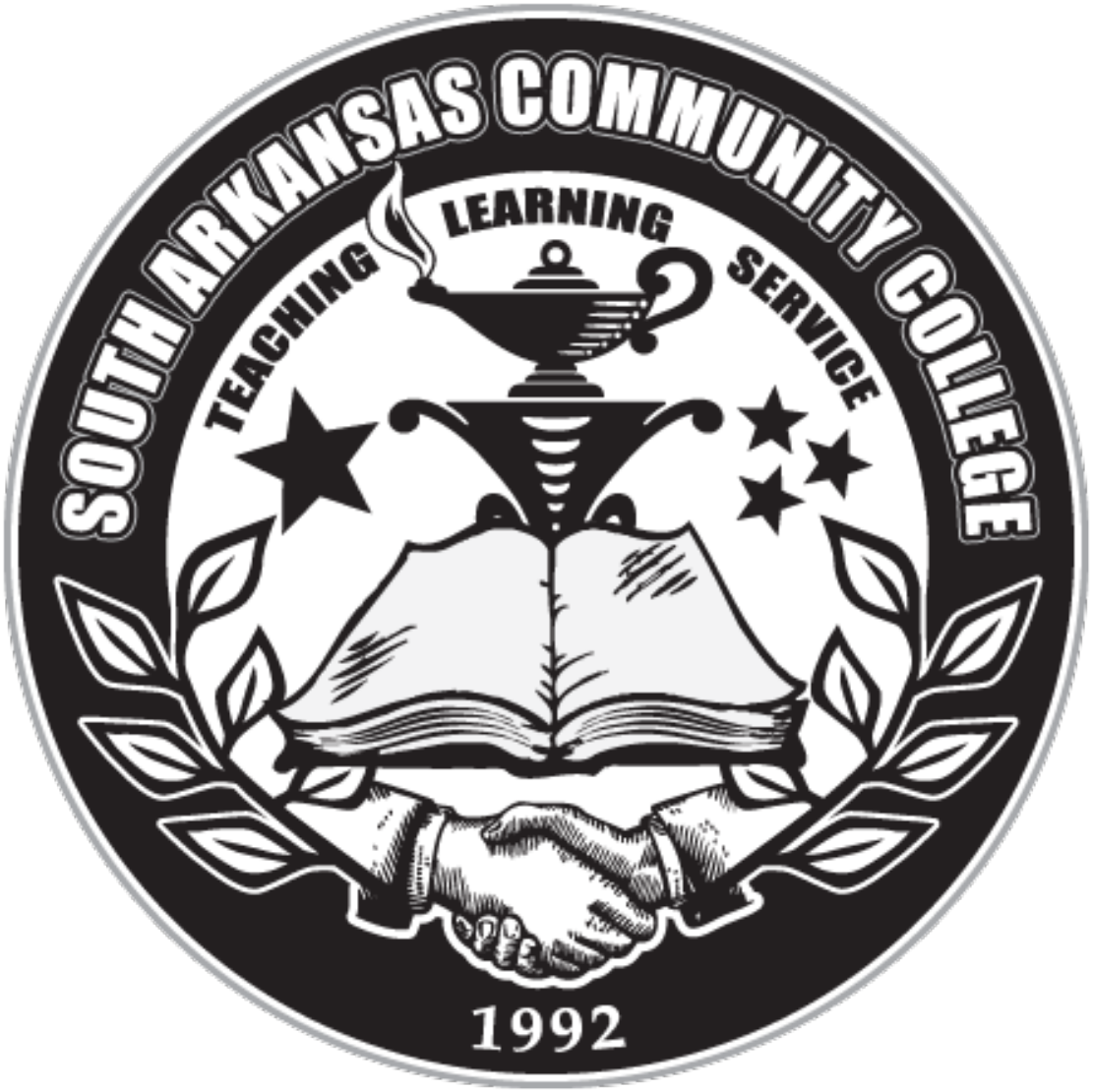


Administrative Procedures Manual

South Arkansas Community College

1.01 Equity/Equal Opportunity 8
1.02 Organizational Chart 9
1.03 Planning Process 10
1.04 Grants and Grant Management 12
1.04a Grant Approval Form 14
1.05 Marketing 15
1.05a Communications 17
1.06 College Foundation and Fund Raising 18
1.06a Deleted 19
1.07 Modification of the Administrative Procedures Manual (APM) 20
1.08 Data Collection and Distribution 22
1.08a Human Subject Requirements 25
1.09 SouthArk Public Calendar 26
1.10 Shared Governance Structure 27
1.11 Institutional Effectiveness Manual 46
2.01 Employment Classifications 47
2.02 Selection Process 49
2.02a Selection Process - Vice President 50
2.02b Selection Process - Faculty 52
2.02c Selection Process – Non-Classified Personnel Other Than Faculty or Vice Presidents 54
2.02d Selection Process - Classified Personnel 56
2.02e Selection Process – Extra Help Employees 57
2.03a Vice President for Academic Affairs- Duties 58
2.03b Vice President for Student Services - Duties 59
2.03c Vice President for Finance and Administration - Duties 60
2.04 Use of Tobacco Products 61
2.05 Weapons 62
2.06 Health and Safety 63
2.06a Campus Accident or Health Emergencies 65
2.06b Accident/Illness Report 66
2.07 Employment of Relatives (Nepotism) 69
2.08 Employment of Constitutional Officers/Spouses 71
2.09 Conflicts of Interest 73
2.10 Classified Staff Regulations Governed by the Office of Personnel Management 75
2.11 Performance Reviews - Classified 77
2.12 Grievance Process 82
2.13 Court and Jury Leave 89
2.14 Educational Leave 90

2.15 Separation of Service 91
2.15a Progressive Corrective Action Procedures 94
2.16 Faculty Evaluation 97
2.16a Values that Define the Plan to Evaluate Faculty Goals of the Faculty Evaluation Plan - DELETED 98
2.16b Evaluation Criteria for Faculty - DELETED 99
2.16c Evaluation Plan - DELETED 100
2.16d Components of an Evaluation Portfolio - DELETED 101
2.16e Faculty Self Assessment Report - DELETED 102
2.16f Form #1 - Classroom/Laboratory Observation Report - DELETED 103
2.16g Form #2 - Classroom/Laboratory Observation Report - DELETED 104
2.16h Form #3 - Classroom/Laboratory Observation Report - DELETED 105
2.17 Performance Reviews - Administrative and Professional Staff 106
2.17a Performance Reviews - Administrative and Professional Staff 107
2.18 Salary Payments 109
2.19 Payment for Candidate Travel Expenses 111
2.20 Tenure, Notice of Non-reappointment/Faculty Dismissal 113
2.21 Computers and Acceptable Use - Personnel 118
2.22 Political Activity by State Employees 121
2.23 Leave Procedures 123
2.23a Abuse of Sick Leave 127
2.23b Influenza Leave Policy 128
2.23c Catastrophic Leave Bank Program 130
2.24 Benefits - Health Insurance 137
2.25 Tuition Waiver 140
2.26 Disability 142
2.27 Life Insurance 143
2.28 Cafeteria Plan 144
2.29 Credit Union 145
2.30 Dental Insurance 146
2.31 Worker's Compensation 147
2.32 Social Security 148
2.33 Unemployment Benefits 149
2.34 Phased Retirement 150
2.35 Retirement Plan Options 153
2.35a Retirement Benefits 155
2.36 Work Schedule and Breaks - Non-teaching Employees 157
2.37 Enrollment in Classes During Working Hours 159

2.38 Inclement Weather 161
2.39 Outside Employment 164
2.40 Designated Holidays 165
2.41 Recognizing and Rewarding Excellent Performance 166
2.41a Recognizing and Rewarding Excellent Performance: Personnel with Teaching Responsibilities 168
2.41b Recognizing and Rewarding Excellent Performance: Personnel with Non-teaching Responsibilities 169
2.42 Salary Adjustments for Degree(s) Earned 170
2.43 Retrenchment 171
2.44 Benefits Eligible Employees 174
2.45 Position Classification/Evaluation 177
2.46 Dress and Personal Appearance 178
2.47 Performance Evaluation Rating Appeal Process (Non-Classified and Classified Staff) 179
2.48 Medical Marijuana 181
2.49 Personal Identifying Information (PII) 182
2.50 Merit Bonus 188
2.51 Arkansas Healthy Employee Lifestyle Program (AHELP) 189
2.52 Remote Work 191
3.01 Academic Organization - RELOCATED 196
3.02 Faculty Affairs Committee - DELETED 197
3.03 Deans - Duties, Selection and Organization 198
3.03a – Academic Rank for Faculty 202
3.04 Recording Class Attendance 204
3.05 Teaching Load 205
3.06 Course Syllabi 208
3.07 Placement of Newly Hired Faculty 209
3.08 Discretionary Leave 212
3.09 Library Fines 213
3.10 Program Advisory Committees 214
3.11 College Catalog 215
3.12 Academic Program Suspension and Discontinuation 216
3.13 Academic Freedom 218
3.14 Patents and Intellectual Property Rights 219
3.15 Records Management Policy 220
3.17 Academic Assessment Manual 222
3.18 Distance Education Policies and Procedures Manual 223
3.19 Faculty Manual 224

3.20 Library Policies and Procedures Manual 225
3.21 Title III Educational Excellence Endowment (E3) 226
4.01 Mission Statement, Functions and Services 228
4.02 Admissions Policy 230
4.03 Residency Determination 232
4.04 Privacy of Student Records 234
4.05 Tuition and Fees 236
4.05a Test Proctoring Fee 238
4.06 Student Insurance 239
4.07 Standards of Student Conduct 240
4.08 Computers and Acceptable Use - Students 243
4.09 Establishment of Student Clubs and Organizations 246
4.10 Student Activities 248
4.11 Student Recognition 250
4.12 Veteran Priority of Service 252
4.13 Student Absence Policy 255
4.14 DACA Procedures 256
5.01 Budget Development and Monitoring 258
5.02 Banking and Investments 260
5.03 Designated Procurement Official 262
5.03a Procurement Authorization 264
5.03b Purchase of Uniforms and Clothing 266
5.03c Hiring of Contractors 267
5.04 Travel Administrator/Supervision Designation 268
5.04a Travel Reimbursements 269
5.04b Travel Authorization and Accounting 273
5.04c Assignment of Vehicles 276
5.05 Use of College Facilities - Priorities 278
5.05a Use of College Facilities - Community Organizations 279
5.05b Facility Request Form - Organization/Individual 280
5.05c Priority for Faculty Office Assignments 283
5.05d Gym Use - College Employees and Students 284
5.05e Facilities Rental 286
5.05f Use of Security Cameras 287
5.05g Use of College Facilities - Public Assembly 288
5.06 Requesting Maintenance Service 290
5.07 Bookstore 291
5.07a Royalties from the Sale of Textbooks 292

5.08 Cash Receipt Requirements 293
5.09 Official Functions 294
5.10 Promotional Items 297
5.11 Agency Accounts 298
5.12 Liability Coverage/Surety Bonds 299
5.13 Donations 300
5.14 Tuition Payment Plans 303
5.14a Tuition and Fee Payment Arrangements 304
5.15 Tuition Refund Procedure 305
5.16 Employee and Emergency Revolving Loan 308
5.17 Advertising in College Publication 309
5.18 Cellular Telephone Policy 310
5.19 Key Policy 312
5.21 Emergency Communications Plan 314
5.31 Technology Lifecycle 318
5.32 College Web Site 321
5.33 Laptop Computers 323
5.33a Electronic Tablets 327
5.33b Data Management, Use, and Protection 330
5.34 Faculty and Staff Housing 334
5.40 Using Personal Devices to Access the SouthArk Network 336
5.40a SouthArk Remote Access Services (VPN) 337
5.40b SouthArk Wireless Network Policy 341
5.50 Fiscal Policies and Procedures 345
6.01 Equity/Equal Opportunity 346
6.02 Americans with Disabilities Act 347
6.03 Substance Abuse/Drug Free Workplace 350
6.04 Fair Labor Standards Act 353
6.05 Family Medical Leave Act of 1993 354
6.06 Privacy of Student Records 356
6.07 Weapons on Campus 358
6.08 Sexual Harassment 361
6.09 Sexual Assault 364
6.10 Freedom of Information 367
6.11 Environmental Regulations 368
6.12 Whistle Blower Act 369
6.13 Copyright Act and Digital Millennium Copyright Act 371
6.14 Faculty Evaluation 375

6.15 Procedures and Plan for Surplus Computer and Electronic Equipment..... 376
6.16 Email acceptable use and electronic records retention..... 384
6.17 Child Maltreatment Reporting..... 386

1.01 Equity/Equal Opportunity

Chapter One: Administrative Affairs

Procedure Title: Equity/Equal Opportunity
Based On: Board Policies 1, 2, and 3
Procedure Number: 1.01
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; November 2, 2016

Please refer to Administrative Procedure 6.01.

1.02 Organizational Chart

Chapter One: Administrative Affairs

Procedure Title: Organizational Chart
Based On: Board Policies 1 and 3
Procedure Number: 1.02
Date Adopted/Revised: November 12, 2001; November 21, 2006; May 15, 2007; August 06, 2008; March 18, 2010; August 9, 2017

In order to effectively communicate the college's organizational structure, organizational charts will be maintained by South Arkansas Community College and will be made publicly available on the college website.

Organizational charts are available on the college website

1.03 Planning Process

Chapter One: Administrative Affairs

Procedure Title: Planning Process
Based On: Board Policies 1, 2, and 3
Procedure Number: 1.03
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; June 1, 2015

Policy Statement:

Planning is the process by which South Arkansas Community College will continuously evaluate its mission, vision and goals, make choices among alternatives and develop strategies for achieving goals. It is a systematic process designed to improve the rationality, credibility and accountability of decision making to positively influence the future direction of South Arkansas Community College.

Procedure

I. Planning Process

A. Characteristics – The planning process:
   1. Has board and presidential support;
   2. Includes broad participation of all constituents;
   3. Uses available and accurate data;
   4. Is comprehensive and flexible;
   5. Is linked to financial resources;
   6. Is action oriented; and
   7. Includes an evaluation component.

B. Purpose – The purpose of the Planning Process is to:
   1. Make recommendations re: the currency of the College Mission, Vision,
   2. Develop College goals consistent with Board Ends Statements;
   3. Identify the broad outcomes that will move the College toward implementing its mission;
   4. Lead College faculty and staff in identifying strategies for accomplishing each goal;
   5. Define indicators of effectiveness (Success/Accountability); and
   6. Disseminate goals to all planning/budget units via the Vice Presidents.

C. Implementation – Implementation of the Planning Process will include but not be limited to:

   .

   1. Developing an annual operating plan;
   2. Making recommendations to the President and Executive Cabinet concerning strategic directions and planning;

3. Making recommendations to the President and Executive Cabinet concerning facilities planning; and
4. Prioritizing new and continuing initiatives for purposes of allocating college resources and general budget planning.

D. Evaluation – Evaluation of the Planning Process will help the College:
1. Assess South Arkansas Community College's effectiveness in carrying out its plan;
2. Validate standards and indicators of effectiveness;
3. Determine preferred systems for collection and use of data; and
4. Report the results of the planning process to state officials, trustees, and the College Community.

II. The Planning Council

A. Structure – The Planning Council serves as the final step in the shared governance structure before proposals are sent to the executive cabinet. The Planning Council meetings are also a venue for discussing planning and policy changes as well as soliciting input from across campus. The membership of the planning council is formalized in procedure 3.01 on shared governance.
B. Function-The function of the Planning Council is:
1. Reporting of data, information, and outcomes
2. Strategic planning
3. Monitoring of Institutional Effectiveness
4. Coordinating of ideas and plans

1.04 Grants and Grant Management

Chapter One: Administrative Affairs

Procedure Title: Grants and Grant Management
Based On: Board Policies 5, 9, and 10
Procedure Number: 1.04
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; Sept. 17, 2013; January 6, 2016; October 10, 2019

Policy Statement:

Staff members of the institution are encouraged to seek and identify grant funding opportunities which will enhance the accomplishment of the institution's mission.

Procedure:

Any person may develop a grant proposal by submitting a recommendation to initiate such a proposal to the Executive Cabinet. The recommendation should include a brief synopsis of the grant, its relationship to the institutional mission and the requirement of institutional resources such as staff time to develop the grant, space requirements for housing the grant activities, and institutional matching requirements (complete form 'Approval Form for Development of Proposal Concepts or Applications").

I. Responsibility for Administration and Implementation The Director of SouthArk Foundation and External Funding will serve as Grants Coordinator to:

A. Identify funding sources for new initiatives;
B. Identify funding sources for the continuation of current programs;
C. Determine if the College has resources to support the grant, if funded;
D. Distribute Request For Proposals (RFPs)
E. Secure permission from the Executive Cabinet to pursue funding as proposed by the employee who has agreed to serve as the Principal Investigator/Grant Administrator;
F. Work with Principal Investigators in developing successful grant proposals and gathering supporting documents in accordance with stated deadlines;
G. Provide technical assistance on components of proposals (i.e., budget, evaluation, summary);
H. Serve as a resource for identifying funding opportunities;
I. Develop a reference library and website related to funding opportunities; and
J. Notify appropriate members of the College of grant submissions and approval, if funded.

Although the Grants Coordinator is responsible for assisting in the preparation of a proposal and supporting documents; the management of a specific grant will fall under the auspices of the Principal Investigator/Grant Administrator. The Principal

Investigator/Grant Administrator is the individual who is responsible for the supervision and management of the grant. In most cases this person is also the author of the grant.

II. Procedures for Initiating New Initiatives/Requests for Proposals

A. For New Initiatives
    1. Upon approval of the request to pursue grant funding, the Grant Coordinator will schedule a meeting with the prospective Principal Investigator/Grant Administrator.
    2. Program design, duplication of services and cooperative efforts with other departments will be discussed.
    3. Private and public funding sources will be identified as possible matches for a program.
B. For Request for Proposals
    1. Requests for Proposals received in the President's Office will be forwarded to the Grants Coordinator for dissemination to the appropriate Vice President to determine the level of interest and potential for submission.
    2. If necessary, supporting documents will be requested from an agency/foundation for clarification of grant guidelines.
C. Once a source has been identified, the Principal Investigator/Grant Administrator will meet with the Grants Coordinator to discuss the feasibility of submitting a proposal based on the following considerations:
    1. The immediate or long-term obligation to the College;
    2. The financial cost of sustaining the program if necessary; and
    3. The approval of the Chief Information Officer for the purchase and/or installation of computer hardware, software or other equipment directly related to Information Services.

III. Development of the Grant/RFP

Following approval of step C above and the identification of the Grant Writer, The Grants Coordinator will work with the Principal Investigator/Grant Administrator and other Grant writer(s) as appropriate to establish a timeline for preparation, provide technical assistance, and ensure compliance with grant guidelines and time lines.

A. In cooperation with the Office of Finance and Administration, the budget for the grant will be defined and documented.
B. The completed grant will be submitted to the responsible Vice President for approval.
C. The grant will be submitted to the President for final approval and required signatures.

IV. Executive Cabinet Review and Approval

After the grant proposal has been completed, it must be approved by the Executive Cabinet before it is submitted to the funding agency.

V. Acceptance of Grant Funding

If the College is notified that a proposal has been funded, the grant and budget must be sent to the President and be accepted by the Board of Trustees at the next Board meeting.

VI. Final Revisions

After the Board of Trustees has approved the budget of the grant, any changes in the budget must be approved by the appropriate Vice President and the President prior to submission to the funding agency. Any approved budget changes must be submitted to the Office of Finance and Administration after the written approval is received from the funding agency.

VII. Reporting to Office of Finance and Administration

The Office of Finance and Administration must be advised of all accounting procedures required by the funding agency and of the dates of periodic and/or final financial reports. Any expenditure of funds will be in accordance with institutional policies and must include the approval of the Development Officer, Grant Administrator/Principal Investigator, the appropriate Vice President and the President. All contracts for employment or personal services must be approved by the President prior to employment or the performance of such services.

VIII. Responsibilities of the Principal Investigator/Grant Administrator Responsibilities of the Principal Investigator/Grant Administrator include but are not limited to:

A. Monitoring all budget expenditures;
B. Coordinating with the Office of Finance and Administration to comply with all reporting requirements;
C. Coordinating the hiring of any staff through the Area Vice President
D. Day to day management of the grant; and
E. Evaluation of the contribution of the project to the overall mission of the College.

1.04a Grant Approval Form

This form was moved to the Employee Portal on June 1, 2015.

1.05 Marketing

Chapter One: Administrative Affairs

Procedure Title: Marketing
Based On: Board Policies 1 and 9
Procedure Number: 1.05
Date Adopted/Revised: October 10, 2001; November 21, 2006; May 15, 2007; May 17, 2010; August 9, 2017

I. Standards and procedures have been put in place to ensure that the promotion and advertising materials of South Arkansas Community College will be consistent and accurate, and represent SouthArk in the most professional manner possible. Any marketing materials intended for distribution to an audience beyond SouthArk employees or currently-enrolled students must be approved by the office of marketing and communications. The coordinator of this office, under the direction of the president, bears the sole responsibility of interpreting and implementing this policy. Authority for design and format of all such materials (brochures, commercials, flyers, advertisements, promotional items, etc.) rests solely with the office of marketing and communications. Appropriate input may be sought from other individuals, committees or campus departments depending upon the project at hand, but the level of input is at the discretion of the coordinator.

