the College as well as the individual sending the e-mail. Any e-mail sent using the College’s e-mail system is also the property of the College.

2. Send, copy or forward e-mail only to people when reasonably sure that the recipient(s) has/have a need or desire to read it. “Everybody” e-mail will be limited to use by division senior staff.
3. Be aware before forwarding an e-mail message that the original sender may have considered that e-mail a private communication. Users should forward an e-mail only when they are certain that they have the original sender's approval.

4. Verify the validity of any e-mail that comes with instructions to forward. Many of the mass e-mails, warning of some threat such as new virus, offering some incentive for forwarding the e-mail, or requesting help for someone in need, are hoaxes. Please verify these communications before blindly forwarding them.

5. Scan all attachments for viruses before sending or downloading.

Internet Use Policy
Chattahoochee Valley Community College's Internet use is a continuation of the College itself, as a comprehensive, public, two-year community college that exists to provide an educational environment in which the needs of the individual students, the community, and other target audiences can be met. Consistent with the College mission, Internet use and Web page development at Chattahoochee Valley Community College are intended to put the learner's needs first by being responsive and innovative, as well as being a catalyst for life-long learning. In addition to facilitating the educational process for students, Internet use is intended to support administrative efforts in research, to enhance course delivery and the teaching process for faculty, and to make available more resources for the staff.

The use of information technology must be consistent with the philosophy and purpose of the College. Those who access the Internet with College resources are required to conduct themselves in an ethical and legal manner, and to adhere to the conditions of use set forth in this document.

Eligibility for access and use is a privilege granted by Chattahoochee Valley Community College to the students, faculty, staff, and others permitted by the College. The College reserves the right to extend, limit, restrict or deny privileges and access to its information resources. The College recognizes that local, state, and federal laws relating to copyright, security, and other statutes regarding Internet use bind all members of the College.

Responsibilities of Users
Users of the College's Internet resources are expected to comply with the following criteria for responsible usage:
1. The use of Internet resources should be consistent with the College's mission to further the educational process by facilitating the acquisition and exchange of knowledge, by encouraging collaborative projects, and by enhancing resources available to administration, faculty, staff and students.

2. The use of Internet resources should conform to any regulations, policies, and procedures established in the College's Student Handbook.
3. Individuals must take all reasonable precautions to prevent unauthorized access to Internet accounts or any other accounts usage and are expected to report any violations of this policy and/or security problems to appropriate personnel.

4. The use of Internet resources should comply with ethical and legal standards. The following would be considered unethical or illegal:
   - Using the Internet resources in a manner that creates a hostile environment, which may include but is not limited to, harassing, threatening, stalking, libeling, slandering other persons, or in any way that might damage community relations.
   - Using the Internet resources in a manner that violates the privacy of other users or persons.
   - Copyright infringement. (See Appendix A for more information)
   - Using the Internet resources to knowingly upload or download pornography.
   - Using the Internet resources to operate or engage in scams, pyramid schemes, or in any commercial venture.
   - Using Internet resources to intentionally spread viruses, mal-ware, spy-ware, or any other type of malicious software.

5. Individuals shall refrain from the intentional waste of limited computer resources.

Sanctions
Use of the College's Internet resources is a privilege, not a right. The College reserves the right to do the following:

1. Alter the provisions of this policy as needed.
2. Change the conditions of use of its Internet resources.
3. Terminate or change, without notice, the nature of access to these resources.

Users who violate College policy or the standards for legal and ethical usage may have the privilege of use revoked without notice. Violators may be reported to appropriate personnel. Those using these resources for illegal acts are subject to prosecution by local, state, or federal authorities.

Limitations of Liability
1. Access
   The Internet World Wide Web is a global network unregulated by local, state, federal, or international authority. Material on the Internet may be controversial, offensive, disturbing, erroneous, or illegal. Because the College has no control over nor does it monitor materials on the Internet, it cannot be held responsible for such material, for controlling access to it, or for protecting patrons from offensive material. The College disclaims any warranty for the accuracy, timeliness, authoritiveness, or usefulness of such materials and shall have no liability for any direct or indirect damages resulting
from the use of Internet material. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.

2. Links to Internet Sites
   The College, through its home page, provides links to helpful sites that are consistent with the mission and purpose of the College. However, because of the unregulated nature of the Internet, the College cannot monitor nor be responsible for the content or availability of these sites, nor for any subsequent links.

3. Violation of Privacy
   The College disclaims any liability or responsibility for the violation of privacy of any individual by a user. Such responsibility shall rest solely with the user.

4. Use of Copyrighted Materials
   The College disclaims any liability or responsibility for copyright infringement by a user. Such responsibility shall lie solely with the user.

5. Computer Viruses
   Because the Internet is unregulated, viruses that are potentially harmful to the user's computer system may be downloaded from the World Wide Web. Responsibility for identifying and eliminating such viruses downloaded in data or files rests with the user. The College disclaims any responsibility for damages resulting from viruses transmitted through data or files obtained through the use of the College's electronic information systems.

6. Intranet
   The intranet is the internal hub of communication available only to active college employees. Also known as the private, employee only section of the website, the intranet provides access to pertinent information, documents, and forms employees need to perform their jobs.
<table>
<thead>
<tr>
<th>Name:</th>
<th>200.03 College Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012; Reviewed May 2018</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

Solicitation on campus by employees, students, or outside representatives is prohibited without prior approval by the President or the President’s designee.

[Return to Table of Contents]
In accordance with the ACCS Board of Trustees policy, CVCC operates on the semester system and establishes its calendar accordingly.

The campus Calendar Committee is responsible for preparing and recommending to the President’s Cabinet by March 1st of each year an annual academic/operations calendar. The calendar will include all employees’ duty days and the instructional and operational due dates necessary to carry out the mission of CVCC for each semester and academic year. The academic calendar must adhere to ACCS Board of Trustees policies and procedures. Committee membership includes both administrative, instructional, and staff representatives who are actively involved in campus planning/operational management.

Once approved by the Cabinet, the Dean of Instruction emails the calendar to all employees. The calendar can be accessed through the campus’ Microsoft Outlook calendar files. A calendar summary can also be found in the College Catalog, Student Handbook, and on the College website.

Return to Table of Contents
College committees and councils are established to provide structure, process and focus to the day-to-day operations of the campus. Committees and councils are integral to ensure input into the planning and decision making process of the College by all faculty, staff, students and the community. Committees and councils are required to meet per the schedule included in the listing of committees, and to complete an annual Committee Evaluation Form. Members of the committees are determined annually by the committee on committees. In addition to standing committees, divisions are expected to hold regular intra-departmental meetings to discuss divisional operational activities. Minutes of these meetings should be kept on file to document topics discussed and decisions made. Ad hoc committees may be formed as necessary by the President to facilitate any issue or College need not addressed in the standing committees.

**CVCC Standing Committees**

**Return to Table of Contents**
The announcement of a position is initiated by the President, Vice President, or appropriate Dean completing a Request to Advertise Vacancy Form, and submitting to the Director of Human Resources/Senior Personnel Officer. After the form is completed in its entirety, positions are posted for at least fourteen (14) days. (At a minimum, full-time positions will be posted on the College website in the Human Resources section, on the Alabama Community College System (ACCS) website, on all ACCS institutions’ websites, on Alabama JobLink, IMDiversity.com, and in one daily/weekly newspaper.)
The decision to close the Chattahoochee Valley Community College campus is determined by the conditions on campus and the surrounding area. The President or his designee will make the call to close campus due to the current conditions on campus along with the length of the campus closure (if possible).

When Chattahoochee Valley Community College is required to close due to inclement weather or other unforeseen emergency, the College’s administration will work closely with the local EMA, police, and other authorities who are evaluating current conditions to make a recommendation to the President or a designee.

All participating Chattahoochee Valley Community College students and employees are notified via SchoolCast.

1. A College administrator creates the College’s closing message using SchoolCast.

2. SchoolCast – student information is imported from the student database and employees are encouraged to sign up to SchoolCast using the link located on the College’s website. Students and employees can select how they want to receive notifications by email, voicemail, and or text message.

3. In the event of college closures, the College notifies local EMA who in turn notifies local media.

4. The College posts the same college closing message on the Chattahoochee Valley Community College website.

5. Also, on the College’s website is the Emergency Response information sheet which may be needed.

The College abides by the ACCS Board of Trustees Policy 211.01. The above is a local description of campus closing.

In addition to the above local description of procedures relating to college closures, CVCC will also abide by ACCS Board of Trustees policy 211.01 and will notify the Chancellor immediately of any decision to close the College.

Return to Table of Contents
Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097/Telephone: 770-679-4501/Web site: www.sacscoc.org) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degree.

The Associate Degree and Practical Nursing programs are accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone: 404-975-5000, fax: 404-975-5020, website: www.nlnac.org or acenursing.org.

The Medical Assisting Program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), https://www.abhes.org/.

The Practical Nursing and Associate Degree Nursing Programs are approved by the Alabama State Board of Nursing.

Return to Table of Contents
The College has a signed agreement with the Chattahoochee Valley Community College Foundation. The purpose of the Foundation is to raise and manage private resources to support the mission and priorities of the College. The CVCC Foundation is a separately incorporated 501(c)(3) organization.

Return to Table of Contents
Agreement between
the Chattahoochee Valley Community College Foundation
and Chattahoochee Valley Community College

THIS AGREEMENT, entered into as of this 28 day of July, 2015, by and between Chattahoochee Valley Community College (CVCC), 2602 College Drive, Phenix City, Alabama, 36869, and the Chattahoochee Valley Community College Foundation (the CVCC Foundation), 2602 College Drive, Phenix City, Alabama, 36869.

The Foundation was organized and incorporated in 1985 for the purpose of stimulating voluntary private support from alumni, parents, friends, corporations, foundations, and others for the benefit of CVCC.

The CVCC Foundation exists to raise and manage private resources supporting the mission and priorities of CVCC, and provide opportunities for students and a margin of institutional excellence not achievable with institutional funds alone.

The Foundation is dedicated to assisting the College in the building of the endowment and in addressing, through financial support, the long-term academic and other priorities of the College.

As stated in its articles of incorporation, the Foundation is a separately incorporated 501(c)(3) organization and is responsible for identifying and nurturing relationships with potential donors and friends of CVCC; soliciting cash, securities, real and intellectual property, and other private resources to support CVCC; and acknowledging and stewarding gifts in accordance with donor intent and its fiduciary responsibilities.

The Foundation plans for and manages private contributions and works with the College to assist and advise in such activities.

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

Term of the Agreement
Subject to earlier termination by law or as provided elsewhere below, this Agreement shall have a term of 10 years, starting with the day it has been signed by both parties. Both parties would like to review the contractual agreement on an annual basis with the option to make adjustments as mutually agreed upon.

Foundation Name, Seal, and Logotype
Consistent with its mission to help and advance the plans and objectives of the College, the College may grant the Foundation license to use the name, Chattahoochee Valley Community College (CVCC), and its seal and logotype, in association with activities in support of the College. The College reserves the right to withdraw or condition such license in its sole discretion. Nevertheless, the Foundation’s publications and representatives shall prominently display and utilize the Foundation’s corporate name, and the Foundation shall operate under its own seal and logotype.

