



Policies and Procedures Manual

Revised October 2021

Table of Contents

000 Introduction

[000.01 Policy Development, Revision, and Approval Process](#)

[000.02 History of the College](#)

[000.03 Mission](#)

100 Management and Control of the Alabama Community College System

[107.01 CVCC Service Area](#)

[108.01 Adult Education](#)

200 Local College Administration

[200.01 Requests for Information and Media Campus Visits](#)

[200.02 Internet and Email Policy](#)

[200.03 Solicitation Policy](#)

[201.01 College Calendar](#)

[202.01 Campus Committees](#)

[207.01 Position Announcements](#)

[211.01 College Closings](#)

[212.01 Educational Accreditation Agencies](#)

[213.01 CVCC Foundation](#)

[214.01 Records Management, Retention, and Disposal](#)

[219.01 Violence Threat Response](#)

300 Financial Management

[301.00 CVCC Finance and Budgeting Process Handbook](#)

[301.00 Financial Practices and Department Budget Centers](#)

- [301.00 Campus Insurance Coverage](#)
- [301.00 Cash Collection Procedures](#)
- [301.00 Cash Management & Investment Goal and Procedures](#)
- [301.00 Campus Purchasing and Receiving Procedures](#)
- [301.00 Financial Practices and Department Budget Centers](#)
- [301.00 Contracts for Professional or Other Campus Services](#)
- [301.00 Electronic Posting of College Financial Records](#)
- [301.00 In State Employee Travel Approval and Reimbursement](#)
- [301.00 Out of State Employee Travel Approval & Reimbursement](#)
- [301.00 Student Travel/Event Approval and Reimbursement](#)
- [301.00 Audits](#)
- [301.00 Campus Mailroom Services and Procedures](#)
- [301.00 Campus Inventory](#)
- [321.01 Copyrights, Patents, and Royalties Resulting from Instructional Materials Created by Employees and/or Students](#)
- [322.01 Institutional Membership](#)
- [323.01 Code of Ethics in Procurement and Contracting](#)
- [324.01 Capital Assets](#)

400 Transportation Management

- [400.01 Campus Transportation Procedures](#)

500 Physical Facilities Management

- [500.01 Plant Management Operations and Maintenance Plan](#)
- [500.02 Building Inventory](#)
- [500.03 Emergency Operations Plan](#)

- [507.01 Campus Facility Use and Scheduling](#)
- [510.03 Crime Awareness and Campus Security Act](#)
- [511.01 Firearms on Campus](#)
- [512.01 On-Campus Vendor Policy](#)
- [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](#)
- [602.03 Temporary Assignment](#)
- [602.04 Internal Employee Transfers](#)
- [602.05 Reorganizations](#)
- [603.01 CVCC Offers of Appointment](#)
- [603.02 CVCC Summer Employment Contracts](#)
- [605.02 Faculty Qualifications](#)
- [606.01 Compensation for ACCS Personnel](#)
- [606.03 Salary Schedule Exceptions](#)

- [606.04 Placement of Current Salary Schedules](#)
- [606.05 Supplements or Extra Duty Pay](#)
- [606.07 Campus Police](#)
- [606.08 Emergency Shelter Duty and Pay Provision](#)
- [607.01 Evaluation of Personnel](#)
- [608.01 Instructor Load Hours](#)
- [608.02 Work Schedules, Duty Days, Holidays](#)
- [608.03 Instructor Overload Policy](#)
- [609.03 Operation Hours](#)
- [610.01 Leave with Pay](#)
- [610.02 Paid Absences Due to On-the-Job Injuries](#)
- [611.01 Leave without Pay](#)
- [612.01 Professional Development Opportunities](#)
- [612.02 Tuition Assistance](#)
- [613.01 Drug-Free Workplace](#)
- [614.01 Fair Labor Standards Act Compliance](#)
- [615.01 Conflict of Interest](#)
- [616.01 Personnel Record Information](#)
- [617.01 Resignations](#)
- [618.01 Abandonment of Position](#)
- [620.01 CVCC Title IX Grievance Procedure](#)
- [620.02 Employee Complaints](#)
- [620.03 Sexual Harassment Complaints](#)
- [623.01 Criminal Background Checks](#)
- [624.01 Reduction in Force](#)

700 Instructional Programs

[700.00 Learning Resource Center Handbook](#)

[701.01 CVCC Nondiscrimination Policy](#)

[702.01 CVCC Curriculum Development and Implementation](#)

[704.01 Instructional Sites](#)

[711.01 Program Advisory Committees](#)

[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

Name:	000.01 Policy Development
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

The Alabama Community College System Board of Trustees (ACCS Board of Trustees) has designated the President of the College as the person 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 Policies and Procedures Manual is reviewed annually.

The President has designated the President's Cabinet as the committee where final policies and procedures are presented for deliberation, review and ultimate approval and inclusion in the Policies and Procedures Manual of the College. The President may ask for legal counsel review of a 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 Policies and Procedures Manual custodian. The complete Policies and Procedures Manual is available to all faculty and staff on the College's intranet page on the website and to the public via the College's website. The custodian of the Policies and Procedures Manual will ensure each new policy and/or revisions are updated on the website 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.

[Return to Table of Contents](#)

Name:	000.02 History of the College
Effective:	August 13, 2012; Revised February 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

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 approximately 103 acres upon which are located eleven 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, an athletic complex, a student services center, an industry training center and a security building. In 2020, the College acquired the Adams Building from Troy University for the purpose of developing a one-stop student center and instructional facility (noted in the description above).

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](#)

Name:	000.03 CVCC Mission Statement
Effective:	August 13, 2012; Revised August 8, 2018; Reviewed December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

It is the policy of Chattahoochee Valley Community College that its mission statement be developed and reviewed in accordance with guidelines set by the Alabama Community College System (ACCS) Board of Trustees Policies and Procedures. The Mission Statement shall be published at a minimum, on the College website and in the *Catalog and Student Handbook*.