II. Official SouthArk logo

The logo should be used on all promotional items and materials, branded for-sale items and advertising. It never is enough simply to use the name of the college. The desire is to create a permanent bond between the logo and the college. Please follow the guidelines on logo use in the official Branding and Style Guide for Marketing and Communications on the college's website.

III. Official SouthArk colors

Based on the colors of the official logo, these are the college's official colors:

Beige: Pantone Solid PMS 4655
C 0 M 21 Y 45 K 23
Hex #c49a6c Web Safe #cc9966

Red: Pantone Solid Coated 202C
C 40 M 100 Y 95 K 20
Hex #7A000A Web Safe #770011

Other shades of red and beige are inconsistent with the official colors and therefore should be avoided in marketing materials, unless the Office of Marketing and Communications finds a compelling reason to use them.

VI. Requests

Any request for marketing should be transmitted with turnaround time in mind, particularly if creation is involved. Two weeks of lead time is expected for any project, but the coordinator's schedule always will dictate how quickly a project is completed.
By the same token, when information is requested by the Office of Marketing and Communications for the purposes of promotion, a reasonable amount of response time is needed and expected.

V. Brochures

The Office of Marketing and Communications recognizes the need for professional-quality brochures to promote the college. When a brochure is needed, input from other individuals will be sought as needed by the coordinator of the Office of Marketing and Communication. However, the design and content will be under the ultimate authority of that office.
Brochures will be produced or updated once annually, after completion of the annual college catalog.

1.05a Communications

Chapter One: Administrative Affairs

Procedure Title: Communications
Based On: Board Policies 1 and 9
Procedure Number: 1.05a
Date Adopted/Revised: October 10, 2001; November 21, 2006; May 15, 2007; June 1, 2015

Policy Statement:
In order to best represent South Arkansas Community College, public communications should be handled professionally and coordinated by the Office of Marketing Communications.

Procedure:

- Public communications include not only press releases and news alerts but also interviews with news agencies.
- Any public communication must be approved by the Office of Marketing and Communications. Authority for such communication (news releases, business cards, catalog, etc.) rests solely with the Office of Marketing and Communications, under the direction of the president.
- Appropriate input may be sought from other individuals, committees or campus departments depending upon the project at hand. The level of input is at the discretion of the coordinator.
- Any request for publicity or public communication should be transmitted with turnaround time in mind. Two weeks of lead time is expected for any project, but the coordinator's schedule always will dictate how quickly a project is completed.
- By the same token, when information is requested by the Office of Marketing and Communications for the purposes of publicity, a reasonable amount of response time is needed and expected.

1.06 College Foundation and Fund Raising

Chapter One: Administrative Affairs

Procedure Title: College Foundation and Fund Raising
Based On: Board Policies 1, 4, 9 and 10
Procedure Number: 1.06
Date Adopted/Revised: October 10, 2001; November 21, 2006; May 15, 2007; May 17, 2010; August 9, 2017

.
I. External funding aids in college growth and innovation. Consequently, fund raising and gift solicitation are institutional priorities for South Arkansas Community College. Review of such items will ensure that potential donors are not being solicited from more than one college entity. The Director of Foundation and External Funding is responsible for coordinating gift solicitation and fund raising activities for the college and the Foundation. The office of Institutional Advancement office acts as a clearinghouse for fund raising and the solicitation of funds from all areas and related entities within the College. Solicitations for money, in-kind items and any other donations must be approved through this office. This will enable this office to manage multiple fundraisers/solicitations of funds/items.

II. Employees, students, sponsors of student organizations and related College entities should contact the Director of Institutional Advancement prior to soliciting funds or gifts. A completed form should be submitted to the SouthArk Foundation Office one week prior to the gift solicitation or fundraising activity (see form “Solicitation of funds and Fund Raising Approval Form”).

1.06a Deleted

This form was moved to the Employee Portal on June 1, 2015.

1.07 Modification of the Administrative Procedures Manual (APM)

Chapter One: Administrative Affairs

Procedure Title: Modification of the Administrative Procedures Manual (APM)
Based On: Board Policies 1, 2, 3, and 9
Procedure Number: 1.07
Date Adopted/Revised: June 25, 2001; rev 9/05; November 21, 2006; May 15, 2007; June 1, 2015; March 14, 2016

Any college employee may initiate a recommendation to modify the Administrative Procedures, Manual (APM), either by addition of a new procedure, OR, deletion of or alteration to an existing procedure.

Any proposed addition, deletion, or alteration of a procedure should be submitted via the "South Arkansas Community College Procedures Approval Form".

Recommendations should be stated in writing and be submitted to the area Vice President/Executive Cabinet Member in keeping with the following sequence:

Step One: The recommendation to the area Vice President/Executive Cabinet Member should include:

- The person(s) initiating the recommendation for modification;
- Identification of the modification as an addition, deletion or alteration;
- Notation of the specific procedure number, if the modification is a deletion or alteration;
- An indication that others in the chain of command are aware of the proposed modification(s), and if not, why.

Upon receipt of the recommendation for modification, the area Vice President/Executive Cabinet Member will forward the information to the Executive Cabinet, with or without support for the recommendation.

Step Two: The decision of whether or not to modify the APM will be made by the Executive Cabinet.

- If the modification is adopted, all employees will be notified in writing by the Executive Cabinet.
- If the modification is not adopted, the area Vice President/Executive Cabinet Member will notify the person(s) who initiated the proposal, and explain the decision.

Minor changes to the A.P.M do not require Cabinet approval. Minor changes are defined as grammatical, title, spelling, and formatting changes that is not a new/alteration/deletion of a procedure. Such changes should be submitted to the Vice President for Finance and

Administration for review/update. If it determined that it is not a minor change, then the request will be returned to follow the procedure above.

1.08 Data Collection and Distribution

Chapter One: Administrative Affairs

Procedure Title: Data Collection and Distribution
Based On: Board Policies
Procedure Number: 1.08
Date Adopted/Revised: May 24, 2010; June 16, 2014; August 9, 2017

Policy Statement:

In an effort to maintain the accuracy and consistency of information regarding South Arkansas Community College, standard procedures will be followed for the collection, release, and distribution of data concerning the College, its students, or its programs.

Procedure:

Four types of administrative information or documents are considered below, each with its own set of procedural guidelines.

I. Results of Surveys of Individuals
II. Regulatory Data
III. Information Requests for Commercial and Educational Research
IV. College Documents

Unless otherwise stated, the approval noted below is through the Office of Institutional Effectiveness and Advancement. Some data may need to be submitted to the South Arkansas Community College Institutional Review Board if data collection is from or about human subjects and intended for publication or presentation outside of the College.

I. Surveys of Individuals

Surveys will be conducted throughout the year at Arkansas Community College in order to better understand the students, faculty, staff, and the community. In an effort to protect the privacy of these parties, the following regulations have been put in place.

A. External surveys conducted by South Arkansas Community College and its personnel for both internal and external usage require approval of the survey tool prior to its release. All surveys conducted through alumni are considered external.
B. If data from an internally conducted survey is intended for use in publicly available documents, including but not limited to grants, accreditation documentation, or posting on the South Arkansas Community College website; approval of the survey tool must be sought prior to release of the data. In order to secure approval, the survey collection method must ensure the privacy of the respondents and must not include questions requesting restricted information. If potentially restricted information is needed, the approval process may require documentation of data storage and restrictions on usage. Following approval, the group conducting a survey is responsible for the management and release of the data collected.
C. Results will only be released as summaries and respondents should neither be identified nor an individual response set published.

D. Summary results may be made available on request to any persons who completed the survey with the exception of information related to personnel review such as course and performance evaluations.
E. Summary results of surveys may be made available to members of the College community upon request with the exception of information related to personnel review and information deemed sensitive. Release of requested summaries for public documentation requires additional approval unless explicitly stated on the report cover page.
F. Data files from surveys are not to be released either internally or externally except under special circumstances requiring the signatures of the executive cabinet and the Chief Institutional Effectiveness and Advancement Officer.

Personal Information Guidelines

Restricted (Never to be collected)
passwords
social security number
bank account numbers
driver license numbers
health and insurance policy numbers

Potentially Restricted (Requires prior approval)
college ID number
full names
addresses
phone numbers
vehicle identification numbers
salary, benefits, deduction information
transcripts, grades, test scores

II. Regulatory Data

Data requested by or submitted to federal, state, consortia, and accrediting bodies must be approved prior to release of said data with the exception of established yearly reports such as those requested from the registrar and fiscal affairs. In order to ensure the accuracy, documentation of the data collection procedure is required. Prior approval of the collection method will expedite the process. If notice is given of impending reporting dates, it is requested that they be submitted along with the collection method to minimize potential time conflicts. Release of data provided to these agencies is governed by their information release policies and dates. Much of this information is public and may be freely used and distributed following release by the requesting agency. Request for this data prior to its publication must be approved before its release or usage.

III. Information Requests for Commercial and Educational Research Purposes

South Arkansas Community College receives and responds to many requests from commercial organizations, such as publishers of guidebooks and journals.

A. Due to their public release, any data entered into these surveys must be approved before submission and any narrative content must be approved by the SouthArk Office of Marketing and Communications.

B. Requests from other institutions or educational organizations will require the same approval process as commercial surveys.
C. Requests from individuals outside of the College concerning data for educational research should be directed to the Office of Institutional Effectiveness and Advancement. In the case of information requested from the Registrar, it is the job of that office to comply with FERPA guidelines. Questionable requests will be forwarded to the Executive Cabinet for a final decision.
D. Requests from individuals outside of the College wishing to survey SouthArk students, staff, or faculty must receive permission and assistance from the Office of Institutional Effectiveness and Advancement. They will be required to submit a copy of the survey tool and demonstrate data collection practices consistent with the internal requirements of the College.

IV. College Documents

Reports and documents produced at South Arkansas Community College for public release will note a range of distribution on the cover page and should be referenced directly if content has been quoted. When referencing data from these reports, it is the intention of the compilers that anyone using the data will note both method of data gathering and timeframe. For example, if quoting a retention rate, it is important to note both the year to which it applies and the portion of the student population that was used to determine it.

1.08a Human Subject Requirements

Chapter One: Administrative Affairs

Procedure Title: Human Subject Requirements
Based On: Board Policies
Procedure Number: 1.08a
Date Adopted/Revised: May 24, 2010; June 16, 2014

I. All research conducted at or through South Arkansas Community College involving data collection from or about human subjects either in person or through written or verbal communication (i.e. observations, surveys, and interviews) is subject to review by the South Arkansas Community College Institutional Review Board (IRB). The function of the IRB is to protect the privacy and well-being of research participants in compliance with the regulations for the protection of human subjects as outlined by the U.S. Department of Health and Human Services and to protect the school from any potential liabilities of the research.

II. The IRB is appointed by the College president and is composed of at least four SouthArk faculty and/or administrators who are familiar with research using human subjects and one unaffiliated community member. The Chief Institutional Effectiveness and Advancement Officer will serve ex officio and will be the contact person for the IRB. The IRB will perform its function by following the requirements as stated in the Office of Human Research Protections IRB Guidebook.
The IRB application process requires the completion of the following:

III. A thorough description of the research including

A. the purpose of the research,
B. subject selection criteria,
C. descriptions of subject contact procedure including copies of surveys or scripts,
D. description of data storage method, and
E. a list of measures that will be taken in order to minimize adverse consequences to the subjects.

IV. Proof of Informed Consent and a copy of the actual informed consent form to be used.

1.09 SouthArk Public Calendar

Chapter One: Administrative Affairs

Procedure Title: SouthArk Public Calendar
Based On: Board Policies
Procedure Number: 1.09
Date Adopted/Revised: April 7, 2015; August 9, 2017

I. The South Arkansas Community College calendar is designed to maximize the educational, workforce, and social benefits for the college and the community. With careful coordination and advance planning, every department, organization, and individual on campus should have the ability to schedule activities on campus, thus providing for diverse opportunities for engagement.

II. The office of Marketing and Public Relations will maintain the official SouthArk calendar. It is the responsibility of departments, employees, or college organizations to schedule an event and send the following information to their respective division administrative specialist.

A. The event's name and description or event hyperlink
B. Date(s)
C. Start and end times
D. Location
E. Sponsor's contact information
F. Internal or Public Event

III. It is the responsibility of the division administrative specialists to ensure that all submitted events are approved college functions.

IV. College events which are open to the public should be submitted when the planners have finalized the date, but then must be submitted at least two weeks before the event.

V. College events which are open to all students should be submitted when the planners have finalized the date, but then must be submitted at least two weeks before the event.

VI. Committee and Council meeting should be submitted at least one week before the event.

1.10 Shared Governance Structure

Chapter One: Instructional Affairs

Procedure Title: Shared Governance Structure
Based On: Board Policies 1, 2, and 3
Procedure Number: 1.10
Date Adopted/Revised: October 31, 2001; November 21, 2006; May 15, 2007; June 19, 2010; June 16 2014; November 2, 2015; July 22, 2016; October 31, 2016, March 3, 2017; August 28, 2017; November 27, 2017; April 2, 2018; December 6, 2018; August 15, 2019; March 4, 2020; November 18, 2020

Purpose

The Shared Governance Structure model engages the system of committees and councils to identify and solve problems and to address institutional needs.

Fundamental Principles

- Decisions are made by the appropriate person or body within the college after solicitation of and taking due account of, input from those with relevant expertise or information, including all stakeholders (through their representative organizations).
- Decisions and their rationale are shared with those who provided input through SouthArk's system of Shared Governance.
- Representatives who serve on recommending bodies ensure the accurate and timely flow of information between those they represent and the bodies on which they serve (in both directions).

Values to Guide Decision-Making

The committee structure is set to engage the faculty and other appropriate college personnel in finding solutions for the college. Given that everyone's time is valuable, it is important for each committee to have meaningful issues to address and for a structure to exist that will ensure committee recommendations are heard and appropriately addressed. Committee and council meetings attendance is mandatory.

- The educational needs of students are the highest priority within the college. SouthArk is committed to collaborative decision-making and information-sharing in addressing issues and developing procedures.
- Access to information within the college is essential to developing quality decisions. Collaboration and involvement of employees will lead to better decisions and improved communication and morale.
- Administrative functions must be designed to support educational quality,

effectiveness, and efficiency. This entails collaborative development, measuring effectiveness, and regular review and refinement of college operating procedures.

- SouthArk will tie in proposals to “best practices” or challenges its best practices in analyzing its operational performance.
- SouthArk will support creativity and innovation in instruction.
- Development and continual learning are essential to the achievement of quality service to students, the public, faculty, and staff.

Fundamental Structure of Shared Governance-Councils and Committees

Institutional decision making at SouthArk is supported by a system of Shared Governance composed of councils and committees that function as recommending bodies with respect to those matters that fall under their sphere of responsibility.

- Councils are the primary vehicle to foster collaborative development or review of college procedures. A council is a recommending body that makes recommendations directly to the President and which has a sphere of responsibility of particularly broad scope or significance. SouthArk shall have the following four councils:
    - Academic Affairs Council
    - Administrative Affairs Council
    - Student Services Council
    - Planning Council
- Committees are representative groups that focus on a specific area of college operations. These groups are intended to be standing, ongoing, groups that identify issues, collect facts, and recommend solutions to the appropriate council. Every committee shall be assigned to an appropriate council to assure that recommendations are reviewed appropriately and forwarded ultimately to the President. SouthArk has three different types of committee:
    - Standing Committees, which are expected to meet ongoing needs of the college.
    - Ad Hoc Committees which represent groups appointed for a limited time period to review issues or concerns, and to make specific recommendations to a committee or council. After it has met its functions, an ad hoc committee will be disbanded.
    - Appointed Committees which are special committees whose members are appointed by the President.

Access to Information

All councils, standing committees, and ad hoc committees will have written function statement, membership list (including terms of appointments), and contact information posted.

Chairs of all committees and councils are encouraged to post provisional minutes of meetings within 10 days of the meeting date, and must post final, approved minutes within 10 days of the committee's next meeting. Minutes will be posted on the SouthArk web site.

Functions and Purposes of Councils and Committees

The commitment to Shared Governance entails a commitment to the effective use of participatory governing councils and committees to draw upon the expertise of the members of the SouthArk community, and to represent the stakeholders within the SouthArk community, in the process of governing the college and guiding it towards fulfillment of its mission.

The role of each governing council or committee is to make recommendations to the appropriate council and, ultimately, to the Executive Cabinet/President of the college with respect to a designated sphere of responsibility. For a committee to be effective in its work, its sphere of responsibility must be clearly defined in a set of functions, the fulfillment of which constitutes the purpose of the committee. To properly regulate committees, they must be created with a clearly defined and well constituted purpose, they must be evaluated with respect to both the continuing significance of their purpose and their ability to fulfill that purpose, and they must be continued, modified, or dissolved on the basis of those evaluations. The following are Council Responsibilities

- Assign issues needing to be addressed to the appropriate committee under that council. Review, develop, and implement college-wide policies and procedures.
- Hear committee recommendations, ask questions and either return work to committee for additional fine-tuning or move it on to the Executive Cabinet.
- Make recommendations to Executive Cabinet. Evaluate committee effectiveness and efficiency.

Creation of Committees

A new committee is created when it is determined that some sphere of responsibility needs the attention of a representative, recommending body and that there is no currently constituted body to which the responsibility appropriately can be assigned. Anyone in the college community can propose the creation of a committee in writing to the relevant council(s) or committee(s)) whether the committee should be formed and what its exact function and membership ought to be.

The proposal for creating a new committee must include the following information:

- A general description of need for the committee including whether it will be a standing committee (permanent) or an ad hoc committee (temporary)
- A specific description of the function(s) of the committee
- Identification of the council to which the committee will forward its recommendations A draft of a work plan for the first year
- Suggested membership of the committee Ex officio members

- Slots designated for representation by categories Representatives of job functions Representatives of SouthArk constituencies

The following are committee chair responsibilities:

- Lead meetings to address issues related to committee responsibilities.
- Ensure preparation of committee minutes, reports, and recommendations that go to councils.
- Ensure minutes are posted on the web within seven working days after the committee's approval.
- Report to the appropriate council and Executive Cabinet. Serve on appropriate council.
- Record attendance of committee members in the minutes. Assign sub-committees (if needed and/or applicable).

The following are committee member responsibilities:

- Sign in and attend entire committee meetings.
- Participate in committee work by reviewing, developing, and implementing college-wide policies and procedures.
- Serve on sub-committees (if applicable).
- As described in Article 9, Section 51 of Robert's Rules of Order, an ex-officio member of a committee or council are members by virtue of their office at SouthArk. The ex-officio member has all the privileges, including the right to vote and may hold the office of secretary for the committee, but no higher office may be held.
- Advisory members are non-voting members of the committee holding a position of academic dean/administrative director or higher who have administrative oversight on functions covered by the committee. The SouthArk shared governance structure recognizes the importance and necessary participation of all levels of staff, faculty, and administration in the governing process. Advisory members attend regular and special committee meetings. They may contribute to discussion and provide advice, information, policy/law, and historical information regarding a particular topic under consideration. Advisors may not bring forward motions, may not vote on any item brought before the committee, or be counted as part of a quorum.

Academic Organization

- The Vice President for Academic Affairs may request that a faculty member serve on an ad hoc committee in addition to a regular committee assignment.
- Each committee will elect a recording secretary at the beginning of the academic year. Meeting announcements and committee agendas must be published and distributed at least one week in advance.
- Minutes must be published and distributed in a timely manner after each meeting.

- Committees must use approved meeting agenda and meeting minutes. All announcements, agendas and minutes for all meetings must be placed on file in the office of the Vice President for Academic Affairs and on the web site under the meeting minutes for the Academic Affairs Council.
- "Academic standing committees will establish regular meeting times and dates for the academic year that are appropriate to accomplish the tasks of each committee. Established meeting schedules of the Council to which each standing committee reports should be considered to permit a timely flow of information and actions.
- At the beginning of each academic year, Standing committee Chairs should notify their Council Chair regarding the committee's agreed upon meeting times and inform them of any changes that should arise through the current academic year."

Committee Terms--Chairs, Vice-Chairs, Secretaries, and Membership

Standing committee Chairs will serve a one-year term and must serve one-year as Vice-Chair. Vice-Chairs are elected from within the committee. Members must serve a minimum of one year before being considered for service as Vice-Chair of a standing committee. The position of Secretary is to be elected from within the standing committee on an annual basis.

Standing committee members will be assigned to serve up to four-year terms to be staggered, ensuring that no committee loses a majority of its members as they rotate their service to other standing committees.

If the Chair resigns during the year, the Vice-Chair will become the Chair and another committee member will be elected from within the committee to serve the remainder of the Vice-Chair's term.

The chairs of Academic standing committees will be faculty members.

Unless otherwise designated in the APM, all committees should have at least one faculty representative from each division.