Revised and approved by Foundation Board on July 28, 2015
The Foundation's Relationship to the Institution

- The CVCC Foundation is a separately incorporated 501(c)(3) nonprofit "supporting organization," created to raise, manage, distribute, and steward private resources to support the mission of the College.
- The CVCC Foundation Board is responsible for the control and management of all assets to the Foundation, including the prudent management of all gifts consistent with donor intent.
- The CVCC Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly addresses the board's fiduciary responsibilities and avoidance of conflicts of interest and promotion of ethical behavior on the part of its board members, officers, and employees. The Foundation shall also comply with any policies of the Alabama Community College System and the Chancellor's Guidelines regarding foundations.
- Where Foundation funds are to be expended on College property, the prior written approval of the College President shall be secured, and the Foundation shall not financially obligate or encumber the College in any way without the President's prior written consent. Capital construction activities on College property supported in whole or in part by Foundation funds shall follow all College, Alabama Community College System and State procedures and requirements governing such projects.
- The CVCC Foundation is responsible for the employment, compensation, and evaluation of its employees. In the event that College employees provide such services, they shall remain solely as employees of the College.
- The CVCC Foundation may earmark a portion of its unrestricted funds to a discretionary fund for the President of the College and will either transfer a percentage of those funds annually to the institution or reimburse appropriate presidential expenditures in compliance with state law and institutional policies and guidelines of the College. All such expenditures must comply with applicable provisions of the Internal Revenue Code pertaining to the Foundation's status as a 501(c)(3) supporting organization and be consistent with the Foundation's mission. Such funds will be audited as part of Foundation audits.
- The Foundation agrees to indemnify and hold harmless the College from and against any liability, losses, claims, demands, damages, causes of action, suits, administrative proceedings, judgments, settlements, costs and expenses, including without limitation attorney's fees and litigation expenses, arising out of or related in any way to this Agreement and/or the activities of the Foundation. The Foundation, at its sole expense, also agrees to maintain or provide adequate insurance in such forms and sums as the Foundation and the College agree are necessary, and the Foundation shall cause the College to be listed on any such policy of insurance as an additional insured and will provide proof of such coverage to the College upon request.

The Institution's Relationship to the Foundation

- The College President is responsible for communicating CVCC priorities and long-term plans to the Foundation.
- CVCC recognizes that the Foundation is a private corporation with the authority to keep all records and data confidential, consistent with the law and this Agreement.
- CVCC may include the Foundation as an active and prominent participant in the strategic planning for the College.
- The College's President shall serve as an ex officio voting member of the Foundation Board and shall assume a prominent role in fundraising activities. No College employee may serve on the Foundation Board except in an ex officio capacity without the prior written consent of the College President. The Director of Development shall serve as an

Revised and approved by Foundation Board on July 28, 2015
ex officio non-voting member of the Foundation. Ex officio members of the board shall not serve as Board Chair or President of the Foundation.

- In consideration of the Foundation's services to the College in furtherance of its public mission, CVCC may contract with the Foundation to provide the Foundation with in-kind support, including: staff, office space, and technology.

**Foundation Responsibilities**

1. **Fundraising**
   - The CVCC Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of CVCC.
   - The CVCC Foundation, in consultation with the College President, is responsible for planning and executing comprehensive fundraising and donor acquisition programs in support of the institution's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate.
   - The CVCC Foundation will establish, adhere to, and periodically assess its gift management and acceptance policies. Such policies shall not be inconsistent with the policies and guidelines of the Alabama Community College System. It will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and the College and provide appropriate recognition and stewardship of such gifts.
   - CVCC recognizes that the Foundation bears major responsibility for fundraising. College representatives will coordinate fundraising initiatives, including major gift solicitations, with the Foundation.
   - The College President will work with the leadership of the Foundation Board and the Foundation Chief Executive to identify, cultivate, and solicit prospects for private gifts.
   - The CVCC Foundation shall not accept grants from State or Federal agencies, except in special circumstances that are approved by the Foundation Board officers and the College.
   - The CVCC Foundation shall establish and enforce policies to protect donor confidentiality and rights.

2. **Asset Management**
   - The CVCC Foundation will establish asset allocation, disbursement, and spending policies that adhere to applicable federal and state laws, such as the Uniform Management of Institutional Funds Act (UMIFA) (Alabama Code § 16-61A-1, et seq).
   - The CVCC Foundation will receive, hold, manage, invest, and disperse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.

3. **Institutional Flexibility**
   - The CVCC Foundation will explore current opportunities, including acquisition and management of real estate on behalf of CVCC for future allocation, transfer, or use.
   - The CVCC Foundation may serve as an instrument for ancillary activities for the College and engage in such activities as purchasing, developing, or managing real estate for College expansion, student housing, or retirement communities. It also may hold licensing agreements and other forms of intellectual property, and borrow or guarantee debt issued by their parties.

Revised and approved by Foundation Board on July 28, 2015
• When distributing gift funds to the College, the CVCC Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. CVCC will abide by such restrictions and provide appropriate documentation.

4. Transfer of Funds
• The CVCC Foundation will serve as a depository of private gifts and will transfer funds to the designated entity within the institution in compliance with applicable laws, College policies, and gift agreements. No provision of this agreement shall be construed to prohibit or require the diversion of gifts which donors may wish to make directly to the College.
• The CVCC Foundation’s disbursement on behalf of the College must be reasonable business expenses that support the institution, are consistent with donor intent, and do not conflict with the law.

5. Accountability and Reporting
• The CVCC Foundation must prepare annual financial statements in conformity with generally accepted accounting principles and have them audited by an independent certified public accountant (independent auditor) in accordance with generally accepted auditing standards, no less than annually or “no less than once every three years” for Foundations having gross assets of $250,000 or less. To enable the College and the Alabama Community College System to include pertinent information in their annual financial reports and statements, the audit must be completed in time to be reflected on a timely basis in the College’s financial reporting cycle.
• The books, records, financial condition, operating results, and program activities of the CVCC Foundation are subject to inspection and periodic audit by the Chancellor and his/her designees. The Foundation and any affiliate(s) may also be subject to audits by external bodies or officers to the extent allowed by law. All audit reports from whatever source, including the certified (consolidated) financial statements and management letters of the Foundation (and any subsidiaries), must be reviewed by the College President and the Chancellor of the Alabama Community College System.
• The CVCC Foundation shall be subject to the financial reporting requirements set by the Governmental Accounting Standards Board (GASB). The Foundation shall provide the College with such information as the College may require to comply with such requirements.

Student and Alumni Records
• CVCC shall make available to the CVCC Foundation records and information concerning alumni in accordance with requirements of the Family Educational Rights and Privacy Act of 1974 and any amendments and regulations under the Act. Any such records and information shall not be released to other organizations without the written permission of the College.
• In performing this contract, the CVCC Foundation will receive, maintain, process or otherwise will have access to confidential information on students and/or customers of CVCC. With respect to these records, the Foundation will comply with the Gramm-Leach-Bliley Act (P.L. 106-102), as amended, and the Federal Trade Commission’s Safeguards Rule (18 CFR Part 314). As part of doing so, the Foundation agrees that it will:
  1. Protect the security and confidentiality of student and/or College customer records and information;

Revised and approved by Foundation Board on July 28, 2015
2. Protect against any anticipated threats or hazards to the security or integrity of such records; and
3. Protect against unauthorized access to or use of such records or information which could result in substantial harm or inconvenience to any student and/or College customer.

- If the CVCC Foundation sub-contracts with a third party for any services required in the furtherance of this contract, the Foundation must ensure that such third parties implement practices to protect nonpublic personal information of students and/or College customers that they receive, maintain, process, or are permitted to access.

**Foundation Funding and Administration**
- The CVCC Foundation is responsible for establishing a financial plan to underwrite the cost of Foundation programs, operations, and services.
- The CVCC Foundation has the right to use a reasonable percentage of the annual unrestricted funds, or assess fees for services to support its operations. 
  Note: the use of fees should be disclosed to donors and institution staff.
- The CVCC Foundation, at its own expense, will provide adequate personnel (beyond personnel which may be provided by the College), and other such expenses and services that may be necessary or required to fulfill its responsibilities and obligations.
- The CVCC Foundation shall maintain, at its own expense, copies of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations.

**Miscellaneous Terms**
- To ensure effective achievement of the items of the agreement, the College and Foundation officers and board representatives shall hold meetings not less than quarterly, to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.
- Either party may, upon 90 days prior written notice to the other, terminate this agreement. Notwithstanding the foregoing, either party may terminate this agreement at any time in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written notice of such default.
- Consistent with provisions appearing in the Foundation’s bylaws and its articles of incorporation, should the Foundation (or any subsidiary) cease to exist, or cease to be a supporting organization of the College, or cease to be a qualified organization under Internal Revenue Code §501(c)(3), the Foundation (or such subsidiary) shall transfer its assets and property to the College or a College-approved incorporated successor foundation in accordance with law and donor intent.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers as of the day and date first above written.

*Signature*
President of Chattahoochee Valley Community College

*Signature*
Chair of the Chattahoochee Valley Community College Foundation

Revised and approved by Foundation Board on July 23, 2015
Records Retention
Chatthahoochee Valley Community College complies with records retention and disposal guidelines promulgated by the Records Commission of the Alabama Department of Archives and History. Records of enduring value (archival records) are those that are worthy of permanent retention and special management because of the importance of the information they contain for continuing administrative, legal, or fiscal purposes or for historical or other research. The following records are considered permanent:

1. Administrative
   Records of the Administrative Heads of the Alabama Community College System, Administrative Correspondence with State Educational Agencies, Accreditation Files, Record copies of agendas and minutes, Policies and Procedures, and records kept under Court Orders or Decrees

2. Business
   Annual Financial Statements, Annual Budgets, Sealed Competitive Bid Records, Real Property Leases and Capital Improvement Contracts, External Audit Reports, and General Ledgers

3. Athletics
   Game Programs and Official Team Rosters

4. Student Activities
   Student Government Files (SGA policies, procedures, bylaws, and constitution)

5. Student Services
   Grade Change Forms, Master Course Syllabi, Student Permanent Records, Requests for Transcripts, and Faculty Grade Books

6. Resource Development
   National Workplace Literacy Performance Reports, Upward Bound Performance Reports, Private Foundations and Trusts Files

7. Institutional Research/Effectiveness
   Student Registration Reports, College Enrollment Reports, Survey Reports, and Fact Books

8. Personnel and Payroll
   Administrative, Staff, Faculty Positions Search Committee Minutes, Personnel Files of Alabama Community College System Presidents, Faculty Handbooks, Personnel Manuals, and Annual Payroll Earnings Records
9. **Public Relations**
   Commencement Program, College Catalogs, Student Newspapers, News Releases, Newsletters, Publicity Photographs, Recruitment Materials, Speeches of College Officials, Annual Reports, and Promotional Materials

10. **Workforce Development and Training (AIDT and Skills Centers)**
    Training Project Files, Management Training Project Files, Trainee Summary Reports, and Training Materials Generated by AIDT

11. **Instructor Grade Books.**
    Instructor grade books are permanent records. Consequently, it is the responsibility of each respective Division Chair to collect grade books at the end of each term from adjunct faculty and annually from full-time faculty. The Division Chair will forward the grade books to the faculty secretary who will prepare them for permanent storage.