CVCC Mission Statement

Chattahoochee Valley Community College promotes student success and is committed to enriching our community by offering accessible, quality, and engaging educational opportunities through academic transfer, career and technical education, workforce development, and adult education.

[ACCS Board of Trustees Policy 901.01: Review of College Mission Statement](#)

[Return to Table of Contents](#)

100

Management and Control of the Alabama Community College System

Name:	107.01 CVCC Service Area
Effective:	August 13, 2012; Reviewed May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

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 Ft. Benning – Columbus, Georgia metropolitan area.

[Return to Table of Contents](#)

Name:	108.01 Adult Education
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Adult Education Procedures Manual](#)

[Adult Education Student Policy Manual](#)

[Return to Table of Contents](#)

200

Local College Administration

Name:	200.01 Requests for Information and Media Campus Visits
Effective:	August 5, 2013; Revised May 2018; Reviewed December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

The President is the official spokesperson for the College. The President has designated the Public Information Officer (Marketing and Media Coordinator) 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](#)

Name:	200.02 Internet and Email Policy
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

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 facilitate their performance in 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 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 a 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;
 - 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, authoritativeness, 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.

[Return to Table of Contents](#)

Name:	200.03 Solicitation Policy
Effective:	August 13, 2012; Reviewed May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

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

[Return to Table of Contents](#)

Name:	201.01 College Calendar
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

In accordance with the ACCS Board of Trustees Policy and Procedure (723.01 Calendar Instruction), 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 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.

The College's prescribed instructional calendar shall include, at a minimum, a Fall semester beginning in August and ending in December; a Spring semester beginning in January and ending in May. The calendar shall include instructional and non-instructional days, registration, drop-add, final examination days, and holidays. The Fall semester shall include two days for state-wide professional development. A minimum of two local professional development days are required for the year. Days the institution is officially open are duty days for all full-time non-instructional personnel.

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 and Student Handbook*, and on the College website.

[Return to Table of Contents](#)

Name:	202.01 Campus Committees
Effective:	February 4, 2014; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

Chattahoochee Valley Community College (CVCC) requires all full-time faculty and staff members to participate in institutional decision making by serving on standing committees. College committees are established to provide structure, process and focus to the day-to-day operations of the campus and to provide input on governance. Committees are integral to ensure input into the planning and decision-making process of the College. Standing committee structure includes full-time faculty, staff, administrators, and in some instances - students. Committee responsibilities include: planning, assessing, coordinating, recommending, reviewing, and supporting various facets of the College. Committees are required to meet at least annually, and to complete an Annual Standing Committee Report. Minutes of committee meetings should be kept on file to document topics discussed and decisions made.

Members of the committees are determined annually by the President's Cabinet. Faculty hold the primary responsibility for the content, quality, and effectiveness of the curriculum and are appropriately represented on the Curriculum Committee. All committees are critical to the fulfillment of the College's mission.

In addition to standing committees, ad-hoc committees may be formed as necessary by the President to facilitate any issue or College need not addressed by the standing committees.

[CVCC Standing Committees](#)

[Return to Table of Contents](#)

Name:	207.01 Position Announcements
Effective:	August 13, 2012; Reviewed May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

Position Announcements ([ACCS Board of Trustees Policy 207.01](#)). The announcement of a position is initiated by the 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 seven (7) days before the position is filled, and a minimum of fourteen (14) days when the vacancy is supervisory, managerial, or newly created. (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.)

[Return to Table of Contents](#)

Name:	211.01 College Closings
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

The decision to close the Chattahoochee Valley Community College campus is determined by the conditions on campus and the surrounding area. The President or President's 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 media.
4. The College posts the same closing message on the Chattahoochee Valley Community College website and an email message is sent to employees and students.

In addition to the above local description of procedures relating to college closures, CVCC also abides 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](#)

Name:	212.01 Educational Accreditation Agencies
Effective:	April 4, 2013; Revised August 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, and Associate in Applied Science degree. Questions about the accreditation of Chattahoochee Valley Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org (<http://www.sacscoc.org>)).

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), 777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043, (703) 917-9503, www.abhes.org.

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

The CVCC Emergency Medical Services (EMS) programs are accredited by the Alabama Department of Public Health (ADPH) Office of EMS, 208 Legends Court, Prattville, Alabama 36066, (334) 290-3088, www.alabamapublichealth.gov/ems/.

[Return to Table of Contents](#)

Name:	213.01 CVCC Foundation
Effective:	August 13, 2012; Reviewed May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

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](#)

Name:	214.01 Records Management, Retention, and Disposal
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

Records Retention

Chattahoochee 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, Grant 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, and 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 Programs, 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

Training Project Files, Management Training Project Files, Trainee Summary Reports, and Training Materials

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.

12. Administrative Software and Data Backup Procedures.

Effective with the 2019-2020 academic year, Chattahoochee Valley Community College and other colleges in the Alabama Community College System converted to the Banner System powered by Ellucian. In this regard, the Alabama Community College System (ACCS) maintains all electronic student records in a centrally located database that resides within the Amazon Web Services cloud. ACCS is responsible for the security and backup of the student information system for each college. Chattahoochee Valley Community College temporarily maintains the AS/400 (the previous system) for archival data. Until the AS/400 is de-commissioned, data is backed up each day onsite and offsite.

Additional Preservation Requirement

No employee shall destroy or conceal any documentation in any form, whether paper, electronic, audio, video, 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 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.

[Return to Table of Contents](#)

Name:	219.01 Violence Threat Response
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

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 Student Information Clerk; 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 Student Information Clerk will notify the Security Chief and/or the President of the College. Whenever a campus security incident occurs, an Incident Report Form will be completed by the Security Chief.