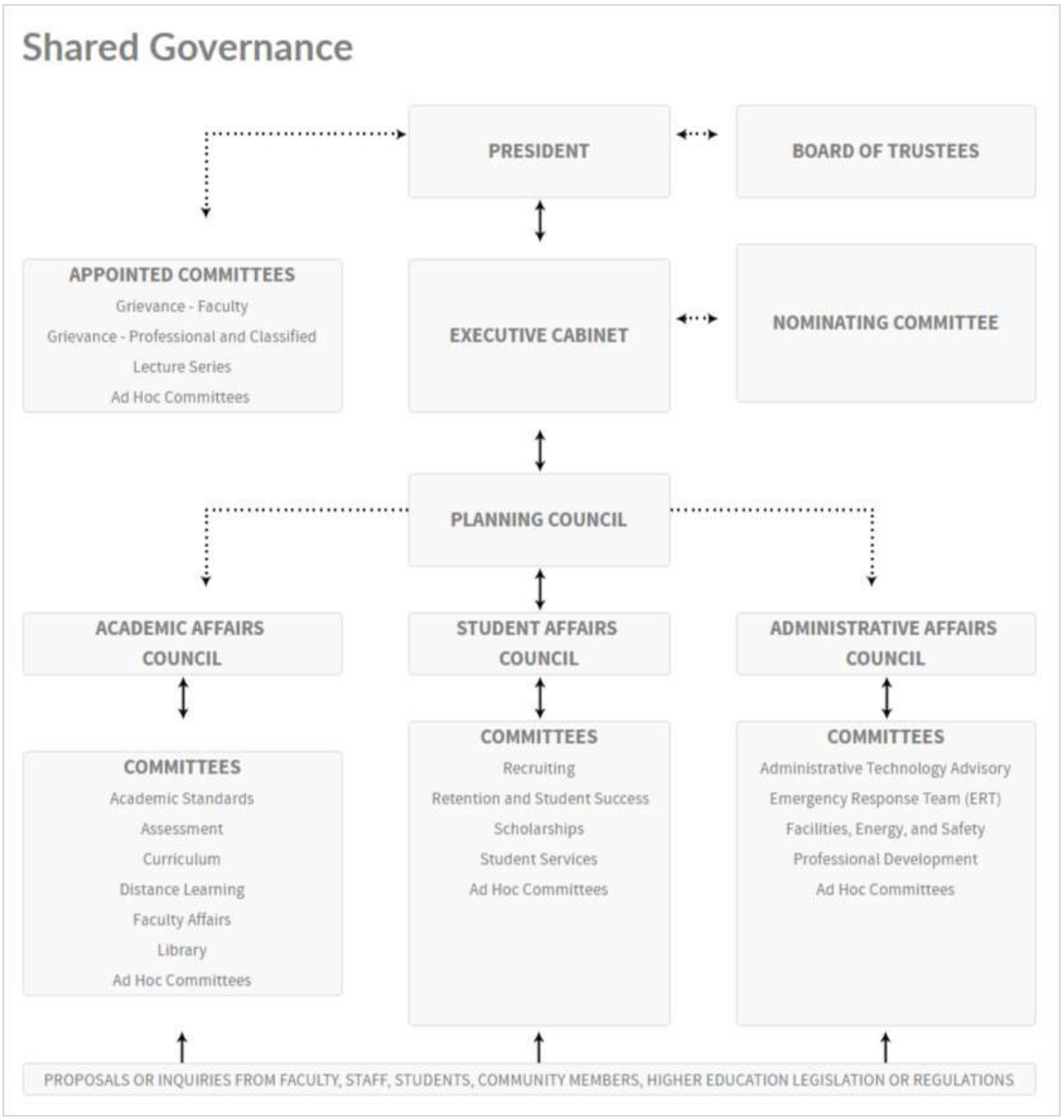
At no time will one person determine the membership of a committee. The Nominating Committee will meet as needed to address standing committee membership openings.

Review, Modification, and Dissolution of Committees

To ensure that the efforts of each committee are worthwhile and contribute to the mission of the college, each committee will evaluate itself at the beginning of each year, report its evaluation to the council to which it makes recommendations, and be reviewed by that council. These evaluations will include a review of the functions of the committee, an assessment of whether the activities of the committee have been appropriately directed to its functions, and an assessment of whether the membership of the committee is appropriate for its functions.

Based on these evaluations, recommendations may be forwarded to the Councils for the modification or dissolution of a committee in the late spring. Councils will engage in a similar self-evaluation and make a report to the President/Executive Cabinet

- Modification of a committee's function
- Modification of a committee's membership
- Dissolution of a committee



COUNCILS and COMMITTEES

Functions and Information

NOMINATING COMMITTEE

Purpose/Function

- Populate the membership of standing committees

Schedule

- Meets once per semester on a date determined by the Chair and as necessary throughout the year

Membership

- Two faculty members
- Two members from Student Services
- Two members from Finance and Administration
- Ex-officio members include the VPAA, VPSS, and VPFA

PLANNING COUNCIL

Purpose/Function

- Communication and information sharing Reporting of data, information, and outcomes Strategic planning
- Monitoring
- Coordinating of ideas and plans
- Having individual experts to answer questions about proposals, etc. No voting on the Planning Council

Schedule

- Meets 4th Friday of every month

Membership

- Chief Institutional Effectiveness & Advancement Officer (Facilitator)
- President
- VP for Finance and Administration
- VP for Academic Affairs
- VP for Student Services
- Associate Vice President for Administration
- Administrative Directors (Distance Learning, Library, Foundation, Financial Aid, Learning Center, Counseling)
- Deans
- Council Chairs (Academic Affairs, Student Affairs, Administrative Affairs)
- Faculty Representatives (two from each Division)

- SGA President

ACADEMIC AFFAIRS COUNCIL

Purpose/Function

- Assign issues needing to be addressed to the appropriate committee under the council. Review, develop, and implement college-wide policies and procedures.
- Hear committee recommendations, ask questions and either return work to committee for additional fine-tuning or move it on to the Planning Council.
- Make recommendations to Planning Council. Evaluate committee effectiveness and efficiency.
- The Academic Affairs Council is comprised of eight committees: Academic Standards, Basic Studies, Curriculum, Distance Learning, Faculty Affairs, Faculty Course Assessment, Faculty Professional Development, and Library.

Schedule

- Meets 1st Friday of every month at 10:45 a.m., ADM Board Room

Membership

- Chair: Faculty member
- Administrative Liaison: VP for Academic Affairs
- Committee chairs (8 committees)
- Dean of Health Sciences
- Dean of Liberal Arts
- Dean of Career and Technical Education
- Dean of Continuing Education
- Administrative Directors (Adult Education, Distance Education, Library)
- Program Directors (CJ, CNA, Educ., EMT, LPN/RN, HIT, OTA, MLS/Ph./EKG, PTA, Rad.Tech., Resp.Therapy, Surg.Tech., Process Tech)
- Student Representative

NOTE: Program Directors may also be committee chairs

ACADEMIC STANDARDS COMMITTEE

Purpose/Function

- Make recommendations on matters relating to the academic policies of the College; Hear and advise on academic appeals; and
- Perform other duties assigned by the Vice President for Academic Affairs or the President.

Schedule

Membership

- Career & Technical Education Division (2representatives)
- Health Sciences Division (2 representatives)
- Liberal Arts Division (4representatives)
- Continuing Education Staff Member
- Dean of Enrollment Services
- Vice President for Academic Affairs (ex-officio)

CURRICULUM COMMITTEE

Purpose/Function

- Make recommendations on matters relating to curriculum design and curricular changes. Approve or disapprove curricular changes that affect only the faculty member or department requesting the change.
- Recommend curricular changes that would affect the entire faculty to the Academic Affairs Council.
- Recommend new program proposals to the Academic Affairs Council. Review existing programs on a rotating basis.
- Perform other duties assigned by the Vice President for Academic Affairs or the President.

Membership

- Career & Technical Education Division (2representatives)
- Health Sciences Division (2 representatives)
- Liberal Arts Division (4 representatives) -
- Continuing Education Staff Member
- Dean of Enrollment Services
- Vice President for Academic Affairs (ex-officio)

FACULTY AFFAIRS COMMITTEE

Purpose/Function

- The committee may develop recommendations affecting faculty in the areas of employment, compensation and benefits, professional responsibilities and development, and institutional governance and submit them for consideration to the Academic Affairs Council.
- The committee chair may make a report at each general meeting of the faculty/professional staff. This report may include advice on standing committee proposals as well as recommendations developed by the Faculty Affairs Committee.
- In order to ensure effective communication, the committee chair will meet regularly with the President as a member of the Academic Affairs Council to discuss faculty-related issues.

- At the recommendation of the committee and notification and scheduling through the Vice President for Academic Affairs, the committee chair may convene a meeting of the faculty.
- Perform other duties assigned by the Vice President for Academic Affairs

Membership

- Career & Technical Education Division (2representative)
- Health Sciences Division (2 representatives)
- Liberal Arts Division (4 representatives) -
- Continuing Education Staff Member (1 – Workforce representative)

ASSESSMENT COMMITTEE

Purpose/Function

- Develop and review guidelines for the assessment of student learning.
- Analyze and document patterns of evidence that demonstrate strengths and weaknesses of the assessment of student learning.
- Make recommendations to the Academic Affairs Council from the Assessment Report reviews as basis to improve learning.
- Make recommendations regarding strategic planning and budgeting that impacts student learning.
- Review the Academic Assessment Manual annually and propose revisions as needed.

Membership

- Career & Technical Education Faculty (2 representative)
- Liberal Arts Faculty (3 representatives)
- Health Sciences Faculty (2 representatives)
- Student Services Member
- Assessment Coaches
- Dean of Continuing Education
- Director of Distance Learning
- Chief Institutional Effectiveness & Advancement Officer (Permanent)
- Dean of Enrollment Services (ex-officio)
- Dean of Career & Technical Education
- Dean of Health Sciences (ex-officio)
- Dean of Liberal Arts (ex-officio)

ACADEMIC SUPPORT COMMITTEE

Purpose/Function

- Investigate and Recommend New Academic Technology
- Recommend and Request Items for SouthArk Library Collections
- Recommend Strategies for Adoption of Open Educational Resources at SouthArk
- Review the Distance Learning Policy and Procedures Manual annually and update as needed.

- Review the SouthArk Library Policy and Procedures Manual annually and update as needed.
- Perform Other Duties and Activities as Assigned by the Faculty, VPAA, or President

Membership

Career & Technical Education Division	1	
Health Sciences Division	2	
IT Department Representative	1	
Liberal Arts Division	2	
Library Representative	1	
Student Services Representative	1	
Dean of Workforce and Continuing Education	1	(ex-officio)
Dean of Career & Technical Education	1	(ex-officio)
Dean of Health Sciences	1	(ex-officio)
Dean of Liberal Arts	1	(ex-officio)
Instructional Technology Coordinator	1	Advisory
Instructional Design Coordinator	1	Advisory
Book Store Manager	1	Advisory
Library Director	1	Advisory
SouthArk Student	1	Advisory

STUDENT AFFAIRS COUNCIL

Purpose/Function

- Assign issues needing to be addressed to the appropriate committee under the council.
- Review, develop, and implement college-wide policies and procedures.
- Hear committee recommendations, ask questions and either return work to committee for additional fine-tuning or move it on to the Planning Council.
- Make recommendations to Planning Council. Evaluate committee effectiveness

and efficiency.
- The Student Affairs Council is comprised of four committees: Pre-College Education; Recruitment, Retention and Student Success; Scholarship, and Student Services

Schedule

- Meets 2nd Friday of every month at 10:45 a.m. in the Admin Board Room

Membership

- Chair - elected from committee chairs
- Administrative Liaison: VP for Student Services
- Committee chairs (4 committees)
- Dean of Enrollment Services
- Administrative Directors
- Student Representative

RETENTION & STUDENT SUCCESS COMMITTEE

Purpose/Function

- Annually review and update the programs, goals, and strategies of the Retention Plan section of SouthArk's Enrollment Management Plan to determine which efforts are effective and which need improvement.
- Develop new policies that will aid in the success of all SouthArk students.
- Make recommendations to Student Affairs Council.
- Act upon issue referred by the Student Affairs Council.

Schedule

- 2nd Wednesday of each month at 4:00 p.m. in ECC Room 246

Membership

- Administrative Staff Representative
- Director of Career Pathways
- Health Sciences Division (2 representative)
- Liberal Arts Division (2 representative)
- Career and Technical Education (2 representative)
- Dean of Enrollment Services
- Director of the Testing and Learning Center
- Director of Distance Learning
- Director of Student Advising Coaches
- Director of Financial Aid
- Director of Student Success Services
- Vice President for Student Services (ex-officio)

RECRUITMENT COMMITTEE

Purpose/Function

- Review SouthArk's strategies to recruit and enroll new credit-seeking college students, providing input and guidance where appropriate.
- Facilitate interdepartmental communication and collaboration on recruitment activities and principles.
- Make recommendations to Student Affairs Council.
- Act upon issues referred by the Student Affairs Council.

Schedule

- TBD

Membership

- Liberal Arts Division (2 representative)
- Health Sciences Division (2 representative)
- Career and Technical Education (2 representative)
- Director of Adult Education (Permanent)
- Director of Marketing & Communications (Permanent)
- Director of Upward Bound (Permanent)
- College and Career Coach/Transfer Advisor (Permanent)
- Dean of Enrollment Services (Permanent)Dean of Career and Technical Education (Permanent)
- Student Recruitment Specialist (Permanent)
- Vice President for Student Services (Ex-officio)

SCHOLARSHIP COMMITTEE

Purpose/Function

- Committee meets to consider financial aid appeals or scholarships to be reviewed.

Schedule

- Meets as needed Membership
- Health Sciences Division (2 representatives) Liberal Arts Division (2 representatives)
- Financial Aid Analyst (ex-officio) Director of Financial Aid (Permanent)

STUDENT SERVICES COMMITTEE

Purpose/Function

- Make recommendations on matters pertaining to student affairs.
- Make recommendations on new clubs and other student organizations. Hear

appeals relating to student disciplinary matters.
- Make recommendations to the President for nominations to Who's Who Among Students of American Universities and Colleges.
- Plan and implement annual Recognition Ceremony.
- Perform other duties assigned by the faculty, Vice Presidents, or the President.

Schedule

- Meets 2nd Tuesday of every month at 4:15 p.m. in WHT 231
-

Membership

- Health Sciences Division (2 representatives)
- Liberal Arts Division (2 representatives)
- Career and Technical Education (2 representatives)
- Classified staff representative
- Student representative
- Administrative staff representative (Professional)
- Vice President for Student Services (ex-officio)

ADMINISTRATIVE AFFAIRS COUNCIL

Purpose/Function

- Ensure the College meets the institutional support needs in a manner that meets standards and policies set by the South Arkansas Community College Board of Trustees, State of Arkansas and other entities.

Schedule

- Meets 3rd Friday of every month Membership
- Chair: Elect from committee chairs
- Administrative Liaison: Vice President for Finance and Administration
- Associate Vice President for Administration
- Director of Physical Plant Director of Human Recourses Director of Public Safety Controller
- Manager of Financial Accounting Manager of Purchasing/Payables
- Coordinator of Marketing/Communications Student Representative (Appointed by VPSS) Committee Chairs

INSTITUTIONALTECHNOLOGY ADVISORY COMMITTEE

Purpose/Function

- The purpose of the Institutional Technology Advisory Committee is to provide feedback to the Chief Information Officer and the Executive Cabinet on policies and procedures for administrative and academic technology services offered by the Information Technology Department. This committee will also provide feedback on administrative and academic technology initiatives and the college technology plan.

Schedule

- The committee will meet quarterly or more frequently if necessary.

Membership

- Associate Vice President for Administration
- Data Administrator
- Fiscal Affairs Representative
- Faculty from each division
- Student Affairs Representative
- Community Education Representative
- Director of Distance Learning

EMERGENCY RESPONSE TEAM (ERT)

Purpose/Function

- Respond to emergencies on the South Arkansas Community College campus and sites to help prevent injuries and loss of life and property.
- Responsibilities include having a detailed knowledge of the College's Emergency Operations Plan including recommending necessary updates to the Plan.

Schedule

- Meet monthly or more often as needed.

Membership

- President
- Vice President for Finance and Administration
- Vice President for Academic Affairs
- Vice President for Student Services
- Associate Vice President for Administration
- Director of Campus Security
- Dean Health Sciences
- Director of Nursing
- Director of Physical Plant
- Coordinator of Communication and Marketing
- Dean of Community Education
- Dean of Liberal Arts
- Chief Institutional Effectiveness & Advancement Officer
- Director of Human Resources
- Controller
- Manager of Financial Accounting Manager of Purchasing/Payables
- Dean of Enrollment Services
- Others as assigned

FACILITIES, ENERGY, AND SAFETY COMMITTEE

Purpose/Function

- To assist in the planning for maintenance, and cleanliness, of the facilities and grounds.
- To assist in the planning of the safety of employees and students.
- To assist in the planning for energy reduction.

Schedule

- Meet quarterly or more often as needed.

Membership

- Director of Physical Plant
- Director of Public Safety
- Student Representative (Appointed by VPSS)
- One At-Large Faculty Representatives
- Two East Campus Building Coordinators
- Three West Campus Building Coordinators
- Vice President for Finance and Affairs (non-voting, advisory)

HUMAN RESOURCES COMMITTEE

Purpose/Function

- Review the current benefit program for SouthArk employees and make recommendations for future benefits offered through the Human Resources office
- Develop programs to impact the health, welfare, and morale of employees at SouthArk Continually and regularly review and update procedures in the APM, specifically Chapter Two, Personnel
- Continually work to improve and encourage diversity throughout the campus in all employee related programs and procedures
- Develop new procedures required to meet applicable Federal, State, and Local regulations Schedule

Schedule

- Meets quarterly or more often as needed

Membership

- Employee Club President
- Faculty representative from each division (three total)
- Representative from Division of Workforce and Continuing Education
- Representative from Student Services

- Representative from Finance and Administration
- Representative from Information Technology Department
- Ex-officio members include VPFA, Director of Human Resources, and the Benefits/Payroll Coordinator

PROFESSIONAL DEVELOPMENT COMMITTEE

Purpose/Function

- Survey faculty and staff for professional development needs annually.
- Recommend professional development activities for faculty and staff based on the survey results.
- Review evaluations for professional development activities at SouthArk.
- Manage the professional development webpage, including the professional development calendar.
- Review all professional development requests submitted to the professional development committee.

Schedule

- Meet annually.

Membership

- Director of Human Resources
- Corporate and Community Education Coordinator
- One Faculty Member - Health Science
- One Faculty Member - Liberal Arts
- One Faculty Member - Career and Technical Education
- One Faculty at large
- One Professional Staff member
- One Classified Staff member
- Ex-Officio - Associate Vice President for Administration
- Reporting
- Administrative Affairs Council

APPOINTED COMMITTEES

GRIEVANCE COMMITTEE - ACADEMIC AFFAIRS

Purpose/Function Schedule

- As needed

- Appointed by the President

GRIEVANCE COMMITTEE - ADMINISTRATIVE AFFAIRS

Purpose/Function

- To hear complaints brought by a college employee charging that he or she has been discriminated against with regard to race, sex, color, religion, disability, or national origin (Section 2:12, page 2 of APM).
- To hear the respondent's answer to the complaint brought against him or her.
- To come to a decision as to whether the grievance is justified based on the evidence heard. To prepare a written report that is forwarded to the President who will make a final decision on the matter.

Schedule

- As needed Membership
- Appointed by the President

LECTURE SERIES COMMITTEE

Purpose/Function

- Advise the president on whom to book for lectures. Plan, promote, and coordinate each event in the series.
- Evaluate each event to identify weaknesses and make improvements.

Schedule

- As needed Membership
- Appointed by the President

1.11 Institutional Effectiveness Manual

Chapter One: Administrative Affairs

Procedure Title: Institutional Effectiveness Manual
Based On:
Procedure Number: 1.11
Date Adopted/Revised: August 9, 2016

South Arkansas Community College Institutional Effectiveness Manual

2.01 Employment Classifications

Chapter Two: Personnel

Procedure Title: Employment Classifications
Based On: Board Policy No. 3
Procedure Number: 2.01
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; October 26, 2009; May 5, 2015

I. There are three (3) categories of employees of the College: faculty, administrators, and staff.
   A. Faculty are employees who hold the title of instructor, assistant professor, associate professor, or professor. The instructors are paid from either full-time or adjunct positions.
   B. Administrators are employees who fill a position as a Dean, Director, Vice President or President who are listed as non-classified positions in South Arkansas Community College's appropriation act.
   C. Staff are all employees of the College who are not faculty or administrators who are primarily listed in a classified position as designated by South Arkansas Community College's appropriation act.

II. College titles are authorized by the Arkansas General Assembly in the annual appropriation act and are designated as classified or non-classified.
   A. Classified staff positions are grouped or classed, under the Arkansas Uniform Classification and Compensation Act, with positions that have similar duties and responsibilities and that requires similar knowledge, abilities, skills, education and experience. Each classification is assigned to one (1) of thirty (30) pay grades, which has a minimum and a maximum pay level.
   B. Non-Classified staff positions are not assigned to a pay grade, but each non-classified position has a maximum salary for the year, called a line-item maximum, which is specified in the College appropriation act. Faculty and administrative titles are non-classified.
   C. College employees may be appointed or extra-help hourly. Both categories of employees may work full-time or part-time.
      1. Appointed employees include faculty, staff, and administrators who are on salary and are paid once a month.
      2. Extra-Help Hourly employees are hired on a temporary, as needed basis, are paid bi-weekly for the hours they have worked and are typically not eligible to participate in the College's fringe benefit program.
      3. Non-students may be eligible for benefits if working more than one-half time in position where benefits have been approved.
   D. The Office of Personnel Management (OPM) designates state job titles as exempt or non-exempt under the Federal Fair Labor Standards Act (FLSA.). Details regarding FLSA are delineated in Procedure 6.4.