12. **Administrative Software and Data Backup Procedures.**
    The AS/400 stores software and data in libraries. There are two libraries on the AS/400 that store all the College’s student records and purchased software. The two libraries are “ACC400” for all software and “DATA400” for all data. These two libraries are backed up Tuesday through Saturday at 1:00 am EST onto an archive system along with all user and configuration information.

**Maintenance of Electronic Records**
For the purposes of this policy, any business communication that is created and/or stored by way of e-mail, computer disc, or any other form of sending, receiving, or electronically storing information, shall be deemed a business record of the College. Therefore, any such communication that is created in lieu of a paper document and is within one of the preservation categories listed above shall be subject to the same preservation standards as would a paper document of the same nature. In that regard, employees shall preserve such documents by converting them to paper documents or storing them in electronic storage formats that are labeled so as to identify the documents contained therein.

**Additional Preservation Requirement**
No employee shall destroy or conceal any documentation in any form, whether paper, electronic, audio tape, video tape, or any other format, if the employee has been informed or has reason to believe that the documentation has been requested, or may be requested, as part of an institutional investigation or audit, or as part of any other type of legal or administrative investigation or audit. In the event of the receipt by the College of a subpoena, request from an attorney, or request from a law enforcement or governmental agency for any type of document or other information, that subpoena or request shall immediately be brought to the attention of the President.
It is the intent of CVCC to provide a safe workplace and a safe educational environment, free of acts or threatened acts of violence against employees, contractors, students, visitors, or anyone else, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind on CVCC property or while conducting CVCC business. This policy provides a planned and immediate response to such incidents. Violence or threats of violence will not be tolerated.

Contractors, students, and/or visitors purposefully threatening the safety of others on CVCC premises may be subject to immediate removal from the premises and/or prosecution under the law. Students may also be subject to disciplinary procedures under the institution's student discipline code.

To ensure both safe and efficient operations, the ACCS Board of Trustees expects and requires CVCC employees to display common courtesy and to engage in safe and appropriate behavior on the job at all times. Any involvement in acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind is considered unacceptable behavior that violates this standard of appropriate behavior in the workplace and in the educational environment.

Employees are responsible for their conduct on Alabama College System premises, whether they are on or off duty. ACCS Board of Trustees and institutional rules of conduct and behavior expectations also apply when employees are traveling on Alabama College System business as well as any time employees are working for or are representing the Alabama College System away from the premises.

CVCC will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees or students or the public or otherwise might involve a breach of or departure from the conduct standards in this policy. A search of property may be conducted, under appropriate circumstances. All incidents of physical altercations or threats of violence are treated as gross misconduct and will result in disciplinary action up to and including termination of employment for employees and disciplinary action up to and including expulsion for students.

Retaliation in any form against an individual who exercises his or her right to make a complaint under this policy, or who provides information in the investigation of a complaint, is strictly prohibited and will result in appropriate disciplinary action up to and including termination of employment for employees and appropriate disciplinary action up to and including expulsion for students.
Reporting Criminal Actions or Other Emergencies
It is the policy of CVCC that any criminal act; act or threat of violence, injury, destruction of College or personal property; traffic accident; or other situation which occurs on the main campus of, any branch campus of, or any other site operated by CVCC, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to the switchboard; Wilson Hall, telephone number 334-291-4900 during the day hours and to the Director of Evening Programs during the evening hours, cell phone number 334-381-0066. The switchboard operator will notify the Chief of Security and/or the President of the College. Whenever a campus security incident occurs, an Incident Report Form will be completed by the Chief of Security.

All witnesses to any situation that fits into any of the above-described categories shall make himself/herself available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any CVCC employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in the preceding paragraph.

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of CVCC. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature, (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Security Of and Access To Campus Facilities
It is the policy of CVCC that all campus facilities be properly secured at all times and constructed in such a manner to accommodate persons with physical disabilities in order for them to have easy and manageable accessibility to all service areas available to all regular students. The College provides campus security officers to safeguard the welfare of persons on campus and routinely checks all buildings and equipment to ascertain the safety and accessibility at all times. Persons desiring assistance while on campus should contact Campus Security, located in the small building in front of Wallace Hall, phone number 334-291-4950. In the event of the unavailability of Security, the Chief of Campus Security may be contacted by calling 706-325-3667 or email keith.manual@ev.edu.

Campus Law Enforcement Policies and Practices
CVCC provides security to protect the safety of its employees and students. The College communicates regularly with the Phenix City Police Department and receives assistance upon request. Employees, as well as students, are provided handbooks with
all College regulations and operational policies and practices. The Administration regularly evaluates the policies and practices of the College and strictly enforces the laws with the support of the President’s Cabinet, faculty, and student representatives. Persons who violate College policies are provided opportunities to express themselves in a professional manner in an attempt to correct situations as they may occur.

Persons needing assistance should contact the Chief of Security. In the event of the unavailability of the Chief of Security, the Evening Coordinator should be contacted at 334-381-0066. In the event that neither of those two officials can be reached, the CVCC switchboard should be called, and then the President’s Office should be contacted.

Video Surveillance Policy
To promote the safety of faculty and staff members, students, and visitors as well as the security of facilities, Chattahoochee Valley Community College conducts video surveillance of its premises, excluding private areas of restrooms, showers, and dressing rooms. Video cameras have been positioned in appropriate places within and around all buildings for legitimate safety purposes. Legitimate safety purposes include, but are not limited to, the following:

- Protection of individuals, property, and buildings
- Confirmation of fire, burglar, and other alarms
- Patrol of public areas
- Investigation of criminal activity

Any information obtained from video monitoring will be used exclusively for safety, security, and investigative purposes. When appropriate and in the investigation of a crime or attempt to identify a person involved in criminal activity, the information gleaned from the video cameras may be turned over to the appropriate law enforcement agency for additional investigative purposes. The decision to send material or images to law enforcement will be made by the Vice President and Dean of Student and Administrative Services or his (her) designee and only when appropriate or to aid in solving a crime on a campus or if assistance is needed in identifying a suspect involved in criminal activity.

Campus Programs on Security and Safety
It is the official policy of CVCC that all students and employees be informed about campus security and safety. Through the Faculty Handbook, the Campus Safety Plan, as well as yearly-published Student Handbooks, the College attempts to identify procedures to be used in case of emergencies, evacuation practices and other programs and services available while the College is open for services. Faculty members regularly announce updated changes in classes and email notices are sent out to students as a follow-up practice. Security and safety procedures are also posted on outside bulletin boards and inside each classroom. Students are encouraged to contact College officials for information on available programs and services.
Crime Prevention Programs for Students and Employees.
CVCC endeavors to inform all students and employees of past criminal activities, which either took place on campus or at an off-campus College-related program. Employees are informed through memos from the President of the College. Students are provided current updates on ways to safeguard themselves and their personal properties at the beginning of each semester through classroom handouts, as well as orientation classes. The Chief of Security and Admissions Office keep and make available to students and employees copies of this report. Students and employees are encouraged to report all suspected criminal activities to the Security Office or the Office of the President, Administration Building.

CVCC encourages all students and employees to report to the Chief of Security or the Office of the President all incidents of a criminal nature occurring at an off-campus activity sponsored by the College. Upon notification, the Chief of Security and the President or President’s designee will take the necessary action required to resolve the situation. Reporting procedures and practices are printed in the Catalog and Student Handbook. Notices are also posted on bulletin boards and in campus emails and memos. In compliance with the requirements of Public Law 101-226 the following policy is in effect for CVCC:

College Policies on Possession, Use, and Sale of Alcoholic Beverage and Illegal Drugs
The unlawful manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, marijuana, marijuana plants, marijuana seeds, and/or controlled substances is prohibited by CVCC on any property owned, leased or controlled by CVCC or during any activity conducted, sponsored, or authorized by or on behalf of CVCC. In the event that a student or employee violates this policy he/she shall be subject to appropriate disciplinary action, which may include expulsion for a student or dismissal for an employee.

CVCC maintains a drug-free awareness effort to inform students about the dangers of drug abuse. Information about this effort and the availability of drug counseling, rehabilitation and assistance is available through the Student Services office.

Reporting of Arrest, Indictment, Conviction, or Other Legal Actions
Any employee of the College who is arrested or indicted for, or convicted of, any criminal act other than a minor traffic violation shall make a confidential report of that matter to the Office of the President within two business days after the occurrence of the matter. For the purposes of this policy, a conviction shall also include a plea of guilty or nolo contendre. With regard to traffic violations, any arrest, indictment, or conviction involving driving under the influence, personal injury or death, or leaving the scene of an accident shall always be among those that must be reported.

Any employee of the College who is a defendant in a civil or administrative action alleging an act of financial dishonesty (such as theft, fraud, embezzlement, misappropriation or other such act) or an act of sexual harassment or sexual abuse shall make a confidential report of that matter to the Office of the President within ten
business days after being served with official notice of the action.

Any employee of the College whose position requires, or could require, the employee to drive an automobile or other vehicle in order to carry out that employee’s duties, and whose driver’s license is suspended or revoked for any reason, shall make a confidential report of that suspension or revocation to the Office of the President within ten business days after receiving official notice of the suspension or revocation.

Return to Table of Contents
300
Financial Management
Name: 301.00 CVCC Financial and Budgetary Processes

Effective: August 13, 2012

Supersede: All previous revisions

301.00 CVCC Financial and Budgetary Processes

301.01 Financial Management
   301.00 Section 3: Financial Practices and Department Budget Centers, Page 9

301.02 Accounting Procedures
   301.00 Section 3: Financial Practices and Department Budget Centers, Page 9

302.01 Fidelity Bond Schedule
   301.00 Section 16: Campus Insurance Coverage, pages 49-51

302.02 Treasurer
   301.00 Section 9: Cash Collection Procedures, pages 28-32
   301.00 Section 15: Cash Management & Investment Goal and Procedures, Pages 46-48

303.01 Accreditation Expenses
   301.00 Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

303.02 Returned Check Fee
   301.00 Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25
   301.00 Section 9: Cash Collection Procedures, pages 28-32

304.01 Financial Reporting
   301.00 Section 3: Financial Practices and Department Budget Centers, Page 9

304.02 Electronic Posting of Financial Data
   301.00 Section 5: Contracts for Professional or Other Campus Services, pages 13-15
   301.00 Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25
   301.00 Section 18: Electronic Posting of College Financial Records, page 55

306.01 Short-term Debt
   301.00 Section 3: Financial Practices and Department Budget Centers,
306.02 Long-term Debt
   301.00 Section 3: Financial Practices and Department Budget Centers, Page 9

307.01 Depositories
   301.00 Section 9: Cash Collection Procedures, pages 28-32
   301.00 Section 15: Cash Management & Investment Goal and Procedures, Pages 46-48