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 kiosk in front of Wallace Hall, phone number 334-291-4950. In the event of the unavailability of Security, the Security Chief may be contacted by calling 706-325-3667 or email keith.manuel@ev.edu.

Campus Law Enforcement Policies and Practices

CVCC provides security for the protection of its employees and students. The College communicates regularly with the Phenix City Police Department and the Russell County Sherriff's Office, 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 Security Chief as previously noted. In the event of the unavailability of the Security Chief, the Evening Coordinator should be contacted at 334-381-0066. In the event that neither of those two officials can be reached, the CVCC Student Information Clerk should be called, and then the President's Office should be contacted.

Video Surveillance Policy

To promote the safety of faculty, staff, 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 Dean of Students and Campus 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 Emergency Operations Plan, as well as yearly-published *College Catalog and Student Handbook*, 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. The College also conducts periodic drills to ensure awareness.

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 Security Chief, Admissions Office, and the office of the Dean of Students and Campus Services keep and make available to students and employees copies of this report.

CVCC encourages all students and employees to report to the Security Chief or the Office of the President or President's designee, all incidents of a criminal nature occurring at an on-campus or off-campus activity sponsored by the College. Upon notification, the Security Chief and the Dean of Students and Campus Services will take the necessary action required to resolve the situation. Reporting procedures and practices are printed in the *College 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 Office of Student Development and Success.

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 contendere*. 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 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; Revised January 2021; Reviewed October 7, 2021
Supersedes:	All previous revisions

- 301.00 [CVCC Financial and Budgetary Processes](#)
- 301.01 Financial Management
- 301.02 Accounting Procedures
[Section 2.0: Financial Practices and Department Budget Centers, Page 6](#)
- 302.01 Fidelity Bond Schedule
[Section 15.0: Campus Insurance Coverage, Pages 43-44](#)
- 302.02 Treasurer
[Section 8.0: Cash Collection Procedures, Pages 22-26](#)
[Section 14.0: Cash Management & Investment Goal and Procedures, Pages 40-42](#)
- 303.01 Accreditation Expenses
- 303.02 Returned Check Fee
[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)
Section 8.0: Cash Collection Procedures, pages 22-26
- 304.01 Financial Reporting
[Section 2.0: Financial Practices and Department Budget Centers, Page 6](#)
- 304.02 Electronic Posting of Financial Data
[Section 4.0: Contracts for Professional or Other Campus Services, Pages 9-11](#)
[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)
[Section 17.0: Electronic Posting of College Financial Records, Page 47](#)
- 306.01 Short-term Debt
[Section 2.0: Financial Practices and Department Budget Centers, Page 6](#)
- 306.02 Long-term Debt
[Section 2.0: Financial Practices and Department Budget Centers, Page 6](#)
- 307.01 Depositories
[Section 8.0: Cash Collection Procedures, Pages 22-26](#)
[Section 14.0: Cash Management & Investment Goal and Procedures, Pages 40-42](#)
- 307.02 Reserve Fund
[Section 14.0: Cash Management & Investment Goal and Procedures, Pages 40-42](#)
- 308.01 Cash Management
[Section 14.0: Cash Management & Investment Goal and Procedures, Pages 40-42](#)

- 309.01 Purchasing
[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)
- 309.02 Single Source and Sole Source Vendors
[Section 4.0: Contracts for Professional or Other Campus Services, Pages 9-11](#)
[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)
- 310.01 Voluntary Payroll Deductions
[Section 2.0: Financial Practices and Department Budget Centers, Page 6](#)
- 310.02 Insurance: Property and Liability
[Section 15.0: Campus Insurance Coverage, Pages 43-44](#)
- 313.01 Instructional Supplies
[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)
- 315.01 Gifts and Bequests
[Section 8.0: Cash Collection Procedures, Pages 22-26](#)
- 315.02 Solicitation of Gifts or Contributions from Vendor
[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)
- 316.01 Travel
[Section 10.0: In State Employee Travel Approval and Reimbursement, Pages 28-31](#)
[Section 11.0: Out of State Employee Travel Approval & Reimbursement, Pages 32-35](#)
[Section 12.0: Student Travel/Event Approval and Reimbursement, Pages 36-38](#)
- 317.01 Cancellation of Uncollectible Debt
[Section 8.0: Cash Collection Procedures, Pages 22-26](#)
- 318.01 Audits
[Section 16.0: Audits. Pages 45-46](#)
- 319.01 Federal Funds
[Section 2.0: Financial Practices and Department Budget Centers, Page 6](#)
- 320.01 Auxiliary Services
[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)

[Return to Table of Contents](#)

Name:	321.01 Copyrights, Patents, and Royalties Resulting from Instructional Materials Created by Employees and/or Students
Effective:	August 13, 2012; Reviewed/Revised May 2018; Reviewed January 2021; Reviewed October 7, 2021
Supersedes:	All previous revisions

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 within ten (10) days of execution.
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.

[301.00 Section 5.0: Campus Mailroom Services and Procedures, Pages 12-15](#)

[Return to Table of Contents](#)

Name:	322.01 Institutional Membership
Effective:	August 13, 2012; Reviewed May 2018; Reviewed January 2021; Reviewed October 7, 2021
Supersedes:	All previous revisions

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; Reviewed January 2021; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Finance and Budgeting Process Handbook](#)

[Section 4.0: Contracts for Professional or Other Campus Services, Pages 9-11](#)

[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)

[Return to Table of Contents](#)

Name:	324.01 Capital Assets
Effective:	August 13, 2012; Revised May 2018; Reviewed January 2021' Reviewed October 7, 2021
Supersedes:	All previous revisions

[Section 6.0: Campus Purchasing and Receiving Procedures, Pages 16-19](#)

[Section 7.0: Campus Equipment Control and Inventory, pages 20-21](#)

[Return to Table of Contents](#)

400

Transportation Management

Name:	400.01 Campus Transportation Procedures
Effective:	August 13, 2012; Revised April 30, 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

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

Name:	500.01 Plant and Maintenance Plan
Effective:	August 13, 2012; Revised April 30, 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

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.