1. Exempt employees are those who spend at least 80% of their time performing executive, administrative, or professional duties and are not subject to the provisions of the Fair Labor Standards Act.
2. Non-Exempt employees are subject to the provisions of the Fair Labor Standards Act. As such, they are entitled to overtime compensation for hours worked in excess of forty (40) hours in any work week. Compensation is normally provided in time rather than salary.

2.02 Selection Process

Chapter Two: Personnel

Procedure Title: Selection Process
Based On: Board Policy 3
Procedure Number: 2.02
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007

2.02a Selection Process - Vice President
2.02b Selection Process - Faculty
2.02c Selection Process - Non-Classified Personnel Other than Faculty or Vice Presidents
2.02d Selection Process – Classified Personnel

2.02a Selection Process - Vice President

Chapter Two: Personnel

Procedure Title: Selection Process - Vice President
Based On: Board Policy No. 3
Procedure Number: 2.02a
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007; March 29, 2010; May 5, 2015

I. A Chair will be appointed by the President from among the committee members. The Selection Committee will include the following members:

For the selection of Vice President:

A. Voting Members
    1. Two (2) Deans
    2. Two (2) Faculty members
    3. Three (3) Staff members from applicable areas
    4. One (1) staff member from another area
    5. One (1) Community Representative

B. Non-Voting Members
    1. Director of Human Resources

II. The President will develop a position vacancy announcement which may be distributed to College placement offices, journals or other publications, professional organizations, state and regional newspapers, or in other ways that ensure diversity and that prospective applicants are aware of the vacancy.

III. Each selection committee member considers the credentials submitted and compiles a ranking of the applicants. After each committee member has reviewed the materials and compiled a list, the committee will meet to form its recommendation of candidates to be interviewed to the President.

IV. If the President concurs, three (3) or more candidates may be invited for interviews with the selection committee, the Executive Committee, and the President.
    A. The committee will recommend at least two (2) candidates for consideration.
    B. The invited candidates may be asked to participate in an open forum for faculty, staff, and students as part of the interview process.

V. If the President does not concur in the recommendation, the committee may be directed to reconsider its action, to extend the search procedures, or to consider other action.

VI. Following the interviews, the President may make an offer of employment. If the President does not concur with the recommendations, the committee may be directed to reconsider its action, to extend the search procedures, or to consider other action.

VII. As a general rule, the College will seek to employ individuals who have attained the educational background and experience needed to fill its vacancies. From time to time, however, due to availability of personnel and job market conditions, the College may find it necessary to upgrade individuals to meet the institution's employment needs.

   A. In such cases, the College will indicate the educational needs to be met and will assist individuals to earn credit or degrees in the critical areas.
   B. The Selection Committee process will continue to be followed in these cases where the pool of candidates and market factors may lead to the upgrading of individuals.

VIII. The President will notify the successful applicant (after acceptable reference and background checks are complete) and, upon his/her acceptance, the office of the Vice President for Finance and Administration will issue a contract.

After the contract has been signed and returned, the Human Resources Office will notify non-selected applicants of the decision.
Those interviewed will be contacted in writing by the Human Resources Office.

The Committee Chair will then ensure that the applicants' file containing credentials are forwarded to the Human Resources Office.

2.02b Selection Process - Faculty

Chapter Two: Personnel

Procedure Title: Selection Process – Faculty
Based On: Board Policy No. 3
Procedure Number: 2.02b
Date Adopted/Revised: April 29, 2001, November 21, 2006, May 15, 2007; May 5, 2015

The Vice President for Academic Affairsis responsible for coordinating the search process to fill vacant faculty positions at South Arkansas Community College. The selection process will conform to the following steps:

I. Committee Membership – The Dean will identify individuals to serve on the committee and make a recommendation to the Vice President for Academic Affairswho will submit the names for the President's approval.

    A. Voting Members
        1. Vice President for Academic Affairsor appointee (Chair)
        2. Three (3) Faculty members within the applicable division
        3. One (1) Faculty member from an applicable program
        4. One (1) member from an applicable program, advisory committee or a community representative
        5. One (1) staff member
    B. Non-Voting Members
        1. Director of Human Resources

II. The Vice President or Dean will develop a position vacancy announcement which may be distributed to College placement offices, journals or other publications, professional organizations, state and regional newspapers, or in other ways that ensure diversity and that prospective applicants are aware of the vacancy.

III. Each selection committee member considers the credentials submitted and compiles a list of the best qualified applicants. After each committee member has been able to review the materials and compile a list, the committee will meet to form its recommendation.

IV. Three (3) or more candidates may be invited for interviews with the selection committee, the Vice President for Learning, and the President.
    A. The invited candidates will be required to make a presentation to a faculty and student group as part of the interview process.
    B. If the President does not concur in the recommendations, the committee may be directed to reconsider its action, to extend the search procedures, or to consider other action.

V. Following the interviews, the Selection Committee will recommend at least two (2) candidates to the President.

A. If the President concurs in the recommendation, an offer of employment is authorized by the President.
B. If the President does not concur with the recommendation, the committee may be directed to reconsider its action, to extend the search procedures, or to consider other action.

VI. As a general rule, the College will seek to employ individuals who have attained the educational background and experience needed to fill its vacancies along with the individual's compatibility with South Arkansas Community College's vision and goals. From time to time, however, due to availability of personnel and job market conditions, the College may find it necessary to upgrade individuals to meet the institution's employment needs.
A. In such cases, the College will indicate the educational needs to be met and will assist individuals to earn credit or degrees in the critical areas.
B. The Selection Committee process will continue to be followed in these cases where the pool of candidates and market factors may lead to the upgrading of individuals.

VII. The Vice President for Academic Affairsin conjunction with Human Resources will notify the successful applicant (after acceptable reference and back ground checks are complete) and, upon acceptance of the offer, a contract will be issued. After the contract has been signed and returned, the Human Resources Office will notify all other applicants of their status.

VIII. The Director of Human Resources will notify the non-selected interviewees and ensure that the applicants' files containing credentials are forwarded to the Human Resources Office.

2.02c Selection Process – Non-Classified Personnel Other Than Faculty or Vice Presidents

Chapter Two: Personnel

Procedure Title: Selection Process - Non-Classified Personnel Other than Faculty or Vice Presidents
Based On: Board Policy No. 3
Procedure Number: 2.02c
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

The following selection process will be used for selecting persons to fill other non-classified positions at South Arkansas Community College. The Selection process will conform to the following steps:

I. The following committee will develop/review job descriptions and duties:
   A.
      A. President or designee
      B. Area Vice President or designee
      C. Supervisor of Position

II. The area Vice President may recommend that the position be filled in one of the following ways:
   A.
      A. Through an internal process
      B. Through a selection committee
      C. If the area Vice President receives approval to use method A then proceed to step VIII next.

III. The candidate pool may be created via one or more of the following internal or external methods:
   A.
      A. Advertising in a newspaper or other media
      B. Application on file in Personnel Office
      C. Campus E-Mail and Postings
      D. Outside Employment Agencies
      E. Current Employees

IV. The Selection Committee will comprise:
   A.
      A. Voting Members
      2.
         1. The area Vice President or designee
         2. Two (2) staff members
      C. Non-Voting Members
      4.
         1. Human Resource Office representative

V. The Human Resources Office will provide salary and benefit information
VI. The Committee will determine who will check references
VII. The Committee will make a recommendation to the area Vice President. The Vice President will review the recommendation and if acceptable, (after acceptable reference and background checks are complete) submit their recommendation to the President for final consideration.
VIII. If the President approves the recommendation, the Director of Human Resources will notify the selected candidate. If the President does not approve of the recommendation, the matter will be returned to the Committee for reconsideration.
IX. The Human Resources Office will notify non-selected candidates after the selected candidate has accepted the offer.

2.02d Selection Process - Classified Personnel

Chapter Two: Personnel

Procedure Title: Selection Process – Classified Personnel
Based On: Board Policy No. 3
Procedure Number: 2.02d
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

I. A Job Description will be developed/revised as appropriate by:
    A. Human Resources Office representative
    B. Area Vice President or a designee
    C. Supervisor of the Position
II. The candidate pool may be filled by one or more of the following internal or external methods:
    A. Advertising in a newspaper or other media
    B. Application on file in Personnel Office
    C. Campus E-Mail and Postings
    D. Outside Employment Agencies
    E. Current Employees
III. The Human Resources Office will administer any required tests, determine if candidates meet the minimum standards of the position and maintain applicable personnel records.
IV. The Selection Committee and Chair will be appointed by the Area Vice President designee; membership will include:
    A. Voting Members
        1. The area Vice President or designee
        2. Two (2) staff members
    B. Non-Voting Members
        1. Human Resource Office representative
V. The Human Resources Office will provide salary and benefit information
VI. The Committee will determine who will check references
VII. The committee will make a recommendation to the area Vice President. The Vice President will review the recommendation (after reference and background checks are complete) and if acceptable, submit the recommendation to the President for final consideration.
VIII. If the President approves the recommendation, the Director of Human Resources will notify the selected candidate. If the President does not approve of the recommendation, the matter will be returned to the committee for reconsideration.
IX. The Human Resources Office will notify non-selected candidates after the selected candidate has accepted the offer.

2.02e Selection Process – Extra Help Employees

Chapter Two: Personnel

Procedure Title: Selection Process – Extra Help Employees
Based On: Board Policy No. 3
Procedure Number: 2.02e
Date Adopted/Revised: March 29, 2010; May 5, 2015

I. A job description will be developed/revised as appropriate by:
    A. Human Resources Office Representative
    B. Area Vice President or designee
    C. Supervisor of the position
II. The selection committee will be appointed by the area supervisor or designee; membership will include the area supervisor or designee, two staff members.
III. An extra help position must be assigned an authorized classification in accordance with the Uniform Classification and Compensation Act and any person hired in an extra help position must meet the minimum qualifications and any other requirements set by the official class specification of the classification assigned to the position.
IV. The rates of pay for extra help employees shall be set in accordance with and will not exceed those provided in the Uniform Classification and Compensation Act for the appropriate classification. An approved Personnel Action Form (PAF) is required prior to hiring extra help employees.
V. Extra help employees may not exceed one thousand five hundred (1,500) hours per fiscal year. Extra help employees are eligible to apply for but are not guaranteed a regular position before, during, or after the maximum 1,500 hours worked per fiscal year. Extra help positions are ineligible for college benefits.
VI. The Human Resources Office will administer any test, determine if candidates meet minimum standards of the position and maintain applicable personnel records.
VII. The committee members will determine who will check references; the Human Resources Office will perform criminal background checks. All background checks should be complete prior to hiring.
VIII. The committee will make a recommendation to the area Vice President. The Vice-President will review the recommendation (after acceptable reference and background checks) and if acceptable will make the final hiring decision.

2.03a Vice President for Academic Affairs- Duties

Chapter Two: Personnel

Procedure Title: Vice President for Academic Affairs– Duties
Based On: Board Policy 3
Procedure Number: 2.03a
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007; March 29, 2010

All job descriptions are on file in the Human Resources Office.

2.03b Vice President for Student Services - Duties

Chapter Two: Personnel

Procedure Title: Vice President for Student Services – Duties
Based On: Board Policy 3
Procedure Number: 2.03b
Date Adopted/Revised:

All job descriptions are on file in the Human Resources Office

2.03c Vice President for Finance and Administration - Duties

Chapter Two: Personnel

Procedure Title: Vice President for Finance and Administration – Duties
Based On: Board Policy 3
Procedure Number: 2.03c

All job descriptions are on file in the Human Resources Office.

2.04 Use of Tobacco Products

Chapter Two: Personnel

Procedure Title: Use of Tobacco Products
Based On: Board Policy 3
Procedure Number: 2.04
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007; March 29, 2010; March 24, 2014

As of July 21, 2006, workplaces and public areas throughout Arkansas are smoke-free. In accordance with The Arkansas Clean Indoor Air Act of 2006 (Act 8 of the 1st Extraordinary Session of the 85th General Assembly) smoking is prohibited in all vehicles and enclosed areas owned, leased, or operated by the State of Arkansas. Inasmuch, all property owned, leased, or operated by South Arkansas Community College is designated as tobacco-free.

The Clean Air on Campus Act of 2009 (ACT 734) prohibits smoking on campuses of state-supported institutions of higher education beginning August 1, 2010. Any person who violates the provisions of this Act by carrying a lighted tobacco product will be punished by a fine of not less than $100.00 dollars and not more than $500.00

The tobacco-free status applies to all college grounds, SouthArk-owned or leased properties and campus-owned, leased or rented vehicles.

This includes but is not limited to college buildings, sidewalks and parking lots on both campuses; at lectures, conferences, meetings and social and cultural events held on either campus.

Smoking materials must be extinguished and properly disposed of prior to exiting a private vehicle or entering any SouthArk campus. Improper disposal includes but is not limited to spitting smokeless tobacco products; littering (i.e., discarded cigarette butts or throwing cigarette butts out of windows); and anything that may create a fire hazard.

Tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), all nicotine vapor delivery products (e-cigarettes), cigars, cigarillos, pipes, hookah products and any other smoking product, as well as any smokeless, spit or spitless, dissolvable or inhaled tobacco products, including but not limited to dip, chew, or snuff, in any form (orbs, sticks, strips, pellet, etc.).

The campus also prohibits the following actions on all college property and at all college-sponsored events, regardless of the vendor or venue: the sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos); the free distribution or sampling of tobacco products and associated products; and all tobacco promotion, advertising, marketing and distribution.

2.05 Weapons

Chapter Two: Personnel

Procedure Title: Weapons
Based On: Board Policy 3
Procedure Number: 2.5
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007; June 27, 2014; November 27, 2017

RESCINDED AND REPLACED BY APM 6.07.

2.06 Health and Safety

Chapter Two: Personnel

Procedure Title: Health and Safety
Based On: Board Policy 3
Procedure Number: 2.06
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007; March 29, 2010; June 16, 2014

If an employee becomes aware of any injuries, potentially unsafe or hazardous conditions, or criminal activities, these matters should be reported immediately using one of the forms described below. All Incident, Accident and Crime Reports should be submitted to the Public Safety Officer. In all cases (unless the nature of the crime/incident or accident prevents it) the victim or person most immediately affected should complete the report. Witnesses, others involved, and others noted in the initial report may also be required to submit reports. The Vice President for Academic Affairsshould receive copies of all Crime, Incident and Accident Forms.

I. Campus Crime Report
   A. South Arkansas Community College will comply with the Clery Act, Title IX, and the Violence against Women Act by
      1. maintaining a daily crime log
      2. reporting criminal statistics as well as security policies, procedures, and programs in an annual campus safety and security report, and
      3. enforcing the requirements of the Clery Act, Title IX, and the Violence Against Women Act
   B. Accompanying procedures may be accessed in a separate “Clery Act Compliance Manual” on the SouthArk website or in the College Catalog.
II. Incident Report
   A. In addition to notifying Campus Security, victims of crime or witnesses to criminal activity, accidents, or violations of college policies also should file a formal report with the office of Campus Security. A victim or witness can also make a confidential report to the office of the Vice President for Student Services (SouthArk Student Center, Room 263, (870) 864-7128 or to a college counselor at (870) 864-7235.
   B. Accompanying procedures may be accessed in a separate “Clery Act Compliance Manual” on the SouthArk website or in the College Catalog.
III. Accident/Illness Report
   A. Accident/Illness Forms are to be completed when ANY type of accident occurs involving visitors, students or employees. Such events should be reported immediately in order for appropriate assistance to be summoned. Employees involved in accidents or afflicted by illness should report to the Human Resources Office as completion of additional forms may be required.

B. Forms are available from the Public Safety Officer and information desks on West and East Campus. Workers Compensation forms are available from the Human Resources Office.

2.06a Campus Accident or Health Emergencies

Chapter Two: Personnel

Procedure Title: Campus Accident or Health Emergencies
Based On: Board Policy 3
Procedure Number: 2.06a
Date Adopted/Revised: May 15, 2007; March 29, 2010

In the event of a potentially life-threatening illness or injury, the individual who witnesses the illness or accident should immediately dial 911 and ask for an ambulance, particularly if the ill or injured party is unconscious. The individual calling should give SACC's street address and identify the building where assistance is needed.

For non-life-threatening illness or injury, the individual should immediately notify Campus Security (Ext. 125 or 866-9209). If on the West Campus, employees may also notify the Dean of Health and Natural Sciences (Ext. 102). If on the East Campus, a "runner" will be dispatched to the Medical Professions class to notify the Nurse. While the employees in these areas do not have the ability to provide first aid or other emergency services, these individuals are willing to assist in determining the need for evacuation from the area and the means of transportation.

Upon the arrival of the Emergency Medical Services unit, patient contact will be made, but NO charges are incurred unless the individual signs a form agreeing to be transported. If the individual is unresponsive, transport by ambulance falls under "implied consent." The injured or ill individual will be charged only if transported by EMS. Neither of the EMS services charges for NO TRANSPORT /CANCELLED ON SCENE or CANCELLED EN ROUTE.

In the event of a potentially life-threatening accident or illness, call in the following order:

1. 911 and ask for an ambulance.
2. Campus Security at Ext. 125, at 866-9209 (cell phone), or if on the West Campus by picking up the red emergency phones located around the campus.
3. Dean of Health and Natural Sciences at Ext. 102 or Ext. 424 (If on the West Campus).
4. Vice President for Academic Affairs at Ext. 155 or if on the East Campus call the Dean of Business and Technical Education at Ext. 410.

A written Accident/Illness Report Form should be filed with Campus Security by a College employee (or student) who witnesses or is called to an accident or an illness situation.

2.06b Accident/Illness Report

Chapter Two: Personnel

Procedure Title: Campus Accident / Illness Report Form
Based On:
Procedure Number: 2.06b
Date Adopted/Revised: May 15, 2007; March 29, 2010

Download as a PDF: Accident/Illness Report Form

ACCIDENT/ILLNESS REPORT*

Name of Person Filing Report	Social Security #	Home Phone #	Work Phone #

Date/Time/Place of Accident

Describe (fully) how and when the accident occurred on the back of this page.

Name of Injured Party (if any)	Social Security Number

Address	Telephone Number

Notification of parent/next of kin if requested by injured party:

Name	Address	Telephone Number

Signature of Injured Party:_____ Date_____

Signature of Person Filing:_____ Date_____

Witnesses:

Name	Address	Telephone Number
1.		
2.		

****

Office Use Only

____No Action Necessary/Taken

____Action Taken – Describe_____

_____

_____

Staff Member Initial/Date

*To be completed by students or visitors.

ALL ACCIDENTS/INJURIES SHOULD BE REPORTED IMMEDIATELY.
Please file this report in the Security Office, West Campus.

April 2007

Describe (fully) how and when the accident occurred.

2.07 Employment of Relatives (Nepotism)

Chapter Two: Personnel

Procedure Title: Employment of Relatives (Nepotism)
Based On: Board Policy 3
Procedure Number: 2.07
Date Adopted/Revised: March 29, 2001; November 21, 2006; May 15, 2007; Mar 5, 2012

South Arkansas Community College complies with the Governor's Executive Order 98-04 with respect to issues involving nepotism.

Arkansas Law prohibits the hiring of relatives by public officials and prohibits a state agency and institution employee from supervising a relative.

Definitions

Employee: A person whose employment is not seasonal or temporary and whose actual performance of duty requires one thousand (1,000) or more hours during a fiscal year.

Public Official: The Secretary of State, Governor, Lieutenant Governor, Treasurer of the State, Auditor of the State, Attorney General, Commissioner of State Lands, a member of the Senate, a member of the House of Representatives and, the executive head of any agency, department, board, commission, institution, bureau, or council of this state.

Relative/Family Member: A husband, wife, mother, father, stepmother, stepfather, mother-in-law, father -in-law, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew, or niece, grandchildren.

State agency: All boards, commissions, departments, agencies, institutions, state supported institutions of higher learning, and offices of constitutional officers of the State of Arkansas; and The General Assembly, including divisions, commissions, and bureaus operating under the authority of the General Assembly.

Supervisory employee: Any individual having authority in the interest of the state agency to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees of a state agency; or the responsibility to direct other employees of a state agency, to adjust their grievances, or to effectively recommend an action if the exercise of authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

A public official shall not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the state agency in which the official is serving over or which the official exercises jurisdiction or control over any person who is a relative of the public official or an employee

of a state agency or as a result of the public official's action could be an employee of a state agency. Within each state agency, no relatives of employees shall be placed within the same line of supervision whereby one relative is in a supervisory position over the other. Also applies to College work-study students. A temporary change in supervision resulting in the supervision of a relative will not be considered a violation of Arkansas law provided the supervision does not exceed 30 days. No hiring, firing, pay adjustments or other personnel actions may occur during this temporary period of supervision.

The nepotism section of the State of Arkansas Employment Application shall be completed in its entirety listing the name, relationship, and job title of all relatives currently employed by the state agency for which application of employment is being submitted. The Human Resources section of the agency or institution will then decide if the hiring of the applicant is in violation of this law. If any employee of an agency suspects a violation of this law has occurred, they should submit the information in writing to the Office of Personnel Management OPM will determine if a violation has occurred and report such violations to the Attorney General's Office for resolution.

Student/Faculty Relationships

Faculty may not teach family members if classes are also taught by non-family instructors. In cases where an instructor is the only instructor in a department and is the only instructor available to teach a family member, approval of by the President will be required.