307.02 Reserve Fund
   301.00 Section 15: Cash Management & Investment Goal and Procedures, Pages 46-48

308.01 Cash Management
   301.00 Section 15: Cash Management & Investment Goal and Procedures, Pages 46-48

309.01 Purchasing
   301.00 Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

309.02 Single Source and Sole Source Vendors
   301.00 Section 5: Contracts for Professional or Other Campus Services, pages 13-15
   301.00 Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

310.01 Voluntary Payroll Deductions
   301.00 Section 3: Financial Practices and Department Budget Centers, Page 9

310.02 Insurance: Property and Liability
   301.00 Section 16: Campus Insurance Coverage, pages 49-51

313.01 Instructional Supplies
   301.00 Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25

315.01 Gifts and Bequests
   301.00 Section 9: Cash Collection Procedures, pages 28-32

315.02 Solicitation of Gifts or Contributions from Vendor
   301.00 Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25
316.01 Travel
   301.00 Section 11: In State Employee Travel Approval and Reimbursement, Pages 34-37
   301.00 Section 12: Out of State Employee Travel Approval & Reimbursement, Pages 38-41
   301.00 Section 13: Student Travel/Event Approval and Reimbursement, Pages 42-44

317.01 Cancellation of Uncollectible Debt
   301.00 Section 9: Cash Collection Procedures, pages 28-32

318.01 Audits
   301.00 Section 17: Audits. Pages 52-54

319.01 Federal Funds
   301.00 Section 3: Financial Practices and Department Budget Centers, Page 9

320.01 Auxiliary Services
   301.00 Section 7: Campus Purchasing and Receiving Procedures, Pages 21-25
In accordance with ACCS Board of Trustees policy (321.01) and guidelines, CVCC’s policy regarding employee or student development of an instructional text or other instructional resource or technology, and such development arises in whole or in part from the use of college resources (including the work time of a college employee or class time of a student), is that the College shall have complete and exclusive ownership of all resulting copyrights and/or patents. If the employee/student develops the textbook, workbook, technology, or other product in part on his/her own time and/or using his/her own resources, then he/she shall be entitled to a designated share of royalties or license fees received by CVCC from such a copyright or patent, provided that before commencing development of the respective product, a contract shall be executed between CVCC and the employee/student by which the employee/student will be authorized to use the resources of CVCC in the product’s development. In particular, the contract shall specify:

1. The nature, scope, type, and amount of CVCC resources to be used in the product’s development.

2. The proportionate share of royalties or fees which the employee/student shall be eligible to receive and shall further specify the types of documentation to be provided to the College as to college resources used and outside resources used to develop the product.

3. That the portion of any royalties or fees to be received by the employee/student must have a direct relationship to the verifiable amount of his/her personal time, resources, and/or funds that are to be used in the product’s development, as compared to the verifiable amount of all time, resources, and funds to be devoted to the development of the product.

4. That any compensation to the employee/student arising from the development of the product must be derived directly from proceeds resulting from the publication, manufacture, sale, lease, or distribution of the products, and not from any State or Federal funds.

5. That the contract does not provide an exemption from, and does not imply compliance with, the Alabama Ethics Law, and that the contract shall be subject to the scrutiny of the Alabama Ethics Commission, which shall be provided with a copy of the contract.

6. That before payment of compensation to a college employee/student under a
contract of the type described above, such payment must be approved in writing by the Chancellor.

Any CVCC employee interested in entering into an agreement with CVCC for the development of an instructional product subject to this policy shall begin the process by submitting to the Dean of Instruction, a written proposal which describes in detail the proposed product, and which contains a list of all anticipated college resources needed for the development of the product as well as all resources to be provided by the employee/student or any other person or source other than the College.
In accordance with ACCS Board of Trustees policy (322.01), CVCC maintains affiliation through institutional membership in appropriate commissions, agencies, and organizations at the local, state, regional, and national levels. Individuals may represent the College through these memberships. The College shall not expend any funds, regardless of source, to purchase membership in any organization which discriminates on the basis of race, national origin, sex, religion, or any impermissible factors covered under applicable law.

Return to Table of Contents
Name: 323.01 Code of Ethics in Procurement and Contracting

Effective: August 13, 2012; Revised May 2018

Supersedes: All previous revisions

Finance and Budgeting Process Handbook

Section 5: Contracts for Professional or Other Campus Services, pages 13-15

Section 7: Campus Purchasing and Receiving Procedures, pages 21-25

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>324.01 Capital Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012; Revised May 2018</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

Section 7: Finance and Budgeting Process Handbook, Pages 21-25

Section 8: Campus Inventory, pages 26-27

Return to Table of Contents
400
Transportation Management
The policy for reservation and use of a state vehicle from the CVCC fleet is described in the manual *Campus Transportation Procedures*.

Return to Table of Contents
500
Physical Facilities Management
Plant Management provides operating and maintenance services for all campus facilities and supports the learning process by sustaining a clean, positive and safe environment for all. The Plant Management Operations and Maintenance Plan handbook provides an overview of this process.
Chattahoochee Valley Community College reports its facilities inventory to the Alabama Community College System (ACCS) and the Alabama Commission for Higher Education (ACHE) on an annual basis. CVCC maintains a current and accurate inventory of buildings.

Facilities Inventory Form

Return to Table of Contents
Chattahoochee Valley Community College has procedures to promote health and safety in its facilities. The overview of those procedures are found in the *Facilities, Health and Safety* manual.

[Return to Table of Contents]
In accordance to Alabama Community College System Board of Trustees (ACCS BOT) policy 500.01, the use of CVCC facilities and/or grounds shall be compatible with the mission, philosophy, functions, and objectives of the Alabama Community College System.

Facilities of CVCC are available for meetings, seminars, workshops, and approved sporting or student events. All activities held on campus will comply with the laws of the State of Alabama, ACCS BOT policies, the rules and regulations of CVCC, and support the mission of the community college. Institutional use of any facilities takes precedence over, and has a higher priority than, any outside usage of these facilities. Within the institution, instructional needs take priority. The College reserves the right to limit or deny functions at any time and facilities cannot be committed to long-term agreements.

**CVCC Facility Usage and Scheduling**

Chattahoochee Valley Community College provides meeting and athletic facilities for the purpose of education and community functions. In keeping with the community college mission of being a community and educational development center, the College will make selected facilities available when not in use by the College. Non-College facility users will be charged appropriate pre-established fees.

The total fee charges will depend on the number of rooms used and the type of activity for which the room will be used. Costs for additional services (including but not limited to, security, custodial, lighting, and audio-visual) will be assessed in addition to the facility usage fees as appropriate to the activity. Organizations will be advised of total charges following review of the official Facilities Rental Agreement Form.

A required event worker must be provided at the rate of $35 per hour per worker. For all events, a minimum of one event worker shall be employed; additional workers may be required according to expected attendance or event. This service is mandatory for all campus events. The event worker is responsible for security, and is required to be present thirty minutes prior to the event until final clean-up is performed. Rates and all rental fees are subject to change without notice. All evening rentals, events occurring after 5 p.m., require an event worker to be provided for a four hour minimum.

**College Use of College Facilities**

Space at the College will be available for College activities in the following order of priorities:
1. College instructional programs
2. Official College events
3. College-sponsored educational activities
4. Actively chartered student clubs and organizations *
5. External user groups *

*Charges will be assessed for miscellaneous services.

Note: To use College facilities please complete a Campus Event Request Form and submit for President’s or Vice President’s approval.

Non-College Use of College Facilities
Facilities will be available to outside organizations when use does not conflict with scheduled College functions, events, or courses offered. Also, no facilities will be available for rental on College published holidays when the College is officially closed.

The President, or his designee, may approve the use of a College facility by an organization or group other than CVCC. In such cases, the use of the facility must be consistent with the philosophy, functions and objectives of Chattahoochee Valley Community College.

Any non-college entity using a college facility shall be responsible for any damage to, or loss of college property that occurs as a result of the usage. The College reserves the right to repair damage and replace items and invoice the user group for costs incurred.

Scheduling
The scheduling of campus facilities is based on the needs of the College and its support groups. When facilities are not in use by the College, they may be used by the community on a first-come, first-served basis. Reservations should be made through the President’s Administrative Assistant, 334-291-4981, and are subject to approval by the President or President’s designee.

The College may restrict the use of the facilities for any group, organization, or business whose programs or activities create a conflict of interest or do not support the mission of the community college.

Fees
The College may set reasonable fees for the use of its facilities to cover expenses for technical support services, custodial services, overhead, supplies, security services, or other necessary services.

Liability
At the President’s discretion, a non-College entity may be required to secure a liability policy covering the event or activity and name the College as an “additional insured” (Policy 512.01). The Business Office will be responsible for ensuring that all criteria designated by the President for non-College use of facilities are met. The College
assumes no liability for injury incurred by any member of such a group while engaged in
a group activity on College property.

Use of Audio-Visual Equipment
When audio-visual equipment or auditorium lighting is needed, it should be requested in
writing on a form provided by the College. Audio-visual equipment must not be moved
from one room to another without permission from the College. The College strongly
discourages plans to tie-in to its audio-visual equipment by external audio-visual
devices and plans to do so could be a basis for denial of facility use.

Guidelines
1. All trash should be removed from the premises or placed in receptacles before
   leaving the College. If the Phenix City Room kitchen is used, the kitchen must be
   cleaned and all trash removed by the end of the event. Facilities and equipment
   used must be left in a clean and orderly condition. Failure to do so will result in
   penalty charges based on time required to return the facility or equipment to its
   proper condition. Failure to do so will also be noted in a file and used for
determination of future requests.

2. Children must be accompanied and supervised at all times by an adult. Safety is of
   utmost importance to the College and visitors should follow common sense rules.

3. All vehicles must be parked in parking lots in designated parking spaces.

4. Aggression toward people or property will not be tolerated, police will be called to
   intervene, and appropriate charges will be filed.

5. No firearms shall be brought onto the campus, with the exception of bona-fide law
   enforcement personnel in performance of their duties.

6. The use, sale, or consumption of alcoholic beverages or drugs on College premises
   is prohibited.

7. The College prohibits anyone bringing pets or animals onto the campus. Service
   animals are the exception.

8. Use of tobacco in any form is prohibited on the College campus.

9. Gambling or other conduct detrimental to public or College interest shall not be
   permitted on College premises.

10. Serving of food or refreshments is permitted only in the Phenix City Room.

11. All visiting groups are responsible for overseeing the activities and conduct of their
    members while utilizing College facilities, and must comply with all applicable
    College rules and regulations, including safety procedures.
12. There shall be no alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about the College premises by any party without prior approval.

13. Failure to comply with the guidelines outlined in this procedure, including failure to pay a facility use fee or provide proof of required insurance, will cause immediate denial of access and utilization of College facilities.

Procedures for Use
All functions for College and external organizations must adhere to the following guidelines:

1. Requests for the use of facilities should be made to the President’s Administrative Assistant, 334-291-4981, at least 30 days in advance of the requested date in order for the request to be reviewed and arrangements for approved uses completed. However, more complex requests should be made up to several months in advance.

2. In all cases, at least one person who belongs to the organization requesting use of the facilities shall be identified in writing on the Facilities Rental Agreement as the person responsible for the function, and shall be present for the full duration of the function. Noncompliance will result in denial of future requests.