[Return to Table of Contents](#)

Name:	500.02 Building Inventory
Effective:	August 13, 2012; Revised April 30, 2018; Revised December 2020
Supersedes:	All previous revisions

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.

[Building Inventory](#)

[Return to Table of Contents](#)

Name:	500.03 Emergency Operations Plan
Effective:	August 13, 2012; Revised April 30, 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

Chattahoochee Valley Community College has procedures to promote health and safety in its facilities. The overview of those procedures is found in the [Emergency Operations Plan](#).

[Return to Table of Contents](#)

Name:	507.01 Temporary Use of Campus Facilities
Effective:	March 24, 2014; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

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 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](#).

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.

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 President's 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 the College's 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 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". 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. Requests made by the College representative must be adhered to.
4. Each organization will be advised of the total use charges by the President's 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 Physical Plant Operations. 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](#)

Name:	510.01 Campus Security
Effective:	August 13, 2012; Revised April 30, 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

In accordance with the [Alabama Community College System Board of Trustees Policy 510.01: Safety and Security](#), CVCC publishes and follows the [Emergency Operations Plan](#) to assure the safety of its employees, students and campus visitors.

[Return to Table of Contents](#)

Name:	510.03 Crime Awareness and Campus Security Act
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

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 [Emergency Operations Plan](#). A copy of the current CVCC annual report of criminal statistics is available on the CVCC website and in the *College Catalog and Student Handbook*. The Annual Security Report is emailed to all employees and students at the beginning of each semester and a current copy may be requested from the Dean of Students and Campus 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 Student Information Clerk; 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 Student Information Clerk 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. 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 Student Information Clerk should be called at 334-291-4900, and Dean of Students and Campus Services should be contacted at 334-291-4928.

[Return to Table of Contents](#)

Name:	511.01 Firearms on Campus
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

In accordance with ACCS BOT policy 511.01: Firearms on Campus, 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.

[Return to Table of Contents](#)

Name:	512.01 On-Campus Vendor Policy
Effective:	February 10, 2014; August 2018; Revised December 2020; Revised March 2021; Revised October 7, 2021
Supersedes:	All previous revisions

In accordance with ACCS Board of Trustees Policy 515.01: Agents, Vendors, Solicitors, vendors are allowed on campus as follows:

Vendors for Students

Vendors for students will be allowed on campus during one day of Welcome Week each fall semester and at other times to be determined by the Associate Dean of Student Development and Success in coordination with the Dean of Students and Campus Services.

Vendors for Employees

Vendor presence and activities for employees is restricted on campus and requires authorization of the President or designee. Vendors may be permitted during designated Vendor Fairs.

Food Trucks

Since CVCC does not offer food services on campus, local food trucks are permitted on campus upon approval of the President or designee. Such access shall be granted to entities who have a license to operate and appropriate inspections by health department officials. The College shall obtain a copy of these records for access to be granted.

Expressive Activities

As part of this policy, the College has developed an [Expressive Activities Community Policy](#) to govern vendors requesting to address students and employees. The Expressive Activities Community Policy will be enforced unless another location is specified.

[Return to Table of Contents](#)

Name:	514.01 Use of Tobacco Products
Effective:	June 16, 2014; May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

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 facilities/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](#)

Name:	515.01 Student and Organization Fundraising
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

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 President's Designee and is conducted in coordination with the College's Director of Strategic Initiatives.

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 Director of Strategic Initiatives at the end of the activity or event.
- The office of the Director of Strategic Initiatives 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 the Director of Strategic Initiatives 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 the Director of Strategic Initiatives 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 Associate Dean of Student Development and Success to the Dean of Students and Campus Services

prior to participation in those activities or events. Student organizations must submit a completed [Student Organization Fundraising Form](#) to the Associate Dean of Student Development and Success which will then be routed to the Dean of Students and Campus 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 Dean of Students and Campus 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 Dean of Students and Campus Services (serving as a President's designee) for approval. Strategies for fundraising will be discussed with the office of the Director of Strategic Initiatives 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 athletic teams 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 the Director of Strategic Initiatives. A list of prospective donors must be submitted in writing to the office of the Director of Strategic Initiatives to ensure proper processes for solicitation are conducted and duplicate solicitation is prevented. Once approved (see [Request for Approval to Receive an In-Kind or Cash Donation Form](#)), the Strategic Initiatives 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 the Director of Strategic Initiatives 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 the Director of Strategic Initiatives 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 Department of Institutional Advancement and Effectiveness 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.

[Return to Table of Contents](#)

Name:	516.01 Use of College Name or Logos
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Reviewed October 7, 2021
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 and Athletic 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 President's 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's President's Office used only in accordance with the [CVCC Logo Standards Guide](#) and the [CVCC Athletics Standards Guide](#).

[Return to Table of Contents](#)

600 Personnel

Name:	600.01 Human Resources Procedures Manual
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Revised March 2021; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#)

[Return to Table of Contents](#)

Name:	600.02 Payroll and Leave Handbook
Effective:	August 13, 2012; Revised May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Payroll and Leave Handbook](#)

[Return to Table of Contents](#)

Name:	600.03 Faculty Handbook
Effective:	August 13, 2012; Revised May 2018; Revised 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Faculty Handbook](#)

[Return to Table of Contents](#)

Name:	601.01 Equal Employment
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

Equal Opportunity Employment ([ACCS Board of Trustees Policy 601.01](#))

The Alabama Community College System (ACCS) Board of Trustees (Board) and the entities under its direction and control, including Chattahoochee Valley Community College, are equal opportunity employers. It is their policy to provide equal opportunity for employment and advancement to all applicants and employees as required by appropriate federal and state law.