Penalties

If anyone approves a position and authorizes compensation to an employee in violation of this law, the person will be charged with a Class A misdemeanor. A public official who knowingly violates this law shall be subject to a civil penalty of one thousand dollars ($1,000).

2.08 Employment of Constitutional Officers/Spouses

Chapter Two: Personnel

Procedure Title: Employment of Constitutional Officers/Spouses
Based On: Board Policy 3
Procedure Number: 2.08
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007

If an individual is elected to a constitutional office (including Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Attorney General, Commissioner of State Lands, Auditor of State, member of the Arkansas House of Representatives, or member of the Arkansas Senate) they may not be hired by any state agency after they are elected and during the term for which were they elected, unless they resign the constitutional office prior to being hired.

I. Individuals that were employed by a state agency prior to being elected to a constitutional office may continue their employment.

   A. However, the position cannot be reclassified, unless it is a general reclassification affecting all positions in their class and grade equally.

   B. The individual cannot receive any pay increases other than cost of living increases authorized by the General Assembly without the prior approval of the Joint Budget Committee (or the Legislative Council if the General Assembly is not in session) and the Governor.

II. If an employee's spouse is elected to a constitutional office, a candidate may not be hired by a state agency after the spouse is elected and during the spouse's term of office without the prior approval of the Joint Budge Committee (or the Legislative Council if the General Assembly is not in session) and the Governor.

   If an individual was employed by a state agency prior to a spouse being elected to a constitutional office, or if an individual is hired by a state agency during the spouse's term of office, they are subject to the following restrictions:

   A. An individual's position cannot be reclassified, unless it is a general reclassification affecting all positions in the class and grade equally.

B. While a spouse serves as a constitutional officer and for two (2) years after a spouse leaves office, the employee cannot be promoted or transferred without the prior approval of the Joint Budget Committee or the Legislative Council and the Governor.

C. The employee cannot receive any pay increases in excess of 15% without the prior approval of the Joint Budget Committee (or the Legislative Council of the General Assembly is not in session) and the Governor.

III. Former members of the General Assembly and their spouses cannot be employed by a state agency within twenty-four (24) months after the legislator leaves office in any job which:

A. Was newly created by legislative action within twenty-four (24) months prior to the legislator leaving office;

B. Had a maximum salary increase of more than 15% authorized by legislative action within twenty-four (24) months prior to the legislator leaving office.

2.09 Conflicts of Interest

Chapter Two: Personnel

Procedure Title: Conflicts of Interest
Based On: Board Policy 3
Procedure Number: 2.09
Date Adopted/Revised: March 3, 2001; November 21, 2006; May 15, 2007

College employees are expected to be sensitive to the possibility that outside obligations, financial interest, or employment may affect their responsibilities and decisions as members of the College community.

The College recognizes that:

A. Involvement of College employees in outside activities, both public and private, often serves the interests of the individual, College, and general public.

B. Participation of individuals in activities outside the College is encouraged to the extent that such activities do not interfere with the mission of the College.

C. College employees may be faced with situations that conflict with their obligations, responsibilities, and decisions related to the mission of the College.

I. Definition:

Conflicts of interest or commitment are situations in which College employees' time and effort given to outside activities and interests interfere with their obligations and responsibilities to the College. Conflicts of interest and commitment are not necessarily unwarranted, unethical, or illegal. Furthermore, conflicts of interest and commitment are not always avoidable. However, the failure to disclose situations that have the potential for or involve actual conflicts of interest or commitment may be unethical and/or illegal. Potential conflicts of interest include but may not be limited to situations in which College employees may have the opportunity to influence College administrative, business, or academic decisions in ways that could lead to personal gain, give improper advantage to self or others, or interfere with the mission of College.

II. Responsibility for Reporting

A. Every employee is responsible for reporting to his/her supervisor (or the next level of supervision, if necessary) in writing, any situation that has the appearance of, potential for, or clearly does involve a conflict of interest or commitment.

B. Written disclosure should be made by the individual before any agreements are completed between the employee, College, and any outside organizations.

C. Modifications to existing agreements should be reported as they occur.

D. Continuing agreements should be reported on an annual basis.

E. In disclosing these situations, the employee should indicate any steps that can or will be taken to avoid or minimize any conflicts.

F. After consulting with the employee, considering whether an actual or potential conflict of interest or commitment exists, and the ramifications for the College, the supervisor will provide the employee with a written interpretation and any proposed remedial actions within five (5) additional working days.

2.10 Classified Staff Regulations Governed by the Office of Personnel Management

Chapter Two: Personnel

Procedure Title: Classified Staff Regulations Governed by the Office of Personnel Management
Based On: Board Policy 3
Procedure Number: 2.10
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007

Classified staff are also governed by policies and procedures established by the State of Arkansas Office of Personnel Management (OPM) in accordance with state and federal law. The Office of Personnel Management Policy and Procedures Manual is located at the following website:

http://www.arkansas.gov/dfa/personnel_mgmt/opm_index.html

Employees may review a paper copy of the manual located in the South Arkansas Community College Human Resources Office. Listed below is an index of relevant topics covered by the OPM:

Section	*Subsection*	*Title*
105	0.0	Uniform Attendance and Leave Policy Act
108	0.0	Catastrophic Leave Bank Program
110	0.0	Federal Fair Labor Standards Act (FSLA)
130	0.0	Sexual Harassment Policy
132	0.0	Discrimination Prohibited
145	0.0	Drug Free Workplace
150	0.0	Career Service Recognition Payments
155	0.0	Smoking Policy
160	0.0	Military Selective Service Act
185	0.0	“Whistle Blower Act”
200	0.0	Governor’s Policy Directives
	1.3	Standards of Performance
	1.14	State Employees Political Activity
201	0.0	Uniform Classification and Compensation Act
220	0.0	Salaries of Classified Employees
	6.0	Transfer
	7.0	Promotions
	8.0	Demotions
226	11.0	Concurrent Employment by two State Institutions

South Arkansas Community College may supplement the above policies and procedures.

2.11 Performance Reviews - Classified

Chapter Two: Personnel

Procedure Title: Performance Reviews – Classified
Based On: Board Policy 3
Procedure Number: 2.11
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007

South Arkansas Community College supports performance evaluation as a continual process of quality improvement. While day-to-day evaluation is usually informal, Arkansas law requires that the performance of all classified employees be evaluated formally at least once a year, in accordance with the Arkansas Performance Evaluation Plan.

I. The Arkansas Performance Evaluation Plan is a standards-based system. Performance standards describe how a job is to be performed and are developed to represent fully satisfactory job performance. A supervisor may ask for assistance in developing job standards, and should review the standards for each employee annually, in addition to revising them each time job duties change. The direct supervisor is responsible for establishing and updating performance standards and has the authority to determine the standards for a job.

II. The Office of Personnel Management has established guidelines for the administration of the Arkansas Performance Evaluation Plan. The College provides additional guidelines. The guidelines include the following requirements:

A. Evaluations must be completed annually. If interim evaluations are conducted, the interim evaluations must be considered in the annual evaluation.

B. Standards for the rating period must be set by the supervisor, and where possible with the input of the employee, at the beginning of each rating cycle or not later than thirty (30) days after the start of new duties.

C. The standards must be developed from a list of critical job tasks.

D. The standards must be communicated clearly to and understood by the employee.

1. A written copy of the standards must be given to the employee.

2. If a rating supervisor is transferred to another unit or terminates employment, he/she must complete performance evaluations for those employees whose most recent evaluation was completed more than ninety (90) calendar days prior to the supervisor's termination date.
3. If, at any time during the evaluation period, the supervisor determines that an employee's performance has fallen below an acceptable standard, the supervisor must document the below-acceptable performance and counsel the employee.
4. If an employee's general performance falls below the acceptable standard, the employee must be placed on probation and counseled.
5. The completed performance evaluation must be reviewed and approved by the next highest official to the rating supervisor.
6. Employees must be allowed to make a formal request for reconsideration of their performance evaluation.

E. The completed standards must be reviewed by the next highest official to the rating supervisor.

III. A formal performance evaluation will be made on the basis of performance over the preceding twelve months.

A. The direct supervisor will compile the observations of performance during that period and will rate actual performance in comparison to the expected performance standards.

B. The rating uses four (4) performance categories: unsatisfactory, satisfactory, above average and exceeds standards. The supervisor will review and explain ratings in a performance evaluation conference.

C. The employee may use the conference as a time to discuss their performance achievements as well as problems they have encountered during the rating period. The employee should be prepared to make suggestions about ways they might correct or improve their performance.

IV. The performance evaluation marks the end of a rating cycle. Within a few days, the supervisor will either reaffirm or rewrite performance standards for the next rating period, which will begin a new performance evaluation cycle. The supervisor may ask for the employee's assistance in establishing the standards. To prepare for that process, the employee may wish to take the following steps:

A. Think through what duties are performed on the job. List the tasks that are important to the position. List only those tasks that you are currently

required to do, not those that may have been done in the past.

B. Discuss the list of tasks with your supervisor and compare it with the list your supervisor may have compiled. Discuss the job. This is also a good time to discuss problems encountered frequently and to make suggestions about how those problems might be solved.

C. Once the employee and the supervisor have developed performance standards, they will be reviewed by the supervisor's supervisor and the employee will receive a copy. Keep the standards in mind during the year and make notes about any performance problems and accomplishments. Notes can be used at the next performance evaluation conference to help discuss performance during that rating period.

V. If the employee disagrees with a supervisor's evaluation of his/her performance, the employee may appeal the performance rating, in accordance with the following procedures:

A. Ask the supervisor to reconsider the evaluation. This request for reconsideration must be made in writing* within ten (10) calendar days of the evaluation interview, and must state the reasons they think that the rating is inaccurate.

B. The supervisor will review the reasons for disagreeing with the rating and respond in writing within ten (10) calendar days of receiving the request.

C. If an agreement cannot be reached, the employee may submit a written request for review, within five (5) calendar days, to the supervisor's immediate supervisor.

D. That official will review the request for reconsideration and the supervisor's response, and may ask either or both to provide additional documentation or explanation. Within ten (10) calendar days of receiving the request for review, the supervisor's immediate supervisor will respond in writing, proposing a resolution of the disagreement.

E. If the employee disagrees with the recommendations of the supervisor's supervisor, they may submit a written request for review, within five (5) calendar days, to the area Vice President. The Vice President will review the written record and may ask for specific additional information or documentation. Within ten (10) calendar days of receiving the request for review, the area Vice President will recommend a resolution, in writing, to the employee and the supervisor.

F. If the employee is not satisfied with the recommendation of the area Vice President they may submit a request for review, along with documentation, to the President. The decision of the President is final and binding.

G. When the procedures specify time periods, such as ten (10) calendar days, within which a step in the procedures must take place, official College holidays do not count in calculating those time periods.

H. If assistance is needed with any of the written parts of the appeals process, the Personnel Department can help.

VI. If, at any time during the evaluation period, a supervisor determines that an employee's performance has, in general,

A. The supervisor must document the below-acceptable performance, inform the employee that he/she has been placed on probation, and counseled them about ways to improve.

B. The length of the probation for unacceptable performance is to be not less than thirty (30) nor more than sixty (60) days. During the probationary period, the supervisor will counsel the employee about progress or lack of progress.

1. If the employee has met the standards of performance (completely satisfactory), the supervisor will remove them from probationary status.
2. If the employee fails to meet the standards for the position, the supervisor may extend the probationary period and give additional counseling or may terminate employment.
3. If the employee's performance drops below satisfactory during an evaluation year and the employee improves before the time of their evaluation, the unsatisfactory evaluation will not go into the employee file.
4. If the annual evaluation score is unsatisfactory, the evaluation will become part of the employee's permanent file.

C. At the end of the probationary period, the supervisor will conduct a formal evaluation.

VII. The performance evaluation plan is designed to help the employee understand what is expected in the job, give the employee information about what they need to do to improve their performance, determine their eligibility for career advancement.

A. The employee will begin each evaluation cycle with a written copy of performance standards. The standards should tell exactly what the employee has to do and how well it must be done to receive a fully satisfactory performance rating. This advance notice will help the employee throughout the rating period, to meet the supervisor's expectations.

B. The employee and the supervisor should talk with each other, throughout the rating period, about performance, so there will be no surprises in the evaluation conference. The communication process that performance evaluation requires provides an opportunity to work out misunderstandings and disagreements as they occur.

2.12 Grievance Process

Chapter Two: Personnel

Procedure Title: Grievance Process
Based On: Board Policy 3
Procedure Number: 2.12
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007; March 29, 2010; November 27, 2017

I. South Arkansas Community College encourages its employees to bring their complaints to the attention of their Supervisors. Employees and their Supervisors are expected to make every effort to resolve differences informally. Human Resources can be helpful in working with Employees and Supervisors to resolve these situations. Each grievance shall be handled promptly and impartially, without fear of coercion, discrimination, or reprisal. In order that employees may be assured fair consideration their grievance, a means of review and appeal, without prejudice, to higher levels of authority has been established.

II. Grievants may withdraw their grievance at any time by notifying his or her supervisor and/or the HR Director. If the grievant fails to comply with the time limits set forth below, the College may consider the grievance withdraw.

III. Appeals of employee evaluations should follow procedure number 2.11, section

IV. Definitions

A. "Chair" means the chairperson of the Grievance Committee. The Chair will be selected by the President.

B. "Department Head" means administrative officer over the department for which the grievant is a member.

C. "Evidence" means all materials, documents, testimony which will aid in making a fair and impartial determination.

D. "Grievance" means a complaint by the grievant alleging he or she has been or is being, adversely affected by a specific: (1) improper application of one or more College policies; or (2) improper action, inaction or decision of any supervisor, department head or other persons with administrative control and responsibility.

E. "Grievance Committee" means either a four-member faculty committee for faculty only grievances or a four-member group composed of two non-classified staff members below the level of Vice President and two classified staff members for all other grievances. Of the four faculty grievance committee members, one

has to be an academic dean. Of the two non-classified staff members on a non-academic grievance, one of the members has to be a department director. A faculty only grievance applies when a grievance applies strictly to academic policies or issues. The President is the final authority on which committee is appropriate for a given grievance.

F. "Grievant" means any employee submitting a grievance as defined above.

G. "Designee" means an administrative officer selected by the HR Director that is impartial to the grievance.

H. "Working Days" means Monday through Friday, excluding official College holidays.

V. Responsibilities

A. Human Resources:
   1. Facilitate the grievance process.
   2. Provide administrative and advisory assistance as necessary.
   3. May eliminate anyone from the potential pool with personal involvement in the case being considered
   4. Select a designee if the grievant's immediate supervisor or department head are involved in the grievance.

B. President
   1. Select the Grievance Committee
   2. Name a chair of the Grievance Committee

C. Grievance Committee:
   1. Conduct a formal review of evidence in regard to the grievance.
   2. Make findings as to the validity of the grievance and recommendations on how to resolve the grievance in the form of a memorandum to the President or designee.

VI. Procedure:

A. The College's grievance procedure consists of three steps: (1) Step I – Informal, (2) Step II – Formal, and (3) Step III – Grievance Committee Hearing. Each Step has its own procedures, as set forth below:

   1. Step I. Informal Review:

      a) A Grievant can initiate the Grievance process in one of two ways:

i. Verbal or written notification of the Grievance to his or her immediate supervisor. The grievant should promptly bring the Grievance to the attention of the immediate supervisor.

ii. Verbal or written notification of the grievance to the HR Director. If the Grievance is reported to the HR Director, the HR Director will notify the grievant's immediate supervisor or designee of the grievance to begin the informal review.

b) To be timely, the grievant must at least verbally report the grievance to his or her immediate supervisor or the HR Director within ten (10) working days of the incident which forms the basis for the grievance. If the grievance is not timely, the HR Director will provide written notice of this determination to the Complainant.

c) Within ten (10) working days of notification, the immediate supervisor or designee will attempt to resolve the grievance by a discussion with the grievant and other parties if necessary.

d) If the grievance is satisfactorily resolved by this discussion, the terms of the resolution shall be reduced to writing by the immediate supervisor or designee and signed by all parties involved in the discussions.

e) This initial attempt of resolution must conclude within ten (10) working days of the initial discussion between the grievant and the immediate supervisor or designee. At the end of this ten-day period, if the grievance cannot be resolved, the grievant can immediately proceed to Step.

2. Step II. Formal Review:

a) If a mutually agreeable resolution was not reached in Step I., the grievant may initiate Step II by submitting a written statement to the HR Director. The written statement must be submitted to the HR Director within ten (10) working days of the completion of the initial attempt of resolution outlined in Step I. above.

b) The written statement shall contain the following information:

i. Nature, date, and description of the alleged violation(s);

ii. Name(s) of person(s) responsible for the alleged violation(s);

iii. Request relief for corrective action; and

iv. Any background information and supporting documentation the grievant believes to be relevant.

c) Upon receipt of the written statement, the HR Director will:

i. Immediately provide the department head or designee a copy of the Grievance.

ii. Schedule a meeting between the grievant and the department head or designee. The meeting should be held within ten (10) working days of receipt of the Grievant's written statement.

d) Within ten (10) working days of receipt of the written statement, the department head or designee will attempt to resolve the grievance by a discussion with the grievant and other parties if necessary.

e) If the grievance is satisfactorily resolved by this discussion, the terms of the resolution shall be reduced to writing by the department head or designee and signed by all parties involved in the discussions.

f) This attempt of resolution must conclude within ten (10) working days of the initial discussion between the grievant and the department head or designee. At the end of this ten-day period, if the grievance cannot be resolved, the grievant can immediately proceed to Step III.

3. Step III. Grievance Hearing:

a) Pre-Hearing Procedures:

i. If a mutually agreeable resolution was not reached in Step II., the Grievant may initiate Step III by submitting a written request to the HR Director for a hearing before a Grievance Committee. The written request must be submitted to the HR Director within ten (10) working days of the completion of the attempt of resolution outlined in Step II above.

ii. Upon receipt of the written request, the HR Director will inform the College President. The College President will:

a. Select the Grievance Committee within five (5) working days, to include naming a chair of the committee

b. Schedule Grievance Committee meeting within ten (10) working days, unless there is a specific reason why another time must be selected.

iii. The grievant and the respondent may have one (1) person to assist in the initiation, filing, processing, or hearing. This person may be an attorney, but may not address the Grievance Committee, speak on behalf of the grievant or respondent, question witnesses, or otherwise actively participate in the hearing.

iv. Evidence: No later than 8:00 a.m., five (5) working days prior to the hearing, the grievant and other parties involved shall provide the HR Director all documents to be used and relied upon prior to the hearing. The parties shall provide four (4) copies of all documents to be used and relied upon during the hearing, including: the name, address, and telephone number of any representative and witness; and a summary of the witnesses' relevant testimony. Once all documentation and copies have been provided to the HR Director, a copy will be provided to the grievant and other parties involved, no later than 5:00 p.m. five (5) working days prior to the hearing. Failure to timely provide the information could result in exclusion of that information during the hearing.

v. No later than three (3) working days prior to the hearing, the HR Director shall provide the Grievance Committee with a copy of all documents and information submitted (as specified in paragraph 3 above).

b) Hearing Procedures:

i. Record of the Hearing: The hearing will be recorded by recording devices supplied by the College. These recordings shall be maintained for a period of five years after the resolution of the grievance. The grievant or respondent may obtain a copy of the recordings from any recorded hearing, at the requesting party's expense.

ii. Private Hearing: The hearing shall be conducted in private. Witnesses shall not be present during the testimony of any party or other witness. Witnesses shall be admitted for testimony and then asked to leave. The grievant and the respondent may hear and question all witnesses testifying before the Grievance Committee.

iii. Presentation of Case: This is a non-adversarial process, the witnesses are not sworn, the grievant and respondent shall be afforded reasonable opportunity for oral opening statements, closing arguments, their own testimony, and presentation of witnesses and pertinent documentary evidence, including written statements. Witnesses are not compelled or subpoenaed to appear and are to appear on their own accord, employees of the College are permitted to participate in the grievance process without suffering loss of compensation or leave time for the time spent during the process.

iv. Grievance Committee Rights: The Grievance Committee shall have the right to question any and all witnesses, to examine documentary evidence presented, and to request the appearance of other witnesses or review other documentation as the Grievance Committee deems necessary. The Grievance Committee has the right to limit testimony and presentation of other evidence to that which is relevant to the grievance and to further limit testimony and other evidence that is cumulative and unnecessary.

v. Grievance Committee Deliberation: After the hearing is concluded, the Grievance Committee shall convene to deliberate in closed session and arrive at a majority recommendation. The Grievance Committee shall make its determination of whether or not a rule, procedure or policy was not followed or applied properly based upon the evidence presented at the hearing. The Grievance Committee may make recommendations for resolution of the grievance. No one else is to be present during the Grievance Committee's deliberations, except when clarification about a rule, procedure, or policy is requested by the Grievance Committee from the HR Director.

vi. Transmittal of the Recommendation: Within seven (7) working days after the hearing is concluded, the Grievance

Committee shall transmit its recommendation in writing to the HR Director and the President.

vii. Final Administrative Determination: The President may decide to accept the recommendation, amend it, reverse it, or refer the grievance back to the Grievance Committee for further deliberations and reconsideration. Within ten (10) working days of receipt of the Grievance Committee's recommendation, the President shall prepare and send a written statement addressed to the grievant containing the President's decision for resolution of the grievance and the reason for the decision. A copy of the President's decision will be sent to the HR Director and other necessary parties.