3. In all cases, a designated event worker shall be in full charge of the facilities and security and shall be present for the full duration of the event. The College representative must be obeyed.

4. Each organization will be advised of the total use charges by the Administrative Assistant.

5. All fees must be paid and proof of insurance provided at least thirty days before the planned campus event.

6. All applicants will be limited to the use of those areas specified on the approved Facilities Rental Agreement. An on-site inspection is to be conducted by the designated person in charge and the Director of Facilities and Maintenance. All discrepancies will be noted prior to the event date.

7. Rental will be based on a first-come, first-served basis. A signed and paid agreement constitutes priority.

8. The College reserves the right to cancel facility use, at its sole discretion, with or without cause. If cancellation is due to College safety or security, natural disaster, or other College issue, a refund will be provided.
9. No facilities will be available for rental on College published holidays when the College is officially closed (to include Easter weekend).

Return to Table of Contents
In accordance with the Alabama Community College System Board of Trustees policy 510.01, CVCC publishes and follows the Campus Security and Emergency Operations Procedures to assure the safety of its employees, students and campus visitors.

Return to Table of Contents
The Federal Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires all public colleges to have a policy on reporting criminal activities on campus, ensuring the security of campus facilities, protecting the safety of students and employees. The Act also requires that each college maintain and report statistics on all on-campus criminal incidents.

Chattahoochee Valley Community College is committed to ensuring the safety and security of its faculty, staff, and students. The College provides summary safety and security procedures for faculty and staff as well as policy and procedural guidelines for emergency conditions in the Campus Security Procedures and Emergency Operations Manual. A copy of the current CVCC annual report of criminal statistics is available on the CVCC website and in the College catalog, in the student handbook section, listed as “campus crime statistics.” A current copy can be requested from the Dean of Student Services.

Civil Disturbances
A civil disturbance is any set of circumstances that in the judgment of the administration would cause a significant disruption of normal College activities and would potentially jeopardize the safety of students, faculty or staff.

Violence Threat Response
It is the intent of CVCC to provide a safe workplace and a safe educational environment, free of acts or threatened acts of violence against employees, contractors, students, visitors, or anyone else, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind on CVCC property or while conducting CVCC business. This policy provides a planned and immediate response to such incidents. Violence or threats of violence will not be tolerated.

Contractors, students, and/or visitors purposefully threatening the safety of others on CVCC premises may be subject to immediate removal from the premises and/or prosecution under the law. Students may also be subject to disciplinary procedures under the institution’s student discipline code.

To ensure both safe and efficient operations, the Alabama Community College System Board of Trustees (ACCS BOT) requires all Alabama College System employees to display common courtesy and to engage in safe and appropriate behavior on the job at all times. Any involvement in acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind is considered unacceptable behavior that violates this standard of appropriate behavior in the workplace and in the educational environment.
Employees are responsible for their conduct on ACCS premises, whether they are on or off duty. ACCS BOT and institutional rules of conduct and behavior expectations also apply when employees are traveling on ACCS business as well as any time employees are working for or are representing the ACCS away from the premises.

ACCS institutions will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees or students or the public or otherwise might involve a breach of or departure from the conduct standards in this policy. A search of property may be conducted, under appropriate circumstances. All incidents of physical altercations or threats of violence are treated as gross misconduct and will result in disciplinary action up to and including termination of employment for employees and disciplinary action up to and including expulsion for students.

Retaliation in any form against an individual who exercises his or her right to make a complaint under this policy, or who provides information in the investigation of a complaint, is strictly prohibited and will result in appropriate disciplinary action up to and including termination of employment for employees and appropriate disciplinary action up to and including expulsion for students.

**Reporting Criminal Actions or Other Emergencies**

It is the policy of CVCC that any criminal act; act or threat of violence, injury, destruction of College or personal property; traffic accident; or other situation which occurs on the main campus of, any branch campus of, or any other site operated by CVCC, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to the switchboard; Wilson Hall, telephone number 334-291-4900 during the day hours and the Director of Evening Programs during the evening hours, cell phone number 334-381-0066. The switchboard operator will notify the Director of Facilities and Maintenance and/or the President of the College. Whenever a campus security incident occurs, an **Incident Investigation Form** will be completed by the Chief of Security or an appropriate administrator.

All witnesses to any situation that fits into any of the above-described categories shall make himself/herself available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any CVCC employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in the preceding paragraph.

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of CVCC. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature, (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the
appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Security Of and Access To Campus Facilities
It is the policy of CVCC that all campus facilities be properly secured at all times and constructed in such a manner to accommodate persons with physical disabilities in order for them to have easy and manageable accessibility to all service areas available to all regular students. The College provides campus security officers to safeguard the welfare of persons on campus and routinely checks all buildings and equipment to ascertain the safety and accessibility at all times. Persons desiring assistance while on campus should contact Campus Security, located in the small building in front of Wallace Hall, phone number 334-291-4950. In the event of the unavailability of Security, the Chief of Campus Security may be contacted by calling 706-325-3667 or email keith.manual@ev.edu.

Campus Law Enforcement Policies and Practices
CVCC provides security to protect the safety of its employees and students. The College communicates regularly with the Phenix City Police Department and receives assistance upon request. Employees, as well as students, are provided handbooks with all College regulations and operational policies and practices. The Administration regularly evaluates the policies and practices of the College and strictly enforces the laws with the support of the Administrative Council, faculty, and student representatives. Persons who violate College policies are provided opportunities to express themselves in a professional manner in an attempt to correct situations as they may occur.

Persons needing assistance should contact the Chief of Security at 706-325-3667. In the event of the unavailability of the Chief of Security, the Director the Facilities and Maintenance should be contacted at 706-325-4166. In the event that neither of those two officials can be reached, the CVCC switchboard should be called at 334-291-4900, and then the Vice President/Dean of Student and Administrative Services’ should be contacted at 334-381-0202.
In accordance with ACCS BOT policy 511.01, Chattahoochee Valley Community College prohibits firearms in any facility operated by the College.

Exceptions to this policy are: Law Enforcement Officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.
In accordance with ACCS Board of Trustees Policy 515.01, vendors are allowed on campus as follows:

**Vendors for students**
Vendors for students will only be allowed on campus during one day of Welcome Week each fall semester at a time to be determined by the Associate Dean of Student Development in coordination with the Vice President/Dean of Student and Administrative Services.

**Vendors for employees**
Vendor presence and activities for employees is restricted on campus and requires authorization of the President or designee.

As part of this policy, the College has developed a Free Speech Zone procedure to govern vendors requesting to address students and employees. The Free Speech Zone will be enforced unless another location is specified.

[Return to Table of Contents]
Chattahoochee Valley Community College is a tobacco-free college effective August 1, 2012. Smoking or the use of any type of tobacco product, including e-cigarettes is only permitted within personal vehicles parked or driven on designated College parking areas and roads. Persons using tobacco or e-cigarettes in private vehicles must dispose of the tobacco prior to exiting the vehicle and entering campus grounds. In all other areas, the College is designated a tobacco-free campus both indoors and outdoors on all College properties. Violation of this policy may result in sanctions ranging from verbal reminders to dismissal from campus and from employment.

- This policy pertains to students, faculty, staff, administrators, visitors and the general public attending campus events.
- This policy shall apply to all CVCC facilities owned or leased, regardless of location, now in existence or that come into existence after the enactment of this policy.
- Specifically, tobacco and e-cigarette use is prohibited in all campus buildings, including classrooms, lecture halls, laboratories, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms. Furthermore, smoking is prohibited in all partially enclosed areas such as covered walkways, breezeways and walkways between sections of buildings; areas immediately adjacent to building entrances, exterior stairway landings, patios, grassy and green space areas and athletic facilities.
- Tobacco and e-cigarette use is prohibited in all College vehicles including buses, vans, cars and trucks.
- Tobacco and e-cigarette use is **permitted** on campus only in the College’s parking lots **inside** personal vehicles.
- Organizers and attendees at public events, (e.g., conferences, meetings, public lectures, social and/or cultural) who use College facilities will be required to abide by the College’s tobacco-free policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.

[Return to Table of Contents]
Policy Statement – General College Fundraising activities

In an effort to coordinate all college fundraising, all fundraising activities sponsored by the College, conducted on college property, or conducted as an agent of the college, must be approved by the College President (or his designee) and is conducted in coordination with the College’s Office of Institutional Advancement.

Procedural considerations

- Once an activity or event is approved (following the guidelines below) by the College President (or designee), the Advancement Office will ensure the event planner has a manual receipt book and cash collection forms. These receipts and forms are to be completed and turned in to the Office of Institutional Advancement at the end of the activity or event.
- The Office of Institutional Advancement will make all deposits of funds in the College’s Business Office and ensure correct budget center is used for each deposit.
- A cash collection summary sheet containing donors’ contact information (name, address, phone, and email) and amount contributed in support of the event or activity will be maintained by the Office of Institutional Advancement and attached to all deposits given to the College’s Business Office.
- All funds raised must be deposited into a college account. At no time should funds collected be used to pay expenses of an event without having been accounted for through the College’s Business Office. Total funds collected should be deposited in the Business Office. Expenses for events should be procured and reported separately through the College’s purchasing procedures.
- Funds raised to support local charities will be first deposited into a college trust account and then paid with a college check written directly to that organization to ensure proper fund management for audit.
- At the end of the year, the Office of Institutional Advancement will report all campus fundraising totals to the Alabama Community College System Board of Trustees (ACCS BOT).

Guidelines

Fundraising for Student Organizations
Following the general college fundraising policy and procedural considerations, all fundraiser requests for student organizations must be submitted through the Director of Student Development to the Vice President/Dean of Student and Administrative Services prior to participation in those activities or events. Student organizations must
submit a completed Student Organization Fundraising Form to the Director of Student Development which will then be routed to the Vice President/Dean of Student and Administrative Services (serving as a President’s designee) for approval.

**Fundraising for Athletics**

Following the general college fundraising policy and procedural considerations, all fundraiser requests for teams must be submitted through the Director of Athletics and the Vice President/Dean of Student and Administrative Services prior to participation in those activities. Athletic teams must submit a Fundraiser Request Form to the Director of Athletics which will then be routed to the Vice President/Dean of Student and Administrative Services (serving as a President’s designee) for approval. Strategies for fundraising will be discussed with the Office of Institutional Advancement with proven strategies being managed by this Office for consistency and data compilation.

**On and Off Campus Fundraising**

Following the general college fundraising policy and procedural considerations, student organizations and athletics may be permitted to conduct fundraising activities or events on and off campus. Student organizations and athletics requesting for students to participate in off campus fundraising activities or events must complete and submit a Student Release of Liability Form for each student participating.

**Solicitation of Contributions and Donations**

Following the general college fundraising policy and procedural considerations, solicitation of contributions and donations must be coordinated with efforts of the Office of Institutional Advancement. A list of prospective donors must be submitted in writing to the Office of Institutional Advancement to ensure proper processes for solicitation are conducted and duplicate solicitation is prevented. Once approved (see Funds Acceptance Form) the Advancement Office will compile and maintain a master list of donors and potential donors.