[Return to Table of Contents](#)

Name:	601.02 Nondiscrimination
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Nondiscrimination (ACCS Board of Trustees Policy 601.02)

[Return to Table of Contents](#)

Name:	601.04 Harassment
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Anti-Harassment ([ACCS Board of Trustees Policy 601.04](#))

[Return to Table of Contents](#)

Name:	602.01 Appointment and Assignment of Personnel
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Personnel Policies and Procedures
([ACCS Board of Trustees Policy 602.01](#))

[Return to Table of Contents](#)

Name:	602.02 Hiring Practices and Procedures
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Hiring Practices and Procedures
([ACCS Board of Trustees Policy 602.02](#))

[Return to Table of Contents](#)

Name:	602.03 Temporary Assignment
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Temporary Assignments ([ACCS Board of Trustees Policy 602.03](#))

[Return to Table of Contents](#)

Name:	602.04 Internal Employee Transfers
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Internal Employee Transfers ([ACCS Board of Trustees Policy 602.04](#))

[Return to Table of Contents](#)

Name:	602.05 Reorganizations
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Reorganizations ([ACCS Board of Trustees Policy 602.05](#))

[Return to Table of Contents](#)

Name:	603.01 Offers of Appointment
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Offers of Appointment ([ACCS Board of Trustees Policy 603.01](#))

[Return to Table of Contents](#)

Name:	603.02 CVCC Summer Employment Contracts
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Summer Employment ([ACCS Board of Trustees Policy 603.02](#))

[Return to Table of Contents](#)

Name:	605.02 Faculty Qualifications
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Revised March 2021; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Faculty Qualifications ([ACCS Board of Trustees Policy 605.02](#))

[Return to Table of Contents](#)

Name:	606.01 Compensation for ACCS Personnel
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Compensation ([ACCS Board of Trustees Policy 606.01](#))

[Return to Table of Contents](#)

Name:	606.03 Salary Schedule Exceptions
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Salary Schedule Exceptions ([ACCS Board of Trustees Policy 606.03](#))

[Return to Table of Contents](#)

Name:	606.04 Placement of Current Salary Schedules
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Compensation for Two-Year College Personnel ([ACCS Board of Trustees Policy 606.04](#))

[Return to Table of Contents](#)

Name:	606.05 Supplements or Extra Duty Pay
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Extra Duty Pay ([ACCS Board of Trustees Policy 606.05](#))

[Return to Table of Contents](#)

Name:	606.07 Campus Police – Retainment of Badge or Pistol
Effective:	April 13, 2016; Revised October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 7: I.D. Badges ([ACCS Board of Trustees Policy 606.07](#))

[Return to Table of Contents](#)

Name:	606.08 Emergency Shelter Duty and Pay Provision
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Emergency Shelter Duty and Pay
([ACCS Board of Trustees Policy 606.08](#))

[Return to Table of Contents](#)

Name:	607.01 Evaluation of Personnel
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Evaluation of Personnel ([ACCS Board of Trustees Policy 607.01](#))

[Return to Table of Contents](#)

Name:	608.01 Instructor Load Hours
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Instructor Overload ([ACCS Board of Trustees Policy 608.01](#))

[Return to Table of Contents](#)

Name:	608.02 Work Schedules, Duty Days, Holidays
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Work Schedules and Duty Days
([ACCS Board of Trustees Policy 608.02](#))

[Return to Table of Contents](#)

Name:	608.03 Instructor Overload Policy
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Instructor Overload ([ACCS Board of Trustees Policy 608.03](#))

[Return to Table of Contents](#)

Name:	609.03 Operation Hours
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

Chattahoochee Valley Community College's business hours are as follows:

Fall, Spring, and Summer Semesters:

Monday thru Thursday 8:00 a.m. – 5:00 p.m.

(Effective January 1, 2022, the following offices will remain open until 6:00 p.m.: Admissions, Business, Financial Aid, and Student Development and Success.)

Friday 8:00 a.m. – 2:30 p.m.

Saturday and Sunday Closed

The Learning Resource Center, Tutoring Center, and Testing Center hours may differ from regular operating hours.

[Return to Table of Contents](#)

Name:	610.01 Leaves with Pay – Court Attendance
Effective:	October 8, 2012; Reviewed December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

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. **This documentation should be provided** 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:	610.02 Paid Absences Due to On-the-Job Injuries
Effective:	October 8, 2012; Reviewed December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Incidents and Job-Related Injuries
([ACCS Board of Trustees Policy 610.02](#))

[Return to Table of Contents](#)

Name:	611.01 Leave without Pay
Effective:	August 13, 2012; Reviewed December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

Requests for leave without pay are to be made in writing with a justification for the request. Such leave is typically requested for emergency situations after the employee has exhausted all appropriate, accumulated leave prior to making the request. This leave must be requested prior to its occurrence, cannot interfere with the normal operation of the College, and must be approved in advance by the employee's supervisor, the Dean of the area in which the employee works, and the President.

[Return to Table of Contents](#)

Name:	612.01 Professional Development Opportunities
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Professional Development Opportunities

[Return to Table of Contents](#)

Name:	612.02 Tuition Assistance
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Tuition Assistance ([ACCS Board of Trustees Policy 612.02](#))

[Return to Table of Contents](#)

Name:	613.01 Drug-Free Workplace
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Drug-Free Workplace ([ACCS Board of Trustees 613.01](#))

[Return to Table of Contents](#)

Name:	614.01 Fair Labor Standards Act Compliance
Effective:	August 13, 2012; Reviewed December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

Overtime Guidelines: CVCC complies with the applicable provisions of the Fair Labor Standards Act. Administration is in conformance to the regulations and guidelines issued by the Chancellor.