2.13 Court and Jury Leave

Chapter Two: Personnel

Procedure Title: Court and Jury Leave
Based On: Board Policy 3
Procedure Number: 2.13
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007

If an employee serves as a witness, juror, or party litigant, he/she is entitled to the regular College pay in addition to any fees paid by the court for services or necessary appearances, and the absences from work will not be counted as annual leave.

I. Hardships

When the employee's service on a jury would cause a hardship to the operation of the work unit, the President/designee may petition the judge, in writing, asking that the employee be excused from jury duty.

II. Fees for Services

If an employee is accepted by the court as an expert witness and are paid a fee in excess of the normal witness' fee, the employee will be required to take annual leave for the time needed for testimony.

2.14 Educational Leave

Chapter Two: Personnel

Procedure Title: Educational Leave
Based On: Board Policy 3
Procedure Number: 2.14
Date Adopted/Revised: April 29, 2001; November 21, 2006; May 15, 2007

Educational leave may be granted with or without pay, to pursue a regular full-time course of instruction, provided that doing so benefits the College, and provided the President approves the application.

I. Conditions

   A. The employee will retain all of the rights held in the position at the time leave was granted, including the right to reinstatement to that position or a comparable position on return.

   B. On return, the employee will be expected to continue to work for the College for a period at least twice the length of the course of training or the total investment value paid by the College to complete the training, or as required by state statute.

   C. If the employee does not remain with the College for the agreed-upon period, they will be required to pay the College the total cost or a proportionate share of the cost of the out service training and any compensation paid during the training period.

II. Contract A written contract will be drawn up setting forth the terms of leave and expected return date, to be signed by the employee and the President before taking educational leave.

III. Compensation Payments for the cost of training (to include such costs as tuition, fees, books and transportation) may be made only if the funds have been specifically approved by the President.

2.15 Separation of Service

Chapter Two: Personnel

Procedure Title: Separation of Service
Based On: Board Policy 3
Procedure Number: 2.15
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

I. Resignations

A. Responsibility of the Employer. When an employee is separated from employment for any reason, the supervisor has the responsibility to immediately communicate the separation to Human Resources and other appropriate departments to ensure the procedures of this policy are followed.

Notice requirement:

Classified or hourly paid employees are requested to give at least a two week notice; Professional and Salaried employees are requested to give a least a thirty-day (30) notice; Faculty are requested to give one semester notice; Executive, Dean, Vice-President employees are requested to give at least a sixty-day (60) notice. In special circumstances, the college President may request a different time frame notice and subject to agreement with the employee, may waive, reduce or increase the notice period. This policy applies to resignations, terminations (except involuntary) and retirement. To assist with budget preparation, employees planning to retire at the end of the fiscal year are requested to give notice by May 1st.

The employee may be required to utilize all accrued leave prior to the date of the resignation.

B. Responsibility of the Supervisor. The supervisor may give written notice of acceptance to the employee. When the written acceptance of the resignation is forwarded to the resigning employee, the resignation becomes final and cannot thereafter be withdrawn. The supervisor shall forward a copy of the acceptance letter through normal channels to the supervising Vice President as well as to the Human Resources Office.

II. Involuntary Termination

In the event the College no longer needs or desires the services of a regular

appointed employee, an individual may be terminated upon receipt of a thirty (30) days notice. An employee may be dismissed immediately for cause. Causes may be, but are not limited to, misconduct, dishonesty, unlawful behavior, excessive absenteeism, excessive tardiness, use of alcoholic beverages or drugs, or three consecutive absences without contacting the supervisor.

A. Responsibility of the Supervisor. When an employee is dismissed for cause, a written statement of the reason(s) must be given to the employee, the Human Resources Office and the supervising Vice President The individual is entitled to an appeal process if he/she feels the reason(s) for dismissal given by his/her supervisor were not sufficient.

B. Appeal Process. To appeal, the employee must, within three (3) working days of the dismissal, submit a written request for reconsideration to his/her next level of supervision. This supervisor will review the facts of the case and may conduct a hearing with the employee and his/her immediate supervisor. The second-level supervisor will issue a written decision within seven (7) working days after receipt of the appeal.

The employee may appeal the second-level supervisor's decision to the Grievance Officer within three (3) working days of receipt of the decision. The Grievance Officer will conduct an investigation to determine if College Procedures were followed and within ten (10) working days after receipt of the appeal, will render a decision, which will be final. The dismissed employee may drop the appeal process at any stage; however, this will forfeit his/her rights to any further on campus hearings or consideration.

Students and hourly (Extra Help) employees are hired to work at the pleasure of the College and may be terminated at any time without notice.

III. Final Pay and Benefits

A. Unused leave. An employee may be required to take accrued annual, and/or holiday leave prior to the employee's termination date. Otherwise, accrued annual and holiday leave (not to exceed 240 hours), plus compensatory time, will be paid in a lump sum after the termination date and completion of the Termination Clearance Form. No employee receiving paid compensation for unused annual leave can return to College or other State employment until the number of days for which he/she has received lump sum compensation has expired. If an active employee dies, the amount due from accrued annual and holiday leave, (not to exceed sixty (60) days), plus compensatory time, will be paid to the estate or authorized beneficiary. SouthArk may, at the discretion of the college, provide compensation for unused sick leave, as allowed by

Arkansas Law, to employees of the college.

B. Health and Dental Benefits. When an employee separates from College employment, his/her health and dental insurance will terminate on the last day of the last pay period. The employee will be notified by mail of the right to continue the coverage for a limited time. Under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), covered dependents may also be eligible for COBRA coverage under certain circumstances. The employee will have sixty (60) days from the date of that notification to complete and return the appropriate forms. The former employee will be responsible for timely payment of the entire insurance premium plus a 2% administrative fee once employment with the College is terminated. Failure to pay the required premium and administrative fee when due will result in permanent cancellation of coverage.

C. Termination Clearance Form. Each employee who leaves the College will be required to complete a Termination Clearance Form (available from the Human Resources Office) before the final paycheck can be issued. This is required of all full-time faculty and staff and may include Extra Help and/or Part-time (Adjunct) Faculty. The form is used primarily to document that all College property has been appropriately returned to the College. The immediate supervisor is responsible for informing the terminating employee of the requirement to complete the Termination Clearance Form. The form may be copied from the APM or received from the supervisor or the Human Resources Office. The employee must complete the form and obtain all signatures as indicated.

D. Final Paycheck. The employee’s final paycheck will not be direct deposited and will not be released until the completed Termination Clearance Form is received by the Human Resources Office. The College has the right to withhold from the employee’s final paycheck any charges that are due to the College for any reason. The College will then pay the net amount owed to the employee in full satisfaction of his/her wages or other amounts due.

2.15a Progressive Corrective Action Procedures

Chapter Two: Personnel

Procedure Title: Progressive Corrective Action Procedures
Based On: Board Policy 3
Procedure Number: 2.15a
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; June 22, 2007

It is the policy of South Arkansas Community College to eliminate disciplinary problems in advance as much as possible and to let employees know what specific action should be taken to meet performance standards. Whenever an employee violates a policy or procedure, performs unsatisfactorily, or does not meet the expectations established by the supervisor, the supervisor has the responsibility to implement a progressive corrective action approach. Any corrective action taken is to be just and in proportion to the seriousness of the violation. However, when an infraction necessitates immediate action, the supervisor must respond appropriately. The supervisor is encouraged to meet with an employee informally to discuss the employee's performance, need for improvement, and corrective action. To ensure that the employee has been given an opportunity to correct a deficiency, the following procedures should be followed. A new employee who is in initial employment status (within 90 days of hire) whose performance is unsatisfactory should be counseled if he or she fails to meet performance expectations and terminated if the employee continues unsatisfactory performance.

Procedures:

The normal sequence of corrective action progresses as follows:

I. Informal Discussion and Counseling
II. Step 1. Oral Warning
III. Step 2. Written Warning
IV. Step 3. Probation/Suspension
V. Step 4. Termination/Discharge

If a problem is serious, the supervisor may identify the appropriate step to initiate and not utilize the normal sequence.

I. Step 1 - Oral Warning

   An oral warning is an initial indication by the supervisor to the employee that the employee is not fulfilling the responsibilities of the position to which s(he) is assigned or that the employee has violated a policy or procedure. All reasonable steps should be taken to afford the opportunity for the employee to correct a deficiency or improve performance. The supervisor shall meet with the employee

to discuss the performance and identify specific corrective actions. The supervisor shall state that the discussion is an oral warning.

II. Step 2 - Written Warning

If the initial performance discussion does not yield corrective action, the supervisor should thoroughly investigate the issues and meet with the employee to (a) review the problem, (b) listen to the employee's views, (c) advise the employee that the problem(s) must be corrected, and (d) inform the employee that failure to correct the problem(s) may result in further disciplinary action including and up to termination. The supervisor shall document the performance problems and specify a time period for remediation and review of performance. The written warning letter should be given to the employee and a copy placed in the supervisor's department/division files. A copy should also be sent to the next level supervisor. If the employee improves performance, the supervisor should document the improvement and include the letter in the employee's department/division files with a copy to the employee and the next level supervisor and the Human Resources Office. If the situation merits immediate attention for a serious offense or violation, the supervisor may begin progressive discipline at Step 2 without giving the employee an oral warning.

III. Step 3 - Probation

A serious infraction, violation of a policy or procedure or continued deficient performance shall subject an employee to probation, suspension, or termination (See Step 4). If satisfactory performance and corrective action are not achieved by giving the employee an oral or written warning, the supervisor may place the employee on probation for a specific period of time. The supervisor shall meet with the employee and review the performance expectations, corrective action to be taken, time period for improvement of performance, and the expected outcome if the employee's performance does not improve. The supervisor shall, in writing, document the probation, review of the meeting and provide the employee with a copy of the notice of probation, terms and conditions. A copy should also be sent to the next level supervisor and the Human Resources Office. While in a probationary status, the supervisor should work with the employee to let the employee know how she or he is doing and to suggest how the employee might improve. Prior to the end of the probationary period, the supervisor should meet with the employee to discuss the employee's progress. If the employee is removed from probation, a letter indicating removal shall be given to the employee and a copy placed in the supervisor's department/division files. If the employee successfully completes probation or voluntarily terminates, the letters/documents in the employee's file regarding the probation shall be maintained for at least twelve months from the date of removal from probation and then removed from the file. If the employee does not successfully complete the probation period, the supervisor may extend the probation period or terminate the employee's employment. The supervisor shall document, in writing, the extension or termination of probation.

IV. Step 4 - Suspension

If an employee commits a serious offense that mandates that the employee is removed from the workplace, the supervisor may suspend the employee for a specific period of time without pay. A suspension may be designed to conduct an investigation or give the employee some time to think over the seriousness of an offense and make a commitment to improve performance. The supervisor shall, in writing, document the suspension, review the circumstances and letter with the employee, and provide a copy of the letter to the employee and the next level supervisor. Some offenses that may be cause for suspension include:

A. Threatening, intimidating, coercing, or interfering with the performance of other employees
B. Immoral or indecent conduct on the College's premises
C. Acts of sabotage or other interference of the College's business
D. Defacing college property
E. Smoking in unauthorized or restricted areas
F. Theft
G. Assault
H. Violation of College policies.

V. Step 5 - Termination

Termination shall be resorted to when an employee fails to respond to efforts to improve performance or for the most serious offenses. All reasonable steps to assist the employee should be taken prior to termination. Immediate termination may occur during the probation period. When it is determined that an employee should be terminated, the supervisor shall secure the approval of the appropriate Vice President and the President prior to executing the termination. The Director of Human Resources may be consulted regarding terminations or the progressive corrective action process. When an employee is terminated, the supervisor shall provide a letter to the employee reviewing the performance problem(s), identifying the actions taken to support the employee's improvement, and notifying the employee of termination procedures. The supervisor should also advise the employee of the appeals process regarding any condition of employment if they are not in agreement with the action taken. The supervisor is responsible for ensuring that the appropriate forms are completed to affect the termination. Upon termination any departmental personnel files on the employee should be forwarded to the Director of Human Resources. The College reserves the right to conduct any investigation that it deems necessary to determine whether an employee has engaged in conduct warranting corrective action. The progressive corrective action process is a preventative approach therefore; employees may not have internal or external representation throughout the process. Termination procedures are further defined in Administrative Policy 2.15 Separation from Service, 2.16 Annual Faculty Evaluations; 2.20 Tenure, Notice of Non-Reappointment/Faculty Dismissal; 2.11 Performance Reviews-Classified.

2.16 Faculty Evaluation

Chapter Two: Personnel

Procedure Title: Faculty Evaluation
Based On: Board Policies 1 & 3
Procedure Number: 2.16
Date Adopted/Revised: January 29, 2007; May 15, 2007; September 4, 2015; February 19, 2018;

South Arkansas Community College adheres to a system of conducting annual faculty evaluations in accordance with Arkansas Code 6-63-104.

Faculty Evaluation Plan

2.16a Values that Define the Plan to Evaluate Faculty Goals of the Faculty Evaluation Plan - DELETED

Policy 2.16a was deleted on September 4, 2015, but the contents are reflected in Policy 2.16.

2.16b Evaluation Criteria for Faculty - DELETED

Policy 2.16b was removed on September 4, 2015, but the contents are reflected in Policy 2.16.

2.16c Evaluation Plan - DELETED

Policy 2.16c was deleted on September 4, 2015, but the contents are reflected in Policy 2.16.

2.16d Components of an Evaluation Portfolio - DELETED

Policy 2.16d was deleted on September 4, 2015, but the contents are reflected in Policy 2.16.

2.16e Faculty Self Assessment Report - DELETED

This form was deleted on September 4, 2015, and a single hyperlink to all forms was inserted in Policy 2.16.

2.16f Form #1 - Classroom/Laboratory Observation Report - DELETED

This form was deleted on September 4, 2015, and a single hyperlink to all forms was inserted in Policy 2.16.

2.16g Form #2 - Classroom/Laboratory Observation Report - DELETED

This form was deleted on September 4, 2015, and a single hyperlink to all forms was inserted in Policy 2.16.

2.16h Form #3 - Classroom/Laboratory Observation Report - DELETED

This form was deleted on September 4, 2015 because it was no longer needed.

2.17 Performance Reviews - Administrative and Professional Staff

Chapter Two: Personnel

Procedure Title: Performance Reviews – Administrative and Professional Staff
Based On: Board Policy 3
Procedure Number: 2.17
Date Adopted/Revised: June 25, 2001, November 21, 2006, May 15, 2007; May 5, 2015

I. Evaluation by Supervisors

All administrative personnel and professional personnel will be subject to an annual evaluation by their immediate supervisors. The President will evaluate members of the Executive Cabinet and the Vice President will evaluate their subordinates accordingly. Expectations of these employees will be stated in advance.

II. Evaluation by Supervisees

Each college employee may complete an annual evaluation of his/her immediate supervisor or any other administrator in the line of supervision. The evaluation instruments will be available from the Office of Institutional Effectiveness and should be completed and returned by employees. Information will be treated confidentially. The Director of Institutional Effectiveness and Research will compile the evaluation results and report results to the Area Vice President.

2.17a Performance Reviews - Administrative and Professional Staff

Chapter Two: Personnel

Procedure Title: Performance Reviews – Administrative and Professional Staff
Based On: Board Policy 3
Procedure Number: 2.17a
Date Adopted/Revised: November 17, 2008

The goal of this procedure is to provide sustained information to Administrative/Professional (non-classified) staff so they can understand the scope of their responsibilities.

I. Principles

A. All Administrative/Professional (non-classified) staff will be evaluated by their immediate supervisors, in writing, annually, on their performance with respect to the goals and objectives of their jobs.

B. As circumstances dictate, supervisors of each Administrative/Professional (non-classified) employee may develop additional procedures to evaluate those who report to them.

C. Evaluation of all Administrative/Professional (non-classified) staff will be in accord with be following principles:

1. To provide the basis for a meaningful and productive evaluation, each supervisor must work with his/her Vice President to prepare a job description for all such Administrative/Professional (non-classified) staff. These descriptions should define the duties and responsibilities of each employee thereby providing a mechanism for goal setting.

2. The evaluation should assess the individual's effectiveness as an employee in achieving the College's predetermined goals and objectives.

3. Each Administrative/Professional (non-classified) employee shall receive a written evaluation and be given the opportunity to discuss it with their supervisor.

II. Procedures

A. There must be an understanding between the Administrative/Professional (non-classified) employee being evaluated and the supervisor to whom he or she reports regarding the factors and criteria on which the evaluation will be based.

B. No later than March 1, the Administrative/Professional (non-classified) employee being evaluated will prepare a summary of the year's achievements and accomplishments, relating to the goals and objectives established at the beginning of the year. Additionally, the summary will include significant activities and accomplishments that were not included in the original goals and objectives. The summary shall be provided to the evaluating supervisor.

C. The evaluating supervisor will prepare a written report and submit it to the Administrative/Professional (non-classified) employee being evaluated. The Performance Review Procedures and Review form can be found in APM 2.17a.

D. Evaluations must be completed by April 1st of each year.

E. Copies of all evaluations will be forwarded to the office of Human Resources and will become a part of the employee's personnel file.

Performance Review Form for Administrative/Professional Staff

2.18 Salary Payments

Chapter Two: Personnel

Procedure Title: Salary Payments
Based On: Board Policy 3
Procedure Number: 2.18
Date Adopted/Revised: June 6, 2001; November 21, 2006; May 15, 2007; May 5, 2015; April 30, 2020; February 3, 2021

I. As a condition of employment, all employees will participate in the College's direct deposit plan for payroll with the exception of work-study students.

   A. Pay statements are available in MyCampus under Human Resources.

   B. Work-study students that receive a check may pick up from the HR office on the scheduled payday.

II. Employees will be paid based on the following schedule:

   A. Full time employees- Paid on the 5th of each month.

   B. Adjuncts- Paid on the 5th of each applicable month based on the information below.

      1. Hourly adjunct- Paid according to hours worked.
      2. Salary adjuncts (per credit hour)- Paid according to the semester:
         I. Fall semesters will be paid out in four payments beginning September – December.
         II. Spring semesters- Paid out in four payments beginning February-May.
         III. Summer I and Summer II- Paid in full for each month of June and July.
         IV. Long summer- Paid as two payments in June and July.
         V. Mini-Mesters- Paid based on the start date and split over the remaining months.

   C. Extra Help Employees will receive pay every two weeks on Fridays.

   D. Work Study Employees will receive pay monthly on the 15th; unless it falls on a weekend then their pay will be for the Friday before.

III. Timecards for full time employees and adjuncts are to be finalized on the last workday of the month. Supervisors will be tasked with reviewing, correcting, approving, and submitting timecards no later than the 2nd of the month following the pay period. The finalization and submittal process may be altered if the 5th falls on a weekend, and/or if changes are required due to Holidays.

2.19 Payment for Candidate Travel Expenses

Chapter Two: Personnel

Procedure Title: Payment for Candidate Travel Expenses
Based On: Board Policy 8
Procedure Number: 2.19
Date Adopted/Revised: June 6, 2001; November 21, 2006; May 15, 2007; May 17, 2010

I. Candidates for academic and administrative positions at the Vice Presidential level or below who are invited to interview for positions and travel in excess of 100 miles may be paid travel expenses according to the following procedures:

   A. Candidates may receive reimbursement for expenses including round-trip travel, lodging (if necessary) for the evening prior to and/or the evening immediately following the interview, and for meals, subject to the conditions listed below.

   B. A round-trip travel itinerary should be developed by the candidate in consultation with and with the approval of the College, before expenditures are made.

   C. Expenses for lodging and meals will be reimbursed within state guidelines, except as noted below.

   D. Conditions regarding payment for travel expense will be provided in advance by the Human Resources Office.

II. Travel reimbursement is subject to the following conditions:

   A. If the candidate is offered the position and accepts, he/she will be reimbursed for the eligible travel expenses.

   B. If the College does not offer the position to a candidate, the College will reimburse the candidate for the eligible travel expenses.

   C. If the College offers the candidate the position and the individual declines, the College will reimburse half of the cost of eligible expenses.

D. All candidates must submit a signed travel reimbursement form (TR-1) and appropriate receipts in order to receive compensation for travel expenses. Appropriate receipts include (but may not be limited to) those for common carriers, car rentals, and lodging.

E. The appropriate supervisor shall ensure that the necessary travel authorizations and TR-1 forms are submitted for the candidates.

III. Moving Expenses

Payment for candidate's moving expenses may be authorized by the College president

2.20 Tenure, Notice of Non-reappointment/Faculty Dismissal

Chapter Two: Personnel

Procedure Title: Tenure, Notice of Non-reappointment/Faculty Dismissal
Based On: Board Policy 3
Procedure Number: 2.20
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

The following standards for notice of non-reappointment and procedures for faculty dismissal will be observed by South Arkansas Community College.

I. Tenured Faculty

South Arkansas Community College faculty members who have been granted tenure will not be terminated except for adequate cause or financial exigencies. The probationary terms and grounds for adequate cause are noted below.

A. In accordance with the times and procedures given below, tenured faculty members may be dismissed only for adequate cause or financial exigencies. Financial exigencies will be determined by the President.