**Donated Funds and Funds Collected**

All donated funds received must be processed through the Office of Institutional Advancement to the Business Office. Routine fundraising should occur on a planned and scheduled basis. A cash collection summary sheet containing donors' contact information (name, address, phone, and email) and amount contributed in support of individual activities or events and/or receipts will accompany each deposit. An account for each organization, team, and/or event will be used to track all activity of cash in and out for all funds collected. Student organizations and athletics may recognize their donors with thank you letters or other small tokens of appreciation valued less than $25. However, the Office of Institutional Advancement maintains responsibility for providing official thank you messages and letters that document tax deductible contributions.

**Advertising Space**

Any fundraising activity that sells advertising space to companies or use of corporate logos (i.e. on or in t-shirts, flyers, media guides, etc.) must be approved by the College President.
Funds Disbursement
Once funds are deposited into college accounts, all student organizations and athletic teams will be required to request use of funds (expenditures) through the College’s routine purchase requisition system which contains pre-defined administrative approvals.

Chattahoochee Valley Community College (CVCC) Foundation
The CVCC Foundation, Inc. exists for the sole purpose of providing support for programs and activities, which enhance the quality of education and expand the educational opportunities for students enrolled at CVCC.

The CVCC Foundation maintains separate accounts removed from the college’s accounting system. The Foundation manages its own strategies for collection and disbursements of funds under the authority of its Executive Board with the College President serving as a member. The Advancement Office serves as support for identifying and defining the college’s needs.

To achieve this purpose, the Foundation seeks to heighten community awareness of the mission and accomplishments of the College and to secure contributions and bequests, which will be used to support academic programs as well scholarships.

The Executive Committee of the CVCC Foundation is composed of business and community leaders who are residents of the Chattahoochee Valley Community College service area which includes the following counties: Russell, Lee, Barbour, Bullock, Macon, Fort Benning and Columbus and the Greater Columbus metropolitan area. These individuals have a strong interest in the College and are committed to using their talents, energy, and influence to generate community support for the College and Foundation.

The Foundation supports programs and activities, which are in keeping with the mission of CVCC. The Foundation’s goals and objectives include the following:

- Securing funds from private sources to provide student scholarships and services, which cannot be funded by public monies.
- Fostering better public understanding in the College and securing wider public participation in its cultural and community activities.
- Providing initial funding for development of innovative programs and services to enhance the quality of education.
- Providing a perpetual trusteeship for capital funds donated by individuals and organizations to support specific programs and activities, which benefit the College and the community it serves.
- Supporting special projects consistent with the College’s mission which cannot be funded by public monies.
• Undertaking other activities which will benefit the College and its students and are consistent with the Articles of Incorporation of the Foundation.
**516.01 Use of College Name or Logos**

**Effective:** August 13, 2012; Revised May 2018

**Supersedes:** All previous revisions

College logos whether academic or athletic are intended to present a positive image of CVCC, and may not be altered in any manner. College logos are found in the attached [Logo Standards Guide](#). College logos shall not be used in the name of an organization, a business logo, promoting services or a product without the approval of the College President or designee.

College logos are not to be used in any way that discriminates or implies discrimination against any person or groups, or any other way that would be a violation of the College’s anti-discrimination policies.

Prior to using any College logo, permission must be obtained from the College Development Office and used only in accordance with the *CVCC Logo Standards* guide and the *CVCC Athletics Standards* guide.

[Return to Table of Contents](#)
600
Personnel
<table>
<thead>
<tr>
<th>Name:</th>
<th>600.02 Payroll and Leave Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012; Revised May 2018</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

Payroll and Leave Handbook

Return to Table of Contents
Name: 600.03  Faculty Handbook
Effective: August 13, 2012; Revised May 2018
Supersedes: All previous revisions

Faculty Handbook

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>601.01 Equal Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 6

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>601.02 Nondiscrimination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td></td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 6

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>601.04 Harassment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 6

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>602.01 Appointment and Assignment of Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 7

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>602.02 Hiring Practices and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 8

[Return to Table of Contents]
600.01 Human Resources Procedures Manual, Section 3, page 13

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>603.02 CVCC Summer Employment Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 13

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>607.01 Evaluation of Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 16

Return to Table of Contents
Chattahoochee Valley Community College's business hours are as follows:

**Fall Semester**
- Monday thru Thursday: 8:00 a.m. – 5:30 p.m. (30-minute lunch)
  (The following offices remain open until 6:00 p.m.: Admissions, Business, Counseling and Advising, Financial Aid, and Student Development.)
- Friday: 8:00 a.m. – 12:00 p.m. (no lunch)
- Saturday and Sunday: Closed

**Spring Semester**
- Monday thru Thursday: 8:00 a.m. – 5:30 p.m. (30-minute lunch)
  (The following offices remain open until 6:00 p.m.: Admissions, Business, Counseling and Advising, Financial Aid, and Student Development.)
- Friday: 8:00 a.m. – 12:00 p.m. (no lunch)
- Saturday and Sunday: Closed

**Summer Semester**
- Monday thru Thursday: 7:30 a.m. – 6:00 p.m. (30-minute lunch)
- Friday: Closed
- Saturday and Sunday: Closed

[Return to Table of Contents]
Full-time employees who are summoned for jury duty or are subpoenaed to appear in court will be excused from work for the period of time served. Service includes required reporting for jury duty when summoned, whether or not the employee is selected. Full-time employees of CVCC who are required by a court to attend such court in the capacity of jurors or witnesses will be granted special leave with pay to attend such court.

PROCEDURES

A) The employee must notify his/her supervisor of the call to court duty as soon as the information is known. Upon receipt of notification of court duty, the employee is to submit a manual paper request for leave form and attach a copy of the court summons to his or her immediate supervisor and to the payroll office.

B) The employee must notify his or her supervisor on each day he or she is called to serve on the jury.

C) Personnel summoned for court attendance and subsequently released are expected to return to work.

D) Upon their return to work, employees are to provide written documentation of dates served on jury duty to their immediate supervisor and payroll. (Examples of types of evidence: court check paid for jury service; Certificate of Jury Service obtained from the Circuit Clerk’s office).

E) The employee’s immediate supervisor is responsible for assuring that leave taken by the employee in his or her area of responsibility is reported timely and accurately on the basis of the request for leave the supervisor has approved.

Return to Table of Contents
Name: 611.01 Leaves without Pay
Effective: August 13, 2012
Supersedes: All previous revisions

600.02 Payroll and Leave Handbook Section 7 – Leave Without Pay, page 25

Return to Table of Contents
Name: 612.01 Professional Development Opportunities
Effective: August 13, 2012
Supersedes: All previous revisions

600.01 Human Resources Procedures Manual, Section 3, page 22

Return to Table of Contents
Name: 613.01 Drug-Free Workplace
Effective: August 13, 2012
Supersedes: All previous revisions

600.01 Human Resources Procedures Manual, Section 3, page 22

Return to Table of Contents
Name: 614.01  Fair Labor Standards Act Compliance
Effective: August 13, 2012
Supersedes: All previous revisions

600.02 Payroll and Leave Handbook Section 3 – Overtime Procedures, Page 8

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>615.01 Outside Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 22

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>617.01 Resignations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01 Human Resources Procedures Manual, Section 3, page 23

Return to Table of Contents
CVCC Policy and Procedures Manual

<table>
<thead>
<tr>
<th>Name:</th>
<th>620.01 CVCC Grievance Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>June 16, 2014</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

Chattahoochee Valley Community College is committed to maintaining a professional work environment that is conducive to the pursuit of its mission and to resolve problems informally whenever possible through effective communication between employees and supervisors. In the event an employee grievance arises, the College follows State Board Policy 620.01 which outlines the grievance procedure.

Inquiries concerning this policy may be directed to the Employee ADA Coordinator, Ms. Debbie Boone, Wallace Hall, 334-291-4927; or to the Title IX Coordinator, Ms. Susan Young, IPAC 214, 334-291-4904. Additional inquiries can be made directly to the VP/Dean of the College, Dr. David Hodge, Wallace Hall, 334-291-4928.

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>622.01 Employee Garnishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.02 Payroll and Leave Handbook Section 4 – Employee Garnishments, Page 9

Return to Table of Contents
<table>
<thead>
<tr>
<th>Name:</th>
<th>624.01  Reduction in Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

600.01  Human Resources Procedures Manual, Section 3, page 28

Return to Table of Contents
700
Instructional Programs
<table>
<thead>
<tr>
<th>Name:</th>
<th>700.00  Learning Resource Center Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective:</td>
<td>August 13, 2012; Revised April 2018</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>All previous revisions</td>
</tr>
</tbody>
</table>

**Learning Resource Center Handbook**

**Return to Table of Contents**
It is the official policy of the Alabama Community College System, including all institutions under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity or employment opportunity.

Chattahoochee Valley Community College is committed to this policy of nondiscrimination and complies with nondiscrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendments of 1972; Sections 503 and 504, Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

[Title IX regulations specifically prohibit discrimination based on pregnancy or recovery from any pregnancy related medical condition. The College approaches students who are pregnant the same as it does with students who have temporary medical conditions. Faculty acknowledges absences caused by a medical condition, such as childbirth or complications due to pregnancy, as excused absences. In addition, pregnant students are not excluded from participation in program or class activities unless such participation is deemed to create risks to fetal health or to an expectant mother.]

Inquiries concerning this policy may be directed to the Student ADA Coordinator, Ms. Vickie Williams, Wilson Hall, 334-241-4803; to the Employee ADA Coordinator, Ms. Debbie Boone, Wallace Hall, 334-291-4927 or to the Title IX Coordinator, Ms. Vickie Williams, Wilson Hall, 334-241-4803. Additional inquiries can be made directly to the Vice President/Dean of Student and Administrative Services, Dr. David Hodge, Wallace Hall, 334-291-4945.

Return to Table of Contents
New curricula and courses are originated by the College and submitted for review and approval in accordance with Board Policy 702.01 and Procedures to the committees, deans, the President, and the Alabama Community College System (ACCS) as outlined below. CVCC Substantive Change Policy

All curriculum offerings are evaluated by faculty, the Division Chair Council, the Curriculum Committee, and other appropriate institutional units. Each course offered is evaluated in terms of the purpose of the institution, the resources of the institution, and the changing needs of the students. Inclusion of courses in the Catalog and Student Handbook is an indication that they meet all requirements and are approved by the Alabama Community College System.

1. Course Approval

1.1 Any CVCC faculty or administrative staff member may propose the addition of courses to the curriculum of existing programs. In the case of the Associate in Applied Science programs, certificates, or short certificates, the initial recommendation for a change or addition may come from an advisory committee, faculty, or a regional business need.

1.2 The curriculum for Associate in Applied Science programs is maintained through a comprehensive course directory which is housed on the Alabama Community College System (ACCS) website. The initiator of the change or addition determines the purpose and general content of the course and whether or not it currently exists in the comprehensive course directory.

1.3 The course is subsequently submitted to the Division Chair for review and approval and submission to the Dean of Instruction or Associate Dean of Workforce Development.

1.4 The appropriate dean submits the course to the Curriculum Committee for review and approval.

1.5 After review and approval the Curriculum Committee submits the proposal to the President's Cabinet for final approval.