A nonexempt employee (Salary Schedule E & H) must be requested by the President or administrator who reports directly to the President to work overtime for a given day or days or for the workweek.

If an employee works hours beyond the normal number of hours for a given workday or workdays, the employee may choose to decrease the number of hours worked in another workday or workdays in that same workweek on an hour for hour basis, so long as such reduction does not cause an undue disruption of the normal operation of the College and so long as the total number of hours worked during the week's not less than that which would have ordinarily been worked by the employee during a work week.

In lieu of adjusting his/her work schedule so as to use additional work hours during the same workweek as the overtime work is performed, the employee may choose to use "compensatory leave." The employee will accrue compensatory leave at one and one-half (1 ½) times the rate of actual overtime hours worked for the workweek. For example: if an employee works four (4) hours of overtime, he/she will receive six (6) hours of compensatory leave which can be used at the employee's discretion, as long as it does not cause an undue disruption to the normal operation of the College.

An employee, who works more than the ordinary number of hours for a week, shall be granted compensatory leave. (See [ACCS Board of Trustees Policy 614.01 Fair Labor Standards Act Compliance](#) for additional information on overtime procedures).

[Return to Table of Contents](#)

Name:	615.01 Conflict of Interest
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Conflict of Interest ([ACCS Board of Trustees Policy 615.01](#))

[Return to Table of Contents](#)

Name:	616.01 Personnel Record Information
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Manual](#), Section 2: Personnel Record Information ([ACCS Board of Trustees Policy 616.01](#))

[Return to Table of Contents](#)

Name:	617.01 Resignations
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Severance from Employment ([ACCS Board of Trustees Policy 617.01](#))

[Return to Table of Contents](#)

Name:	618.01 Abandonment of Position
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Manual](#), Section 3: Abandonment of Position ([ACCS Board of Trustees Policy 618.01](#))

[Return to Table of Contents](#)

Name:	620.01 CVCC Grievance Procedure
Effective:	June 16, 2014; November 2020; December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

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: Employee Grievance](#), which outlines the grievance procedure.

CVCC Grievance Procedure

This policy is intended to cover grievances between and amongst employees of CVCC about general workplace issues, conduct, or professionalism. This policy does not apply and cannot be used against a President. This policy is not intended to cover complaints regarding discrimination, harassment, hostile work environment, ethical concerns, or other legal-related matters, which are covered under Policy 620.02.

Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within 10 calendar days from the date of the alleged incident, otherwise the grievance will not be reviewed under this policy. Oral grievances do not comply with this policy. The written statement must be filed with the complaining employee's direct supervisor, unless the direct supervisor is the person about whom the grievance is lodged. In such cases, the employee must file the statement with the next supervisor in line. The supervisor (or other person receiving a written grievance) will notify HR personnel and/or the President as appropriate.

The supervisor, or other person appointed to address the grievance, must review the written statement and conduct an investigation of the claims within 45 calendar days (or as otherwise agreed), and then make a written report of findings with recommendations within 60 calendar days of receipt of the grievance. The report must be given to the President, the complaining employee, and the person about whom the grievance is lodged. The complaining employee or the person about whom the grievance is lodged has five calendar days from receipt of the written report to provide specific written objections to the report of findings with recommendations to the President, which will be considered by the President or the President's Designee before issuing a final decision. The President's decision shall be final.

An employee who brings a good faith grievance under this policy shall not be retaliated against in any manner. Any employee who retaliates against an employee for making a good faith grievance under this policy will be disciplined.

NOTE: If the last day for filing a notice of appeal falls on a Saturday, Sunday, or a legal holiday, the appealing party will have until 5:00 p.m. the first working day following to file.

CVCC Employee Complaint Procedure ([ACCS Board of Trustees: Policy 620.02](#))

This policy is intended to cover employee complaints related to discrimination, harassment, hostile work environment, ethical concerns, and other legal-related matters against any person associated with CVCC. This policy does not cover general workplace grievances, conduct, or professionalism, which are addressed by [ACCS Board of Trustees: Policy 620.01](#) or complaints of sexual harassment which are covered in [ACCS Board of Trustees: Policy 620.03](#). This policy does not apply and cannot be used against a President.

Any employee who believes he/she has been subjected to or observed:

- discrimination based on race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law,
- harassment in forms other than sexual,
- hostile work environment,
- ethical violations or similar concerns,
- criminal acts,
- ACCS, College, or Chancellor policy or procedure violations, or,
- other legal-related issues

by any person associated within CVCC (other than a President), shall report the action immediately, and in no event less than ten (10) calendar days following the event, to the Title IX Coordinator, Human Resources Director, or President. In conjunction with the report, the employee shall provide a written statement, as well as any evidence the employee believes substantiates the complaint, and shall be required to assist in an appropriate investigation.

The College shall designate an appropriate person to review and investigate the matter and may engage legal counsel for this purpose, as determined by the President. This review and investigation shall be conducted promptly and within 45 calendar days if practical, but not later than 60 days, unless this period is extended by agreement of the complaining and responding parties. The President or President's Designee shall issue a written response to the reporting employee within 15 calendar days if practical, but not later than 30 days unless this period is extended by agreement of the complaining and responding parties; once the review and investigation has been completed, and this written response shall be final.

An employee who brings a good faith complaint under this policy shall not be retaliated against in any manner. Any employee who retaliates against an employee for making a good faith complaint under this policy will be disciplined.

Inquiries concerning this policy may be directed to the Employee ADA/Title IX Coordinator, **Ms. Robin Jones**, Wallace Hall, 334-291-4927. Additional inquiries may be made directly to the Dean of Students and Campus Services, Wallace Hall, 334-291-4928.