B. Preliminary proceedings concerning the fitness of a faculty member:

1. When reason arises to question the fitness of a faculty member who has tenure, or whose term of appointment has not expired, the appropriate administrative officers will discuss the matter with him/her in a private conference.
2. The matter may be resolved by mutual consent at this point; and the terms of this resolution agreed to by both parties in writing.
3. If no agreement or resolution can be reached in this manner, a standing, or an ad-hoc committee elected by the faculty and charged with the responsibility of rendering confidential advice in such situations should inquire into the situation, to effect a resolution if possible and, if none is effected, to determine whether in its view formal proceedings should be begun, or if the Vice President for Academic Affairsof the institution, even after considering a recommendation of the committee favorable to the faculty member, is convinced that formal dismissal proceedings should be undertaken, such proceedings should be governed by the following procedures.

4. Except where there is disagreement between the Vice President for Academic Affairsand the faculty committee, a statement with reasonable particularity of the grounds proposed for the dismissal of the faculty member will be jointly formulated by the Vice President for Academic Affairsand the faculty committee; if there is disagreement between these parties, the President or representatives of the President will formulate the statement.

C. Formal proceedings will be commenced by a communication addressed to the faculty member by the Vice President for Academic Affairsinforming him/her of the statement formulated and informing him/her that, if he/she so requests, a hearing to determine whether he/she should be removed from his/her faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place.

1. In setting the date of the hearing, sufficient time will be allowed the faculty member to prepare a defense.
2. The faculty members will be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded him/her.
3. The faculty member should state in reply whether he/she wishes a hearing and, if so, should respond in writing, not less than one (1) week before the date set for the hearing, to the statements of the Vice President for Academic Affairs.

D. Suspension of the faculty member during the dismissal proceedings involving him/her will occur only if in the opinion of the President immediate harm to the faculty member, or to others or to the effectiveness of the College is threatened by the faculty member’s continuance of service.

1. Unless legal considerations forbid, any such suspension will be with pay.
2. If a faculty member is suspended, the faculty member will be notified in writing of the specific reasons for suspension as well as the terms and conditions of suspension.

E. Hearing Committee

1. The committee of the faculty members selected to conduct the hearing and recommend action to the President should be either an elected standing committee not previously concerned with the case or a committee established as soon as possible after the President's letter to the faculty member has been sent.
2. The Vice President for Learning, in consultation with the chair of the Faculty Affairs Committee, will appoint a committee of five members of the teaching faculty, giving serious consideration to their objectivity and competence and of the regard in which they are held in the College community. The committee will elect its own chairperson.

F. Committee Proceeding

1. The committee should proceed by considering the statement of the grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing.
2. The committee, in consultation with the Vice President for Academic Affairsand the faculty member, should exercise its judgment as to whether the hearing should be public or private.
3. If any facts are in dispute, the testimony of the witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member should be obtained and considered by the committee.
4. Vice President for Academic Affairswill have the option of attendance during the hearing, and may designate an appropriate representative to assist in developing the case; but the committee should determine the order of proof, should normally conduct the questioning of witnesses, and, if necessary, should secure the presentation of evidence relevant to the issue at hand.
5. The faculty member will have the option of assistance by counsel, whose functions should be similar to those of the representative chosen by the Vice President for Learning.
6. The faculty member should have the additional procedural rights set forth in the 1940 Statement of Principles on Academic Freedom and Tenure as amended, and should have the aid of the committee, where needed in securing the attendance of witnesses.
7. The faculty member or his/her counsel and the representative designated by the Vice President for Academic Affairsshould have the right, within reasonable limits, to question all witnesses adverse to him/her.
8. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witnesses cannot appear, the identity of the witness, as well as his/her statement, should nevertheless be disclosed to the faculty member.

9. Subject to these safeguards, statements may, when necessary, be taken outside of the hearing and reported to it. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

G. The committee should reach its decision in a conference on, the basis of the hearing. Before doing so, it should give opportunity to the faculty member or his/her counsel and the representative designated by the Vice President for Academic Affairsto argue orally before it. If written briefs would be helpful, the committee may request them.

1. The committee may proceed to decision promptly without having the record of the hearing transcribed, where it believes that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented, and a reasoned opinion may be desirable.
2. The President and the faculty member must be informed of the decision in writing within three (3) working days of the committee reaching a conclusion. Any release to the public will only be made through the President's office.

H. Except for such simple announcements as may be required, covering time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers should be avoided as far as possible until the proceedings have been completed. Announcement of the final decision should include a statement of the committee's decisions, if this has not previously been made known.

I. When the President determines that financial exigencies exist which require the dismissal of the faculty, the Vice President for Academic Affairsshall notify affected faculty members according to the standards of non-reappointment.

1. The President may make a public determination that the exigencies do not permit adherence to this policy, in which case the Vice President for Academic Affairs shall inform the affected faculty members within seven (7) working days following the President's action.

2. In determining which faculty members will not be reappointed, the president will take into consideration seniority, instructional abilities, and contributions to institutional development. The Vice President for Learning, in consultation with the President will carefully review the faculty members' personnel files and institutional records in making these decisions.
3. In addition to notifying those faculty members who will not be reappointed, the Vice President for Academic Affairsmust submit a report to the Faculty Affairs Committee detailing the actions and the reasons for them. The Faculty Affairs Committee will have the option of presenting a response to the Vice President for Learning's report directly to the President.

J. Notice of non-reappointment or intention to not recommend reappointment will be given in writing in accordance with the following standards:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that academic year; or, if a one-year appointment terminates during an academic year, at least three (3) months in advance of its termination.
2. Not later than February 1 of the second consecutive academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six (6) months in advance of its termination.
3. Not later than January 1 of the third consecutive year of service, if the appointment expires at the end of that year.
4. At least twelve (12) months before the expiration of an appointment after three (3) or more consecutive years of service to the institution.

II. Non-Tenured Faculty

The Vice President for Academic Affairsmay recommend dismissal or non-renewal of a non-tenured faculty based upon evaluations or the general needs of the College. Dismissal will not occur except for adequate cause. Non-renewal may occur for any reason and is not limited to, but may include, any and all grounds that would qualify as adequate cause.

2.21 Computers and Acceptable Use - Personnel

Chapter Two: Personnel

Procedure Title: Computers and Acceptable Use – Personnel
Based On: Board Policy 3
Procedure Number: 2.21
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 20, 2016

South Arkansas Community College provides computer technology, including Internet access, for educational purposes and to facilitate other activities necessary for the efficient operation of the institution.

I. The College intends that this technology will be used in a manner which:

   A. Is conducive to learning
   B. Is free of illegal acts
   C. Shows respect for the rights and dignity of others

II. The intent of this policy is to define broad categories of use which are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on the guidelines in this policy, South Arkansas Community College officials may at any time make determinations that specific uses are or are not appropriate or acceptable.

III. It is not acceptable to use the College's computer equipment or facilities to:
   A. transmit or receive materials for any illegal purpose or act;
   B. transmit or receive harassing, indecent, obscene, discriminatory, or fraudulent materials or messages;
   C. transmit or receive any materials in violation of either state or federal laws (e.g., copyright laws);
   D. send fraudulent or forged email messages using the account of another person;
   E. use the account or password assigned to another person to gain access to College equipment, College files, or the College network;
   F. damage, destroy, interfere with, or disrupt the operation of, College owned and operated programs and equipment;
   G. to use technology for any partisan political purposes; and/or
   H. to use technology or any commercial pursuits or activities.

IV. The use of South Arkansas Community College computer technology is a privilege extended to all users, including faculty, staff, administrators, and

students. Inappropriate or unacceptable use of this technology may result in loss of this privilege.

A. College agents may monitor information on the College computer network or on individual computers or computer systems, but complaints of possible inappropriate or unacceptable use will be investigated.

B. Complaints regarding violations of acceptable use policy should be addressed to the Chief Information Officer.

C. In investigating such complaints, the Chief Information Officer will consult with appropriate College officials.

D. Following the investigation of a complaint, the Chief Information Officer will inform the complainant of the result of the investigation and explain what action, if any, was taken by the College.

V. In resolving complaints of unacceptable use, the College may invoke sanctions against the offender that range from verbal warnings to expulsion for students or dismissal/termination for employees, depending on the circumstances of the incident.

VI. South Arkansas Community College makes absolutely no warranties of any kind, either express or implied, for the services it provides.

A. The College will not be responsible for any damages suffered by users. This includes, but is not limited to, any loss of data which results from delays, non-deliveries, missed-deliveries, or service interruptions caused by either its own negligence or by user errors and/or omissions.

B. Any and all use of any of the information obtained via the Internet is at the user's own risk. South Arkansas Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services.

VII. The user agrees to indemnify and hold harmless South Arkansas Community College, the College Board of Trustees, individual trustees, agents, and

employees of the College from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the College's hardware, software, and network facilities. This indemnity will include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

2.22 Political Activity by State Employees

Chapter Two: Personnel

Procedure Title: Political Activity by State Employees
Based On: Board Policy 3
Procedure Number: 2.22
Date Adopted/Revised: June 6, 2001; November 21, 2006; May 15, 2007; July 20, 2016

Governor's Policy Directive Nine, issued in January 1986, governs political activity by state employees.

I. Summary Statements

A. State employees can, should and are encouraged to participate in the election process so long as assistance to candidates is rendered on the employee's own time and State property is not involved.

B. Employees are not to endorse candidates, including the Governor, in their official capacity as State employees.

C. A person's status as an employee of the state is public knowledge. Public endorsement of a candidate can easily be interpreted as endorsements of an official capacity.

II. Legal Provisions

A. State employees are prohibited from engaging in partisan political activity during the hours they are performing work for and being paid by an agency of State government.

B. Political banners, posters or literature should never be allowed to be displayed on or in any State Office. Political bumper stickers or decals should never be displayed on or in State cars.

C. State vehicles must not be used during or after working hours to promote or assist the candidacy of any person in any way.

D. State employees may not display political advertising on personal vehicles when using these vehicles in the performance of official duties for which they will be reimbursed by the state.

E. No State official (whether elected or appointed) will assess employees for any political purpose or use threats or coercion to require or persuade an employee to contribute to a particular candidate or cause.

F. Requests for leaves of absence to work in campaigns should be submitted to the employee's supervisor. The supervisor should, based on department work duties and any other pertinent issues, determine if leave without pay is practical and forward the recommendation to the area Vice President.

G. In addition to these prohibitions established by Arkansas law and by administrative policy, there are other specific limitations which apply to employees whose salaries are either partially or totally paid form federal funds. These rules are established by the Federal Hatch Act.

H. For specific questions about Arkansas Election Law, consult the Arkansas Political Practices Act or contact the Secretary of State's Election Division. Questions regarding the Federal Hatch Act as it relates to federally funded State employees may be answered by the Office of Special counsel in Washington, D.C.

2.23 Leave Procedures

Chapter Two: Personnel Procedure Title: Leave Procedures
Based On: Board Policy 3
Procedure Number: 2.23
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

Generally, South Arkansas Community College follows guidelines set forth in the Arkansas Human Resource Management System Policy Statements (AHRMS). A complete Copy of the entire Arkansas Human Resource Management System Policy Manual is available for examination in the President's office, Human Resources Office, or at the Office of Personnel Management Web site:

The policies apply to all employees of the institution with the exceptions noted below for student workers, teaching faculty members and persons employed in positions supported by grant funds.

I. Condition/Exceptions to State Guidelines

A. Student workers will not earn sick leave or vacation leave nor will they be compensated for holidays.

B. Teaching faculty members will not earn annual leave or be compensated for holidays. The section concerning sick leave (Section 105, Subsection 3.0 - Subsection 3.18) applies to teaching faculty members with the following exceptions or alterations.

C. All references to holidays and annual leave will be removed from the sick leave policy for faculty members.

1. Subsection 3.1 will be revised to read as follows: "Any faculty member who is scheduled to teach at least fifteen (15) semester hours during a regular academic year or three (3) hours in a summer term will accrue sick leave. Faculty members who teach less than thirty (30) semester hours in a nine-month term or six (6) hours in a summer term will accrue sick leave in the same proportion as the semester hours taught is to a full teaching load in the regular academic term or in a summer term."

2. Subsection 3.2 will be revised to read as follows: "Faculty members will accrue sick leave at the rate of one (1) day for each month or part of a month employed during the regular academic term and will earn one (1) day for each summer term. The maximum sick leave

accrual is 120 days."

3. Subsection 3.3 will be revised to read as follows: "Sick leave must be earned before it can be used. Faculty members will accrue their monthly sick leave accrual on the last working day of the month that the faculty member is scheduled to work during the regular academic year and on the last day of the term for a summer session. Faculty members may not borrow from anticipated future accruals or use sick leave accrued by other employees."

D. Annual Leave Timetable

	CLASSIFIED	
Years	**Hours Per Month**	**Days Per Year**
0-3	8	12
4-5	10	15
6-12	12	18
13-20	14	21
21+	15	22.5
	NON-CLASSIFIED	
Years	**Hours Per Month**	**Days Per Year**
0-5	12	18
6-12	13	19.5
13-20	14	21
21+	15	22.5

II. AHRMS Policy Statement
Section 105

Subsection 3.0 Sick Leave Policy Required by State

Subsection 3.1 Any employee who works a minimum of one thousand (1000) hours per year in a regular salary position will accrue sick leave. Employees who work less than full time but more than one thousand (1000) hours per year accrue sick leave in the same proportion as time worked.

Subsection 3.2 Employees accrue sick leave at the rate of one (1) day for each complete month of service. The maximum sick leave accrual is 120 days.

Subsection 3.3 Sick leave must be earned before it can be used. Employees will accrue half their monthly accrual of sick leave if employed on the first (1st)

working day of the month and work through the 15th of that month. Employees will accrue half their monthly accrual if employed on the 16th of the month and work through the last working day of that month. (If the 16th falls on a weekend or holiday, accrual begins on the first (1st) working day thereafter.)

Employees will not borrow from anticipated future accruals and may not use sick leave accrued by other employees.

Subsection 3.4 Any employee many may not earn sick leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

Subsection 3.5 Sick leave may be used for only the following purposes:

A. When the employee is unable to work because of sickness, or injury; or for medical, dental, or optical treatment.
B. Death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws, or any individual acting as a parent or guardian of an employee.

Subsection 3.6 The use of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to the sick leave benefits.

Subsection 3.7 Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment for any reason.

Subsection 3.8 Employees continue to earn sick leave at the normal accrual rate when they are on sick leave or annual leave.

Subsection 3.9 Sick leave is granted on the basis of work day, not calendar days. Non-work days, such as holidays and weekends, are not charged as sick leave.

Subsection 3.10 The minimum sick leave amount an employee can use is fifteen minutes. No smaller amount will be authorized or used.

Subsection 3.11 Absences due to sick leave, except in the case of maternity leave, will be charged in the following order:

C. Earned sick leave
D. Earned annual leave
E. Leave without pay
(See section 105, 5.01)

Subsection 3.12 Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician.

An agency or institution which has a written procedure to identify patterns of sick leave usage may require an employee to furnish a certificate from an attending physician for nay any use of sick leave. A certificate from a Christian Science practitioner listed in the Christian Science Journal may be submitted in lieu of a physician's certificate.

Subsection 3.13 Accrued sick leave will be restored to an employee's credit. If he returns to State employment within six (6) months of termination. This provision will apply only if the employee was terminated due to budgetary reasons or curtailment of work activities.

Subsection 3.14 Request to use sick leave for purposes of medical, dental or optical examinations, hospital stays, funerals, etc. should be made in advance.

Subsection 3.15 Notification of absence due to illness will be given as soon as possible on the first day of absence to the employee's supervisor.

Subsection 3.16 Application for sick leave is to be filed within two (2) days after the employee's return to work.

Subsection 3.17 If an employee fails to make proper notification for use of sick leave as provided herein, such absences will be charged to annual leave or leave without pay. Such determination will be made at the Agency Director's or Institution Head's discretion.

Subsection 3.18 Employees transferring without a break in service between State agencies and/or state-supported institutions of higher education which are covered by these policies will retain all accumulated sick leave.

Subsection 3.19 School teachers or other certified personnel employed by a school district who transfer to another school district, and educational cooperative, or a position requiring certification approved by the Department of Education in a state agency will be granted credit in the new position for up to ninety days unused sick leave accumulated in the former position.

Subsection 3.20 See section 108, Sub-Section 1.0, Catastrophic Leave.

III. Abuse of Sick Leave

If abuse of sick leave is suspected, an employee may be required to submit additional documentation.

2.23a Abuse of Sick Leave

Chapter Two: Personnel

Procedure Title: Abuse of Sick Leave
Based On: Board Policy 3
Procedure Number: 2.23a
Date Adopted/Revised: August 8, 2007

State of Arkansas Office of Personnel Management Regulations allow an educational institution to establish a written policy to identify patterns of sick leave usage that may require an employee to furnish a certificate from an attending physician for any use of sick leave. South Arkansas Community College has identified patterns of sick leave usage that may require documentation as follows:

A. Sick leave is often used in the month that it is earned;

B. More than twelve (12) days of sick leave are used in a calendar year without a documented major illness;

C. A pattern of taking sick leave after holidays, after paydays, or other discernable patterns and/or;

D. An apparent attempt to use remaining sick leave before terminating employment at the College.

If patterns of sick leave usage are identified, the employee will be asked for an explanation of the sick leave usage. The employee's supervisor will request that the president review the employee's explanation and determine whether a physician's certificate will be required for any future use of sick leave. Abuse of sick leave shall be grounds for disciplinary action.

2.23b Influenza Leave Policy

Chapter Two: Personnel

Procedure Title: Influenza Leave Policy
Based On: Board Policy 3
Procedure Number: 2.23b
Date Adopted/Revised: October 5, 2009

Employees and students who display symptoms of flu illness may be directed to stay at home and not attend work or classes until their symptoms have subsided and they have been free of fever for at least 24 hours.

Employees who earn sick leave will be required to use sick leave for absences attributed to this illness. Employees will be required to use annual leave in cases where sick leave balances are not adequate. Employees who have been employed less than one year and have not had time to accumulate adequate leave balances will be allowed to have a negative sick leave balance at the earnings rate of 8 hours per month for the remaining months of their first year of employment. Other employees who have documented a serious illness in the previous year may also be afforded the opportunity to have a negative leave balance. Employees who do not have adequate leave balances will be docked the following pay period for the balance of time missed.

The college administration may allow certain employees to make work-at-home arrangements due to their illness or to care for family members who are ill with the flu. Also, the college administration may consider flex-time, if feasible, to prevent the spread of the disease. All work-at-home arrangements or flex-time plans must be approved by the college president or vice presidents.

Notification of absence due to illness will be given as soon as possible on the first day of absence to the employee's supervisor. Within two days of return to work, the employee should complete the appropriate leave request form. If an employee fails to make proper notification for use of sick leave, such absences will be charged to annual leave or leave without pay.

Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician.

Extra Help employees do not earn sick or annual leave and will not be paid for time not worked due to influenza but the college will make efforts to see they are allowed work time to make up missed hours if at all possible. Work study students will also be allowed the opportunity to make up missed hours if possible.

The college administration may also require others such as volunteers, interns, and employees such as WIA paid workers to remain off campus until symptom free for 24 hours.

Any and all parts of this policy that are contrary to State regulations are null and void.

2.23c Catastrophic Leave Bank Program

Chapter Two: Personnel

Procedure Title: Catastrophic Leave Bank
Program Based On: Board Policy 3

Procedure Number: 2.23c

Date Adopted/Revised: June 25, 2001; May 15, 2007; December 1, 2014; September 24, 2018

General Information

South Arkansas Community College's (SACC) Catastrophic Leave Bank Program is established for its permanent employees similar to that in Arkansas Code 21-4-214; 21- 4-209; 21-4-203; 6-63-601; 6-63-602. The South Arkansas Community College Catastrophic Leave Bank creates no expectation or promise of continued employment with a participating employee, and is intended simply to assist eligible employees during medical emergencies.

The Catastrophic Leave Bank is administered by the Human Resources Office. The Vice President for Finance and Administration serves as Chairman of the Catastrophic Leave Committee.

Definition of Terms

Catastrophic Illness means a medical condition of an employee or the spouse or parent of the employee, or a child of the employee who may be claimed as a dependent under Arkansas Income Tax Act of 1929, as certified by a physician (or other individual as provided in Arkansas Code Annotated 21-4-201 et seq.), which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday, and compensatory leave time.

Catastrophic Leave for Maternity Purposes: An eligible female employee may receive up to four (4) consecutive weeks of paid leave within the first twelve (12) weeks after the birth of the employee's biological child or placement of an adoptive child in the employee's home.

Catastrophic Leave means paid leave which is transferred to a leave recipient from the College's Catastrophic Leave Bank. Catastrophic Leave may be granted only in

eight- hour increments. While a leave recipient is on Catastrophic Leave, he or she will receive normal benefits such as College contributions to insurance and retirement.

Catastrophic Leave Bank means a pool of accrued annual and sick leave voluntarily donated by employees which may be approved by the College for use by other employees who meet the eligibility requirements for medical emergency due to illness/injury and/or for maternity purposes.

Catastrophic Leave Committee means a committee comprised of members who represent a relative demographic cross section of the College's work force and who review applications from employees for Catastrophic Leave and make recommendations to the President relating to such leave

Medical Condition means a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accidents of the employee or a qualifying family member that could not have been anticipated, which causes the employee to be unable to perform his/her job, requires a prolonged period of recuperation and/or requires the employee's absence from duty as documented by a physician (or other individual as provided in AA.C.A. 21-4-201 et seq.) Routine disabilities or disabilities resulting from elective surgery do not qualify for catastrophic leave.