1.6 If the course is not included in the ACCS Common Course Directory, a course submission request, using the Standardized Course Submission Guidelines for Career/Technical New and Revised Courses, is made to ACCS.
2. Program Approval

CVCC's faculty, Division Chair Council, Dean of Instruction, Associate Dean of Workforce Development, the Curriculum Committee, and other appropriate institutional units evaluate all new program requests. The appropriate academic division originates requests for all new curricula.

2.1 Proposals from within a division are submitted to the Division Chairperson.

2.2 Proposals or requests from other sources are submitted to the Dean of Instruction or Associate Dean of Workforce Development for assignment to a Division Chairperson.

2.3 Intent to Submit a Program Application (ISPA) is submitted to the Alabama Community College System (ACCS) according to a schedule published by the Instructional and Student Services Division of ACCS.

2.4 When the ISPA is approved, the assigned Division Chairperson completes the Application for a New Instructional Program which complies with ACCS policies, and designs the curriculum format for the Catalog and Student Handbook.

2.5 This application is submitted to the Dean of Instruction or Associate Dean of Workforce Development. The appropriate dean initiates the review process by sending it to the Division Chair Council for consideration.

2.6 A proposed technical curriculum is also submitted to the appropriate lay advisory committee for review and recommendation.

2.7 The appropriate dean keeps the President’s Cabinet informed of the progress of the application.

2.8 The proposal is then forwarded to the Curriculum Committee for approval.

2.9 If the Division Chair Council and the Curriculum Committee recommend implementation, the completed Application for a New Instructional Program is submitted to the President’s Cabinet for review and approval.

2.10 The application is submitted to the Alabama Community College System for review and approval by ACCS and the Alabama Commission on Higher Education (ACHE). (Short certificates are not approved by ACHE)

2.11 Upon ACHE/ACCS notification of approval, the College will submit appropriate program approval documentation to SACSCOC.
2.12 Program development and implementation must be in concert with SACSCOC policy on Substantive Change (see CVCC Substantive Change Policy). Program implementation begins upon approval from SACSCOC.

Return to Table of Contents
Chattahoochee Valley Community College offers academic credit instruction at the College campus located at 2602 College Drive, Phenix City, Alabama; Ft. Benning located at 8150 Marne Road, Fort Benning, Georgia; Dual Enrollment approved sites at Russell County High School located at 4699 Old Seale Hwy, Seale, Alabama; Central High School located at 2400 Dobbs Drive, Phenix City, Alabama; Glenwood School located at 5801 Summerville Road, Smiths Station, Alabama and Smiths Station High School located at 4228 Lee Road 430, Smiths Station, Alabama.
Program advisory committees assist the College in identifying possible employment opportunities for graduates of the institution. They meet at least two times per year and at other times at the request of the coordinator of the career program in consultation with the division chairperson and the Dean of Instruction and the Associate Dean of Workforce Development.

The President of the College is authorized to appoint members to program advisory committees to assist in planning programs that meet student needs, to ensure that the College’s programs reflect the present and future expectations of employers, and to assist the College in providing, securing, and/or developing financial support for its programs and services.

1. Selection of Advisory Committee Members

1.1 Program instructors select individuals from the community who hire graduates from the program or support the program in other ways to serve on the program advisory committee.

1.2 The instructor contacts the individual to see if they are willing to be nominated to serve.

1.3 The instructor submits the name and contact information of the individual nominated to the Associate Dean of Workforce Development.

1.4 A list of names from all programs is submitted by the dean’s office to the President for his approval.

1.5 The President sends a letter of appointment to the individuals nominated by each program.

2. Maintenance of Program Advisory Committee Member lists

2.1 At least once per year the office of the Associate Dean of Workforce Development sends each program its Advisory Committee Membership list for review. Lists can be updated at any time in the year.

2.2 If changes are needed, those changes are submitted to the dean’s office and the procedure for the selection of new members is implemented.
3. Advisory Committee Meetings

3.1 Advisory Committee meetings are scheduled for April and November of each year.

3.2 Hold the date cards are sent to Advisory Committee members approximately six (6) weeks before the meeting from the office of the Associate Dean of Workforce Development.

3.3 Invitations for the Advisory Committee Meeting are sent approximately three (3) weeks before the meeting from the office of the Associate Dean of Workforce Development.

Following is a list of the current Advisory Committees:

- Adult Education Advisory Committee
- Applied Technology Advisory Committee
- Business
- Information Technology Advisory Committee (Computer Information Systems and Office Administration)
- Child Care Advisory Committee
- Public Safety Advisory Committee (Fire Science, Criminal Justice and Emergency Medical Services)
- Medical Assisting Advisory Committee
- Nursing Advisory Committee

[Return to Table of Contents]
The faculty at CVCC shall abide by institutional policies based upon those set forth by the American Association of University Professors regarding academic freedom. The Alabama Community College System as a whole also supports the concept of Academic Freedom. These policies are as follows:

1. The instructor is entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research for pecuniary return which involves the use of College work time or College resources shall be allowed only upon a written agreement between the faculty member and the President of the Institution.

2. The instructor is entitled to reasonable freedom in the classroom discussing the subject of the class but should be careful to avoid emphasis on topics that have no relation to the subject.

3. A college instructor is a citizen, a member of a learned profession and an official of an educational institution. When the instructor writes or speaks exclusively as a citizen, he/she should be free of institutional censorship or discipline, but his/her unique position in the community imposes special obligations. As a person of learning and an educational official, he or she should remember that the public may judge his/her profession and institution by his/her utterances. Hence, at all times instructors must be accurate, exercise appropriate restraints, show respect for the opinions of others and should make every effort to indicate that he/she is not an institutional spokesperson.

Because of the status of CVCC as a state-operated institution, there are limitations on the activities of instructors beyond those normally applicable to instructors in private colleges. Among such additional limitations are those imposed by State ethics laws and State restrictions against the use of College time, facilities, equipment, or other resources for personal, private gain, or for political purposes.

Return to Table of Contents
800
Student Policy
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Tuition Schedule

Return to Table of Contents
Name: 804.00  CVCC Fees
Effective: August 13, 2012; Revised August 2018
Supersedes: All previous revisions

Fee Schedule

Return to Table of Contents
Only the President, or his/her designee, at Chattahoochee Valley Community College (CVCC) is authorized to award tuition and fee waivers (scholarships) and in some cases book loans. In accordance with ACCS Board of Trustees policy 504.01, the President will appoint a scholarship/financial aid committee to assist in this process. The committee collects, compiles, and reviews scholarship applications for the College. The committee, comprised of College employees and students, review and recommend all scholarship nominees to the president or designee. Some scholarships are judged by audition (band, choral, and athletics). Some scholarships are judged by scholarly achievement and leadership (academic, leadership, Ambassadors and technical). Some scholarships are recommended by community partners (high school counselors), and are known as Diplomats. Regardless of the origin, each offer and/or application is routed through the scholarship committee for recommendation to the President, or his/her designee, before the award is extended.

The Scholarship Committee consists of the following standing members and additional self-selected members through the College committee process.

- Director of Financial Aid, Chair
- Vice President/Dean of Student and Administrative Services
- Dean of Institutional Advancement and Effectiveness
- Associate Dean of Student Development and Success
- Director of Athletics/Instructor
- Career Technical Faculty
- Performing Arts Faculty
- Academic Faculty
- Cashier/Accounts Receivable Coordinator
- Student Leader
- Support/Recorder – Financial Aid Officer (non-voting member)
POLICY

Chattahoochee Valley Community College is committed to providing quality educational experiences, and to offer intercollegiate athletic programs designed to foster the personal growth of each student without regard to race, sex, age, income, religion, disability, or occupation. These programs encourage individual and team achievement and strive to enhance the academic success, social development, and physical and emotional well-being of student-athletes.

OBJECTIVES

1. To encourage and stress the importance of academic success (student first----athlete second).
2. To integrate physical and emotional development, and scholastic achievement.
3. To provide opportunities for students to learn and practice leadership, and interpersonal skills.
4. To identify and recognize individual physical ability and academic achievement.

ATHLETIC DEPARTMENT ACTIVITIES/PROCEDURES

1. ELIGIBILITY
   a. Ensure that athletes maintain a minimum GPA of 1.75 for the first season of play, 2.00 for the second season of play, and enroll in at least 12 credit hours during the semester in which each sport participates.
   b. Make periodic checks throughout the semester to ensure athletes are maintaining their grades at or above acceptable levels, and are attending classes.
   c. Advise students to seek academic assistance if grades fall below required levels, or if they are experiencing difficulties.

2. LEADERSHIP SKILLS
   a. Promote the development of leadership and management skills by encouraging athletes to assume leadership roles within the different team sports.
   b. Involve athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.

3. RECOGNITION
   a. Provide recognition and awards to the best athletes and scholars.
b. Distribute material on the athletic ability of all athletes in order to enhance their opportunities for continuing their education and career after they leave Chattahoochee Valley Community College.

ATHLETIC EVALUATION PROCEDURES BY INSTITUTION

1. Determine the retention rates of student-athletes.

2. Identify graduation rates of student-athletes.

3. Determine the number of scholarships awarded to Chattahoochee Valley Community College student-athletes by 4-year institutions.

4. Determine how many athletes participate in other campus activities/organizations. Encourage participation, so that they use their leadership, management, and interpersonal skills off the courts and playing fields as much as possible.

5. Comparison of GPA of athletes to GPA of general student population (full-time students).

6. Identify teams of All-American and/or All Academic status.

7. Athletic Director Evaluation of Coaches. (Annual)

8. Program Evaluation by athletes and from student satisfaction surveys, as directly related to athletics.

Student Athlete Handbook

Return to Table of Contents
In accordance with ACCS Board of Trustees policy 806.01, CVCC will establish student organizations that support its mission.

PROCEDURES FOR FORMING A NEW STUDENT ORGANIZATION

Any group of students desiring to form an organization must submit a petition to the Associate Dean of Student Development and Success and include the following items:

1. A complete statement of the goals and purpose(s) of the organization.
2. A complete statement of the proposed functions of the organization.
3. The constitution and by-laws by which the organization will be governed.
4. A name and potential initial membership list for the organization.
4. The name(s) of faculty/staff employee(s) who will serve as advisor(s).

Procedures for Forming a New Student Organization

The petition will be acted upon by the Cabinet for organization approval or disapproval, and the applying member(s) of the organization will be notified accordingly. The Cabinet will authorize interested faculty and staff members to serve as advisors to approved organizations. The organization, upon approval by the Cabinet, will be given authorization to operate for one year. At the end of the year of operation, the organization must submit a full and detailed report on its functions and operations to the Associate Dean of Student Development and Success for evaluation. After careful review, the Associate Dean of Student Development and Success will recommend to the Cabinet the continuation or discontinuation of the organization. If accepted for continuation by the Cabinet, the organization will be granted an official charter for continued operation on the CVCC campus.