[Return to Table of Contents](#)

Name:	620.02 Employee Complaints
Effective:	June 16, 2014; November 2020; December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Manual](#), Section 3: Employee Grievance ([ACCS Board of Trustees Policy 620.02](#))

[Return to Table of Contents](#)

Name:	620.03 Sexual Harassment Complaints
Effective:	August 13, 2012; December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Manual](#), Section 3: Title IX Sexual Harassment Complaint Procedures ([ACCS Board of Trustees Policy 620.03](#))

[Return to Table of Contents](#)

Name:	623.01 Criminal Background Checks
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Reviewed December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Criminal Background Investigations
([ACCS Board of Trustees Policy 623.01](#))

[Return to Table of Contents](#)

Name:	624.01 Reduction-in-Force
Effective:	August 13, 2012; Revised 2013; Revised September 2014; Revised October 2014; Revised December 2014; Revised February 2015; Revised April 2018; Revised March 2019; Revised August 2019; Reviewed December 2020; Reviewed October 2021
Supersedes:	All previous revisions

[Human Resources Procedures Manual](#), Section 3: Reduction-In-Force Guidelines
([ACCS Board of Trustees Policy 624.01](#))

[Return to Table of Contents](#)

700

Instructional Programs

Name:	700.00 Learning Resource Center Handbook
Effective:	August 13, 2012; Revised April 2018; Revised June 2019; Reviewed December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

[Learning Resource Center Handbook](#)

[Return to Table of Contents](#)

Name:	701.01 CVCC Nondiscrimination Policy
Effective:	April 14, 2014; Revised May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

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.] Notification may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the College or its students, publishing in alumnae or alumni newspapers or magazines, or distributing memoranda or other written communications to students and employees. In addition, recipients are required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Nondiscriminatory Notice: Chattahoochee Valley Community College (CVCC), as one of the postsecondary institutions under control of the Alabama Community College System (ACCS) Board of trustees, adopts the official policy of the ACCS System office, that no person, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by Federal and State Law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 334-291-4927, and Associate Dean of Student Development and Success, 334-214-4803. Offices are located at 2602 College Drive, Phenix City, AL 36869. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

[Return to Table of Contents](#)

Name:	702.01 CVCC Curriculum Development and Implementation
Effective:	August 13, 2012; Revised June 2017; Revised August 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

New curricula and courses are originated by the College and submitted for review and approval in accordance with Board of Trustees Policy 702.01 and Procedures to the committees, deans, the President, and the Alabama Community College System (ACCS) as outlined below:

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, but notification is provided by ACCS).

- 2.11 Upon ACHE/ACCS notification of approval, the College will submit appropriate program approval documentation to the Southern Association of Colleges and Schools Commission on Colleges (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](#)

Name:	704.01 Instructional Sites
Effective:	August 13, 2012; Revised 2017; Revised May 2018; Revised December 2020, Revised October 7, 2021
Supersedes:	All previous revisions

Chattahoochee Valley Community College is approved to offer academic credit instruction at the College campus located at 2602 College Drive, Phenix City, Alabama and the following: 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.

[Return to Table of Contents](#)

Name:	711.01 Program Advisory Committees
Effective:	August 13, 2012; Revised June 7, 2017; Revised May 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

Program advisory committees assist the College in identifying possible employment opportunities for graduates of the institution and offer valuable insight regarding program updates. 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, the Dean of Instruction, and the Associate Dean of Workforce Development.

The President of the College has authorized the appointment of 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 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 Save-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 Advisory Committee
- Computer Information Technology Advisory Committee
- Child Care Advisory Committee
- Public Safety Advisory Committee (Fire Science, Criminal Justice and Emergency Medical Services)
- Medical Assisting Advisory Committee
- Nursing Advisory Committee
- Visual Communications Advisory Communication

[Return to Table of Contents](#)

Name:	719.01 Academic Freedom
Effective:	August 13, 2012; Revised June 7, 2017, Reviewed May 2018; Revised December 2020; Reviewed October 7, 2021
Supersedes:	All previous revisions

The faculty at CVCC shall abide by institutional policies based upon guidelines 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

Name:	803.01 CVCC Tuition
Effective:	June 16, 2014; Revised August 2018; Revised August 2019; Revised December 2020; October 7, 2021
Supersedes:	All previous revisions

[CVCC Tuition Schedule 2021-2022](#)

[Return to Table of Contents](#)

Name:	804.00 CVCC Fees
Effective:	August 13, 2012; Revised August 2018; August 2019; December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

[CVCC Student Fee Schedule 2021-2022](#)

[Return to Table of Contents](#)

Name:	804.01 Scholarship/Financial Aid Committee
Effective:	August 13, 2012; Revised August 2018; December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

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 804.01, 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 appointed members through the College committee process.

[Return to Table of Contents](#)

Name:	805.01 CVCC Athletic Department Policies and Objectives
Effective:	August 13, 2012; Revised August 2018; December 2020
Supersedes:	All previous revisions

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 highest achieving 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-Academic status.
7. Athletic Director Evaluation of Coaches. (Annual)
8. Program Evaluation by athletes and from student satisfaction surveys, as directly related to athletics.

[Athletic Handbook](#)

[Return to Table of Contents](#)

Name:	806.01 CVCC Student Organizations
Effective:	August 13, 2012; Revised August 2018; December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

In accordance with ACCS Board of Trustees policy 806.01: Student Organizations, 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;
5. 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 President's 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. Organizations on campus are:

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 – Active
8. Medical Assisting Organization - Active

[Return to Table of Contents](#)

Name:	808.01 Student Safety (Liability Waiver)
Effective:	August 13, 2012; Revised August 2018; Reviewed December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

Students participating in certain activities, especially those requiring travel away from campus, and those where they will be engaged in potentially harmful events, will be required to sign a Student Safety liability waiver.