1. Phi Theta Kappa - Active
2. Student Government Association – Active
3. Science Club – Active
4. Chi Alpha – Inactive
5. Older Wiser Learning Students (OWLS) – Inactive

6. National Student Nursing Association (NSNA) – Active

7. Skills USA - Upstart

Return to Table of Contents
STATE OF ALABAMA
RUSSELL COUNTY

CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

RELEASE FROM LIABILITY AND HOLD HARMLESS AGREEMENT

I, ____________________________, the undersigned party, am a student at Chattahoochee Valley Community College (CVCC) and as such have voluntarily chosen to participate in the ____________________________ that will be held on ____________________________, at ____________________________ in ____________________________. In participating in said activity, I hereby release and hold harmless Chattahoochee Valley Community College, the Alabama Community College System, the Chancellor, the Alabama Community College System Board of Trustees, and any and all person volunteering services to and/or employed by the aforementioned parties as well as any other agent of representative of said parties, from any liability, claims, demands, actions, and causes of action whatsoever, arising from or related to any loss, damage, or injury which might be sustained by me or my property during the course of my participation in such activity, including transportation to, from, and upon the site(s) of the activity.

IN WITNESS WHEREOF, I am signing this release from liability and hold harmless agreement form on this the __________ date of ____________________________, year __________, in the presence of the two undersigned witnesses.

__________________________________  ______________________________
(Signature of Student)          (Signature of Parent/Legal Guardian)

WITNESSES:

__________________________________  ______________________________
(Signature)          (Printed Name)

__________________________________  ______________________________
(Signature)          (Printed Name)

NOTE: If the above student is under the age of 18 years, the following additional provision to the Release from Liability and Hold Harmless Agreement must also be signed by the custodial parent(s) or legal guardian(s) of the student.
Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Registering for a class makes the student responsible for attending the class unless the student takes action to officially withdraw from the class. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

Each instructor’s attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the sixty-percent completion date in the semester. A student will be reported as “ceasing to attend” immediately preceding the 60% period of the semester when the student has missed:

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<td>Term I/II classes</td>
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<tr>
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<tr>
<td></td>
<td>Term I/II classes</td>
<td>3 consecutive absences</td>
</tr>
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For online courses, students must complete the required Class-Access assignment by the deadline printed for the term. Online students who fail to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. A student taking an online class will be reported as “ceasing to attend” immediately preceding the 60-percent period of the semester when the student has not completed two (2) consecutive weeks (Regular, Term I/II terms) of weekly assignments and postings.

If a student is reported as either a NS or a NA the student is administratively withdrawn from the course. Administrative withdrawals may negatively affect eligibility for financial aid programs.

College approved club or athletic events are excused absences and students should be allowed to make up any missed assignments. Faculty will be informed of students participating in college activities that will require missing classes prior to absence.
Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

Students who have been administratively withdrawn as a result of the no-show (NS) or non-attendance (NA) report may request reinstatement in a class by the process below:

**Reinstatement process for administrative withdrawal**
- A student who has been administratively withdrawn from a course as a result of the no show (NS) or non-attendance (NA) report must submit a Request to Class Reinstatement Form. The form must be submitted within five (5) business days from the NS or NA reporting date of the semester they are enrolled in the course instructor with appropriate documentation.

- The course instructor will evaluate the student’s Request to Class Reinstatement Form, approving or denying the student’s reinstatement in the class. The student will be notified of the instructor’s decision through their school’s email. The instructor will forward the Request to Class Reinstatement Form to the Business Office.

- If a student is reinstated in the class, it is the student’s responsibility to obtain an updated class schedule and clear the Business Office.

**Appeal Process**
- If a student is not reinstated in the class, the student may file a written appeal with all relevant documentation to the appropriate Division Chair who will notify the student of that appeal’s outcome through the student’s school email.

- If the matter cannot be resolved at the Division Chair level, the student may make a final documented written appeal to the Dean of Instruction. The decision of the Dean of Instruction is final and will be communicated to the student through the student’s school email.

**NOTE:** The entire reinstatement and/or appeal process must be completed within five (5) business days of the NS and NA report date. No Request to Class Reinstatement Form will be accepted after this period in each term.
STUDENT GRIEVANCE PROCEDURES (GENERAL)

The College promotes open exchange of ideas among all members of the CVCC community, including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, CVCC recognizes that, at times, people may have differences that they are unable or unwilling to resolve themselves.

The procedures described below are available to a CVCC student only after the student has made every reasonable attempt to resolve his/her problem with the appropriate College official or representative. In the case of a student who has made a good faith effort to resolve a problem and who has been unable to resolve the matter informally, CVCC offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems.

A student with a complaint must begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate College official or representative as stated above. If a discussion between the student and the respective College official or representative results in a determination that the complaint is valid and can be resolved immediately, the College official or representative will take appropriate action to resolve the complaint.

This Grievance Procedure is not intended to be used by a student with a complaint about a strictly academic matter nor for complaints related to Civil Rights Violations.

Initial Steps to Resolve a Complaint

1. **Students:** Any student of the College who wishes to make a complaint shall report that complaint in writing to the Associate Dean of Student Development and Success. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence. The written grievance statement shall include at least the following information:
   - Date the original complaint was reported;
   - Name of the person to whom the original complaint was reported;
   - Facts of the complaint; and
   - Action taken, if any, by the receiving official to resolve the complaint.

2. **Plan of Resolution:** If the student’s complaint cannot be resolved immediately but requires instead a “plan of resolution,” the Associate Dean of Student Development and Success shall submit a written report to the Vice President/Dean of Student and Administrative Services. The report shall be
submitted within ten (10) working days of the receipt of the complaint and shall detail the complaint and the plan to resolve the complaint.

3. **Investigation, Hearing, and Findings:** The College shall have thirty (30) calendar days from the date of the receipt of the complaint by the Associate Dean of Student Development and Success to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. The Associate Dean of Student Development and Success shall report the hearing findings to the Grievant by either personal service or certified mail sent to the Grievant's home address of the aggrieved. The findings will also be provided to the President.

   a. **Investigation Procedures:** In the event that the Grievant does not request a hearing, the Associate Dean of Student Development and Success shall prepare a report and a recommendation for resolution of the complaint to be filed with the Vice President/Dean of Student and Administrative Services, as well as provide a copy to the Grievant and Respondent. In order to prepare said report, the Associate Dean of Student Development and Success shall conduct a factual investigation of the grievance allegations and research any applicable regulations or policies that may relate to the grievance. The Associate Dean of Student Development and Success shall, for the hearing record, present publications containing relevant regulations or policies. The factual findings of the investigation shall be made a part of the hearing record, in the event that a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record.

   b. **Hearing Procedures:** In the event that the Grievant requests a hearing, the Associate Dean of Student Development and Success shall notify the Student Grievance Committee and conduct a grievance hearing. The Associate Dean of Student Development and Success, serving as committee chair, shall notify the Grievant and each Respondent of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled hearing.

   At the hearing, the Grievant and the Respondent shall be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present such information or supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such information or supporting evidence as he/she deems appropriate to the response to the claim. In the event that the College or the administration of the College at large is the party against whom the grievance is filed, the Vice President/Dean of Student and Administrative Services shall
designate a representative to appear at the hearing on behalf of the Respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party’s cost, the assistance of legal counsel. However, the respective attorney(s), if any, shall not be allowed to address the committee or question any witnesses. In the event that the College at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is assisted by an attorney.

The hearing shall be recorded either by audio tape or by other electronic recording medium. In addition, all items offered as support information by the Grievant shall be marked and preserved as part of the hearing record.

c. **Report of Findings:** Following the hearing, the committee chair shall submit a written report of the committee’s findings to the Vice President/Dean of Student and Administrative Services. The report shall contain at least the following:

- Date and place of the hearing
- The name of each member of the hearing committee;
- A list of all witnesses for all parties to the grievance;
- Findings of fact relevant to the grievance, including regulations or policies that support the findings of fact; and
- Any recommendation(s) to the President arising from the grievance and the hearing thereon.

The Associate Dean of Student Development and Success shall submit a copy of the completed report to the Grievant and the Respondent(s) by personal delivery or certified mail.

4. **Available Appeals:** The Grievant shall have the right to appeal the decision of the committee to the Vice President/Dean of Student and Administrative Services provided that:

1. A notice of appeal is filed with the Vice President/Dean of Student and Administrative Services within fifteen (15) calendar days following the Grievant’s receipt of the committee report.
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the committee.

If the appeal is not filed by the close of the business on the fifteenth (15) day following the Grievant’s receipt of the report, the Grievant’s right to appeal shall be forfeited.

The Vice President/Dean of Student and Administrative Services shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the original grievance, to review the
hearing record, and to file a report of the findings of fact. The Vice President/Dean of Student and Administrative Services shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings arising from the grievance hearing. The Dean of Student Services' report shall be personally delivered or sent via certified mail to the Grievant and Respondent(s) at their respective home addresses. The decision of the Dean of Student Services is final.

STUDENT GRIEVANCE PROCEDURES (CIVIL RIGHTS)

This grievance procedure is established to provide recourse for any student who feels that his/her civil rights have been violated as set out in the following legislation:
- Title VI and Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act)
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problem that may arise affecting students in their dealings with this institution. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. For the purpose of this procedure, a grievance is a claim by a student or prospective student who cites a failure of the institution to comply with civil rights legislation.

Steps to be Followed in Processing Civil Rights Grievance Procedure

Within ten (10) working days of an alleged violation, the complainant may arrange for a conference with the Associate Dean of Student Development and Success of the institution, and thereby try to resolve the complaint immediately and informally. If the complaint is not resolved to the satisfaction of the Grievant, the following steps may be taken:

1. The Grievant shall file the original and two copies of Grievance Form A with the President or his designee within thirty (30) calendar days following the date of the alleged civil rights violation(s). The alleged violation(s) must be clearly and specifically stated (Grievant is advised to keep a copy of all forms used).

2. The President of the institution or his designee will have thirty (30) calendar days following date of receipt of Grievance Form A to investigate and study Grievant's allegation, hold a formal hearing, and make a written report of findings to Grievant. This report must be mailed to grievant by certified mail, return receipt requested.

3. Grievant must, within fifteen (15) calendar days, following receipt of report, file with the President or his designee written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. Grievant must state clearly and specifically on Form B the objections to the findings.
and/or decisions of the President or his designee. Copies of Form B must be provided to the President or his designee and the Chancellor of the Alabama Community College System. If the Grievant fails to file notice of appeal by 5 p.m. on the fifteenth (15th) calendar day following receipt of the President/designee’s report, the right to further appeal will be forfeited. If a settlement is not reached at the local level, a student grievant may also contact the College’s accrediting agency (address available from the Associate Dean of Student Development and Success). If the last day for filing notices of appeal falls on either Saturday, Sunday, or legal holiday, a Grievant will have until 5 p.m. the first working day following the fifteenth (15th) calendar day period to file.

4. The Chancellor or his designee will have thirty (30) calendar days following date of receipt of Grievant’s notice of appeal to investigate and study Grievant’s allegations and the report of the President or his designee of the institution and make a written report of findings to grievant. Grievant’s copy must be mailed to his/her home address by certified mail, return receipt requested.

**NOTE:** Grievant has the right to further appeal to the proper court or to the Office of Civil Rights of the U.S. Department of Education. All parties shall have the right to legal counsel and to produce witnesses in their own behalf.
900
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Annual Plan for Institutional Effectiveness

Return to Table of Contents
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