[Student Safety \(Liability Waiver\)](#)

[Return to Table of Contents](#)

Name:	809.01 Attendance Policy
Effective:	August 13, 2012; Revised September 2018; Revised October 2020; Reviewed December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

Attendance

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 work that has been 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 the beginning of the semester. The "No Show" (NS)/ attendance verification procedure will be used to verify that students receiving financial aid are actually attending class before awards are disbursed.

Students who fail to attend class within the first week will be reported as a "No Show" and administratively withdrawn from the class. Students enrolled in online classes must complete the first assignment by the due date to verify attendance. Online students who fail to complete the first assignment will be reported as a "No Show" and administratively withdrawn from the class. Being reported as a "No Show" may also result in a reduction of financial aid.

College approved club or athletic events are excused absences and students should be allowed to make up any missed assignments. Faculty will be informed in advance of students participating in college activities that will result in an absence.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

Students who have been administratively withdrawn from a course, as a result of being reported as a "No Show" (NS), may request reinstatement to a class by the process below.

Reinstatement process for administrative withdrawal

- The student must submit a Request to Class Reinstatement Form. The form must be submitted within five (5) business days from the NS reporting date of the semester, 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 Pirate mail. The instructor will forward the Request to Class Reinstatement Form to the Financial Aid 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 Pirate mail.
- 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 Pirate mail.

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

Student Withdrawals

Chattahoochee Valley Community College subscribes to the concept that it is the responsibility of the student to officially withdraw from classes if the need arises. Failure to do so may result in a failing grade in the class and a negative impact on academic status and financial aid.

CVCC will comply with the Federal Return of Title IV funds regulations. Title IV funds refer to the following federal financial aid programs (Direct Loans, Direct PLUS loans, Pell Grants, and FSEOG). Work Study funds are excluded from the refund calculations.

Official Withdrawal: A student who received Title IV funding (ex: Pell grant, FSEOG, student loans) and withdraws from **all** classes prior to the 60% point of the semester will owe funds back to the U.S. Department of Education and to the College. The 60% point in the term is indicated on the academic calendar. For an official withdrawal, the date listed on the withdrawal form will be used to calculate return of Title IV funds.

Unofficial Withdrawal: A student who received Title IV funding (ex. Pell grant, FSEOG, student loans) and unofficially withdraws or ceases to attend **all** classes may owe funds back to the U.S. Department of Education and the College. If the student attends classes beyond the 60% point, the student is considered to have earned 100% of the Title IV aid received.

In the event of a withdrawal prior to the 60% point in the term, the college and the student are allowed to retain only the amount of Title IV funding (federal aid) that is earned. If a student withdraws, is withdrawn or ceases to attend classes, whether any credits are earned for the class or not, a portion of the aid received may be considered to be unearned and must be returned to the Title IV program from which it was received. CVCC is a non-attendance taking institution for Title IV purposes. The unofficial withdrawal date is one of the following:

- The last day of attendance as determined by faculty records or;
- The 50% point of the term if the last date of attendance cannot be determined.

Once it is determined that a repayment is required, the College will return the funds to the U. S.

Department of Education and bill the student for the amount of the funds returned. This policy is separate from the College's refund policy. Unpaid balances due to the College that results from return to Title IV programs and other sources of aid will be charged back to the student. The student is responsible for paying all outstanding tuition balances to the College. The student's account will be placed on **HOLD** for registration and transcripts until the balance is paid in full. Additionally, any student account that is not paid in full to CVCC in a timely manner, will be turned over to a collection agency and will be reported to the Credit Bureau.

[Return to Table of Contents](#)

Name:	810.01 Student Grievance Procedures
Effective:	January 10, 2013; Reviewed August 2018; December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

[CVCC Student Complaint and Grievance Policy](#)

[Return to Table of Contents](#)

900

Institutional Effectiveness

Name:	900.01 Institutional Effectiveness Plan
Effective:	August 13, 2012; Revised August 2017; Revised August 2018; Revised December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

SACSCOC defines institutional effectiveness as the systematic explicit and documented process of measuring performance against mission in all aspects of an institution. CVCC Division of Strategic Initiatives (SDI) serves as a repository for information on a broad range of institutional effectiveness planning and research issues. The mission of SDI is to provide leadership and assistance in developing and overseeing the institutional processes for planning, assessment, evaluation, and using feedback for continuous improvement to fulfill the College's mission and goals.

CVCC institutional effectiveness assessment is a systematic evaluation of how well the needs of stakeholders (students, faculty, staff, community, business, and industry) are met through the CVCC mission, objectives, programs offered, and personnel delivering these services. SDI prepares an *Institutional Effectiveness Annual Plan (IEAP)* to ensure that CVCC is effectively carrying out its mission through ongoing assessment and use of results for continuous improvement.

[Institutional Effectiveness Annual Plan](#)

[Return to Table of Contents](#)

Name:	901.01 Institutional Effectiveness: Instructional Program Review
Effective:	August 13, 2012; Revised August 2017; Revised August 2018; December 2020; Revised October 7, 2021
Supersedes:	All previous revisions

(ACCS Board of Trustees Policy 703.01)

Chattahoochee Valley Community College reviews all instructional programs on a rotating basis. The Division of Strategic Initiatives (DSI) updates the Instructional Program Review Schedule annually between Summer and Fall semesters. DSI notifies the Dean of Instruction and the program chairs, and sets the expected deadlines for submission to the Dean and President's Cabinet for approval.

[Instructional Program Review Instructions](#)

[Instructional Program Review Template](#)

[Instructional Program Review Schedule](#)

[Return to Table of Contents](#)