For maternity purposes, the birth of the employee's biological child or placement of an adoptive child in the employee's home is the medical condition. Approved catastrophic leave will be granted for the birth of the employee's biological child effective the date of birth or after and approved catastrophic leave will be granted for the placement of an adoptive child in the employee's home effective the date the child is placed in home or after, but both within the first twelve (12) weeks after the birth or placement.

Prolonged Period of Time means a continuous period of time whereby a medical condition prevents the employee from performing the employee's duties. The period of time may be continuous or intermittent, except for maternity purposes, which must be continuous.

Substantial Loss of Income means a continuous period of time where the employee will not have otherwise been compensated by SACC due to a medical condition and the exhaustion of all earned sick, annual, holiday, and compensatory leave.

Program Anniversary Date will be January 1 of each year.

Qualifying Family Member is a spouse, son, daughter, or parent of the employee as defined in the Family and Medical Leave Act of 1993 (FMLA).

I. Catastrophic Leave Policy

SACC's Catastrophic Leave Policy Committee will be comprised of the HR Committee.

II. Record Keeping

The records for the Catastrophic Leave Program will be maintained in the Human Resources Office. Records will reflect the amount of leave donated by each employee, the rate of pay and dollar value of such donated leave at the time of donation, date, amount of Catastrophic Leave awarded, including the rate of pay and SSN, date of donation, and name of each recipient, and any other such data as required by the Director of the State of Arkansas' Department of Finance and Administration.

III. Implementation

Meetings will be conducted to explain SACC's Catastrophic Leave Bank Program. The meetings will be conducted by the Vice President for Finance and Administration and Human Resources Office staff. Each employee eligible to participate in the Catastrophic Leave Bank Program may request an approved donor form from the Human Resources office. To voluntarily donate annual or sick leave to the program, eligible employees should complete the form, sign, and return to the Human Resources Office.

IV. Prohibition of Coercion

It is the policy of SACC not to intimidate, threaten or coerce any employee for the purpose of interfering with any employee's decision to donate, receive, or use annual or sick leave. Any report of such described instances shall be reported in writing to the President. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.

V. General Policies

A. Accrued annual leave and/or sick leave may be donated to the Catastrophic Leave Bank.

B. Catastrophic Leave with pay may be granted to an employee when such employee is incapacitated for the performance of the employee's duties due to a catastrophic illness or injury.

C. Eligibility Qualifications:

The applicant must be a regular, benefits-eligible, full-time faculty member, non-classified, or classified employee of the college. Adjunct faculty are excluded from this definition and as such are ineligible to participate as a recipient in the SACC Catastrophic Leave Bank Program. An employee who works less than full-time (forty hours per week) is excluded from this definition and as such is ineligible to participate as a recipient in the SACC Catastrophic Leave Bank.

The employee has been employed by SACC for at least one (1) year in a regular, full time position.

Employees with a medical emergency must have exhausted all accumulated sick, annual, holiday, and compensatory leave, and, at the "onset of the illness or injury", had to his or her credit at least eighty (80) hours of combined sick and annual leave For maternity purposes, the eighty (80) hours of combined sick and annual leave credit is not required at the time of application for catastrophic leave.

The "80-hour requirement" may be waived if an "extraordinary circumstance" is declared by the agency director due to the applicant providing documentation that one of the following conditions has occurred:

(1) The employee applying for catastrophic leave had, during the previous one (1) year period, another medically documented illness or injury which was not compensated under an approved Catastrophic Leave Bank Program, but was documented under the Family and Medical Leave Act (FMLA) as a qualifying event, and caused the exhaustion of all sick and annual leave, or
(2) The employee applying for catastrophic leave had, during the previous one (1) year period, exhausted his or her sick and annual leave as a direct result of supplementing workers' compensation benefits, which were received as a result of an on-the-job illness or injury with the State of Arkansas.

An acceptable medical certificate from a physician supporting the continued absence is on file.

The employee has not been disciplined for any leave abuse during the past one (1) year period from the date of application. This requirement does not apply for maternity purposes.

Any employee on Catastrophic Leave will continue to accrue leave in accordance with existing state leave policies and will receive normal benefits such as SACC contributions to insurance and retirement. Employees on catastrophic leave will also continue to receive their normal rate of pay. Catastrophic Leave will not change an employee's salary increase eligibility date; however, the award of the next merit salary increase will be delayed beyond the anniversary date for the same number of work days that the employee was on leave without pay and/or catastrophic leave. Any leave earned while an employee is on Catastrophic Leave must, as a condition of voluntary participation in the program, be assigned to the Catastrophic Leave Bank, and any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment.

D. Any unused Catastrophic Leave will be returned to the program in the event the employee is terminated, retires, or returns to work prior to the expiration of the previously approved Catastrophic Leave period. Annual and/or sick leave which has been donated to the SACC Catastrophic Leave Bank may not be restored to the employee who donated the leave time. An employee may be dismissed if such employee fails to report to work promptly at the expiration of the period of approved catastrophic leave. Nothing, however, shall prevent SACC from accepting satisfactory reasons provided by the employee in advance of the date the employee is scheduled to return to work, and from granting leave without pay status to an employee prior to and after the expiration of such Catastrophic Leave if such action is warranted.

E. Accrued leave may only be donated to the Catastrophic Leave Program in one (1) -hour increments. Donations of leave shall be granted hour-for-hour not dollar-for-dollar. Catastrophic Leave may be granted only in eight-hour increments. Unused hours of awarded Catastrophic Leave will be returned to SACC Catastrophic Leave Bank. No employee shall be allowed to donate leave to SACC's program if such donation will reduce the employee's combined accrued sick leave and annual leave balance to less than 80 hours.

F. The Catastrophic Leave Bank Program does not create any expectation or promise of continued employment.

VI. Committee Guidelines and Catastrophic Leave Bank Administration

The Catastrophic Leave Committee shall meet as needed to review all

catastrophic leave requests. The Human Resources Office staff will be responsible for submitting to the Committee only those requests that meet minimum qualifications. The Committee shall utilize the following guidelines to review catastrophic leave requests:

A. Catastrophic Leave shall be granted in increments of 240 hours up to 480 hours a calendar year.. An employee is eligible for a maximum of 1040 hours within a five (5) year period. This requirement does not apply for maternity purposes. As necessary, additional requests may be made and reviewed. No employee shall be eligible for approved

   Catastrophic Leave in excess of the current FMLA status of twelve (12) workweeks for eligible employees or twenty-six (26) workweeks for FMLA covered military service members or military caregivers. Only eligible employees of the college may participate in the SACC Catastrophic Leave Bank Program. Catastrophic leave shall not be awarded retroactively.

   Faculty members shall not be paid for catastrophic leave time which falls between their appointment/contract dates. No employee shall be approved for catastrophic leave unless that employee is, or is reasonably expected to be, on leave-without-pay status as a result of the catastrophic illness. This does not apply for maternity purposes.

B. If the medical condition is due to illness/injury or for maternity purposes and is covered by worker's compensation, the compensation based on catastrophic leave when combined with the weekly worker's compensation benefit received by the employee shall not exceed the compensation being received by the employee at the onset of the illness/injury or maternity leave..

C. No employee shall be approved for Catastrophic Leave unless the employee has provided an acceptable medical certificate from a physician supporting the continued absence, and setting forth that the employee or a qualified family member is and will continue to be unable to perform the employee's duties due to a catastrophic illness/injury. Information relative to the employee's assigned duties such as functional job descriptions should be made available to the physician and to the Catastrophic Leave Committee. This requirement does not apply for maternity purposes.

D. An employee shall not be approved for catastrophic leave for a maternity purpose unless the employee has provided acceptable proof of the birth or placement. For the birth on an employee’s biological child, acceptable proof includes a hospital announcement with the mother’s name and/or the biological child’s name, hospital discharge papers with the mother’s name and the biological child’s name, or a birth certificate of the biological child.

E. In no case shall Catastrophic Leave be granted beyond the date the physician certifies that the employee is able to return to work because the health of either the employee or the qualifying family member has sufficiently improved.

F. Catastrophic Leave which would result in negative balance in SACC's Catastrophic Leave Bank shall not be approved.

G. Determinations by the Catastrophic Leave Committee shall be reviewed by the President of SACC.

H. The decision of the President shall be final and binding. Nothing shall prevent the President from taking into account the impact on the College's operation in granting or denying Catastrophic Leave or in modifying previously approved Catastrophic Leave if, in the judgment of the President, such approved leave would seriously impact the College's operation. In exceptional circumstances, the President may allow catastrophic leave that does not conform to all applicable policies.

I. Applications for Catastrophic Leave shall be reviewed on a first-filed, first-considered basis.

2.24 Benefits - Health Insurance

Chapter Two: Personnel

Procedure Title: Benefits – Health Insurance
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.24
Date Adopted/Revised: June 6, 2001; November 21, 2006; May 15, 2007; March 29, 2010

I. Health Insurance Benefits for Employees

South Arkansas Community College will, at its cost, provide health insurance for all full-time regular, benefits eligible employees of the institution. In addition:

A. Employees who are employed one-half time or greater will also be allowed to participate in the health insurance group on a pro-rata basis, i.e., is an employee that is employed one-half time in the institution, the institution will pay one-half the cost of participation of the individual and the individual will be responsible for the remaining portion of the cost of insurance.

B. Beginning October 1, 1997, the College will pay $125 per month for full-time employees and a proportionate amount for benefits eligible part-time employees toward full family coverage costs. This additional matching may be modified by the President as based on the annual budget review. The individual will, however, be responsible for paying any additional cost above the employee cost and the $125 contribution toward the family plan option.

C. A person under the age of eligibility for Medicare may exercise the option to continue membership in the institution's health insurance plan after retirement.

D. The institution will pay for health insurance for an individual who leaves the institution in accordance with the years of service, ages, and percentages as outlined below. The institution will pay the same proportion of retirees' insurance premium costs as it pays for employees who have not retired.

II. Health Insurance for Retirees

Under certain conditions, the College will pay for health insurance for retiring employees as outlined below:

A. The employee must be at least 55 years old.

B. The employee must have at least fifteen (15) years of full-time service with the College. Years employed by Oil Belt Vocational Technical School or Southern Arkansas University - El Dorado Branch will count toward the years of service.

C. South Arkansas Community College's payment for health insurance will end when the retiree is eligible for Medicare.

D. The early retirement program is not available to an individual who is on leave-without-pay, receiving workers' compensation, or engaged in litigation with the College.

E. The following chart indicates the percentage of an individual plan that South Arkansas Community College will pay as based on years of service and age at the point an individual exercises the retirement option.

Years of Service Plus Age	Percentage of Health Insurance to be Paid by the College
70	25%
71	30%
72	35%
73	40%
74	45%
75	50%
76	55%
77	60%
78	65%
79	70%
80	75%
81	80%
82	85%
83	90%
84	95%
85	100%

F. With each of the above options, a retiree may continue to provide coverage for a spouse or other dependents at the retiree's expense until the spouse reaches age 65 or the dependent ceases to be eligible for coverage.

G. The College reserves the right to alter or eliminate coverage.

H. This policy will be effective for persons retiring on or after December 31, 1998. All retirees currently on the South Arkansas Community College Health Insurance Policy may continue with the same benefits.

III. Definitions/Clarifications

A. The age to be used for determining initial eligibility is the age the person will be at the last day of employment.

B. Years of service for full-time personnel will be calculated based on full-time status as reflected by the contracts. Years of employment will not have to be consecutive in order to be counted. Time spent on leave without pay will not be counted.

C. The health insurance premium payment for faculty and staff with family coverage and for the pro rata share of part-time employees will be by payroll deduction. Individuals who are in a retired status and not receiving a paycheck will pay for insurance in the Business Office by the 10th day of each month.

2.25 Tuition Waiver

Chapter Two: Personnel

Procedure Title: Tuition Waiver
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.25
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 20, 2016; March 14, 2019

I. All full-time employees of the College, their spouses, and their unmarried dependent children aged 23 or younger who meet regular College benefit eligibility will be eligible for a waiver of tuition and mandatory fees for any course offered by South Arkansas Community College. A dependent child is defined as one who was claimed by the employee for income tax purposes in the preceding year and continues to be claimed by the employee during the time of the tuition waiver.
   A. Tuition waivers are also provided for credit classes at Southern Arkansas University (SAU) in Magnolia and Southern Arkansas University-Tech in Camden. This waiver does not include fees.
   B. Tuition waivers will apply to credit classes only. Waivers will not apply to non-credit classes unless required by supervisor for job-related duties at the College.
   C. Tuition waivers may only be applied to a class one time. The cost to re-take a class must be covered by the employee.

II. Part-time employees employed in benefits eligible positions covered by proportional benefits, other than extra help or student labor positions at the College, will be eligible for a pro rata tuition and mandatory fee waiver in the same proportion as their time of employment is to full-time employment. Part-time faculty and extra-help are not eligible for tuition and mandatory fee waivers.

III. The College will not give release time for individuals to take classes under this policy unless the institution asks the employee to take a class which is directly related to the employee's responsibility at the institution.

   A. Any released time under this policy must be at the request of the institution and approved by the employee's supervisor, Vice President, and the President.

   B. The institution will not provide books, instructional supplies, lab fees, or any other related instructional costs except that the institution will lend textbooks to employees who are requested to take classes to upgrade

their skills.

IV. If a full-time faculty or staff member who has been employed at South Arkansas Community College for ten (10) years or longer dies, is placed on permanent disability while employed, or retires, his or her dependent(s) will retain the rights to certain tuition waivers.

A. An unmarried child will be eligible for tuition waivers if the child is 23 years of age or younger. A tuition waiver may be used by the spouse for a period of three (3) years after the death or disability of the employee.

B. Under South Arkansas Community College's approved plan, retired faculty or staff members and their spouses will be eligible for tuition waivers on a space available basis without limitation.

V. Whenever an employee wishes to enroll in a course using the benefit of the tuition waiver, he/she must obtain all necessary approvals as required on the appropriate Tuition and Mandatory Fees Waiver Request Form. These forms are available in the Office of Fiscal Affairs or the Human Resources Office.

Tuition Waiver and Mandatory Fee Request Form

2.26 Disability

Chapter Two: Personnel

Procedure Title: Disability
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.26
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; March 29, 2010

South Arkansas Community College will provide long-term disability (a disability that prevents the employee from performing the duties of their position) insurance for all regular benefits eligible employees up to a certain age as allowed by plan document provisions(maximum benefit may vary depending on age) who are employed at least one-half time or more without cost to the individual. The coverage will be correlated with Social Security and provide at a minimum, 60% of the employee's monthly salary by combining the disability insurance and Social Security payments along with retirement disability. The maximum combination amount is currently $6,000 per month but this amount may be modified on an annual basis by the College. An employee must serve in the institution for one (1) year before disability insurance coverage is provided.

2.27 Life Insurance

Chapter Two: Personnel

Procedure Title: Life Insurance
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.27
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; March 29, 2010

South Arkansas Community College will provide life insurance for all regular benefits eligible employees who are employed one-half time or more at the College's expense. The amount of the insurance will be 1.5 times the annual contract for all twelve-month employees and 1.65 times the nine-month contract for teaching personnel. In both cases, the amount is rounded to the nearest thousand dollars. Life insurance amounts may reduce with age as outlined in the plan document provisions. Individuals may request from the insurance provider a conversion from a group plan to an individual plan at termination of employment. All costs of conversion coverage will be paid by the individual.

2.28 Cafeteria Plan

Chapter Two: Personnel

Procedure Title: Cafeteria Plan
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.28
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

South Arkansas Community College is authorized to provide a cafeteria plan for all benefits eligible employees who wish to participate in a flexible savings plan or a health savings plan. The plan is an approved benefit plan under Section 125 of the Internal Revenue Code and allows an individual to pay his or her insurance premiums and establish spending accounts with pretax dollars to cover dependent care and out-of-pocket medical care costs. This will result in tax savings and consequently, cause an increase in the individual's take-home pay. Membership in the plan by individuals will be strictly voluntary. The College retains the option to change service providers who will manage the cafeteria plan.

2.29 Credit Union

Chapter Two: Personnel

Procedure Title: Credit Union
Based On: Board Policies 3 and 8
Procedure Number: 2.29
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

Benefit eligible employees of the College and their families, and retired employees may join the Arkansas Federal Credit Union or the Arkansas State Employees Credit Union. Both are located in Little Rock. The College will withhold contributions or loan repayments from the employee's paycheck. Employees may obtain additional information from the Human Resources staff or from the credit unions.

2.30 Dental Insurance

Chapter Two: Personnel

Procedure Title: Dental Insurance
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.30
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; March 29, 2010; July 20,2016

All regular, benefits eligible employees of the College and their families may join the dental plan. The College pays the pro-rata basis for benefits eligible employees that are employed half-time or more. The employee will pay the cost associated for dependent coverage.

2.31 Worker's Compensation

Chapter Two: Personnel

Procedure Title: Worker's Compensation
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.31
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 20, 2016

All employees of the College are covered by the State of Arkansas Worker's Compensation Plan. The premium is paid by the College. Employees are required to notify their supervisors of any work-related injuries. Employees are required to participate in the State Managed Care Organization (MCO) and use the services of Dr. William L. Harper, locally.

2.32 Social Security

Chapter Two: Personnel

Procedure Title: Social Security
Based On: Board Policies 4 and 8
Procedure Number: 2.32
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 20, 2016

All employees* are covered under Social Security and the Medicare system in accordance with federal statues. The employee and the employer currently pay an equal amount as follows:

	College Pays
Social Security	6.2%
Federal Medicare	1.45%
Total	7.65%

* Students working under College work study may be exempt from this program.

2.33 Unemployment Benefits

Chapter Two: Personnel

Procedure Title: Unemployment Benefits
Based On: Board Policies 4 and 8
Procedure Number: 2.33
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

South Arkansas Community College will provide unemployment insurance through the state-managed plan as approved by the State of Arkansas, DFA-Unemployment compensation Commission.

2.34 Phased Retirement

Chapter Two: Personnel

Procedure Title: Phased Retirement
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.34
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; March 29, 2010; July 20, 2016

The Phased Retirement Plan provides eligible faculty with an opportunity to retire and maintain a reduced employment status. This plan permits the faculty member to reduce his/her workload in exchange for a commitment from the College to continue employment on a part-time basis for a limited time, subject to College and State regulations and statutes.

I. Eligibility

Eligible faculty are those full-time faculty who have reached the age of 55 years and who have ten (10) or more years of creditable service at South Arkansas Community College and its predecessor institutions. Participation is on a strictly voluntary basis, initiated by the faculty member, and when applicable, results in the conversion of tenured faculty status to non-tenured status. Arkansas Teacher Retirement and Arkansas Public Employees Retirement require waiting periods as prescribed by state laws and regulations that must be observed.

II. Procedure

A. Except for the initial year of implementation, a faculty member who wishes to participate in the Phased Retirement Plan should submit a request in writing to the appropriate Dean not less than four (4) months prior to the beginning of the fiscal year or as soon as applicable within Arkansas Teacher or Arkansas Public Employee retirement laws and regulations in which participation in the plan will begin.

B. The Dean/s will forward the request, with a recommendation, to the Vice President for Academic Affairs. The Vice President for Academic Affairs will consider the request and recommend a course of action to the President, along with documentation of cost savings or other benefits to the College resulting from the decision to allow participation in the Phased Retirement Plan. Upon final approval of the President, a time line for action will be established, including expectations of the faculty member

and anticipated employment needs of the College.

C. The Phased Retirement option will be initially negotiated for a period of no more than three (3) years, subject to the rules and laws of the State of Arkansas, consistent with other part-time faculty contracts. Additional part-time employment may be renewed on a year-to-year basis thereafter.

D. A faculty member in the Phased Retirement Plan may elect to discontinue phased retirement and completely discontinue employment status at any time by notifying the Dean, in writing, not less than ninety (90) days prior to the beginning of the fiscal year when the change in status is to become effective. Likewise, after three years, a faculty member wishing to maintain his/her status as a phased retiree should confirm this desire in writing to the Dean according to the same time schedule.

III. Implementation

A. The determination of employment will be the prerogative of the Dean and based upon the needs of the department and the students. Phased Retirement Plan participants will receive a proportional percentage of the last full-time contract worked for the College, established at a value commensurate with the workload agreed to by the faculty member and the College. The workload for a Phased Retirement Plan participant will be consistent with the salary previously earned as a full-time faculty member and shall be less than one-half the normal faculty workload. Participants appointed for nine (9) months will receive salary payment in the same manner as regular faculty members.

B. The salary and associated workload shall be less than one-half of the salary that he/she was earning during the year immediately prior to beginning participation in the Phased Retirement Plan. During this time period, the participant will receive any general raises provided to comparable continuing full-time faculty members.

C. Retirees who participate in the Phased Retirement Plan will be eligible to receive only the mandatory employment benefits of social security, workers compensation insurance, and unemployment insurance. In addition the retiree will be eligible for all previously earned and accrued retirement benefits.

D. Retirees who participate in the Phased Retirement plan relinquish full-time faculty status, including tenure rights held, effective on the date of retirement, but do not relinquish the right to participate in discussions of

instructional matters considered by the senior faculty or the departmental faculty.

IV. Employees that are eligible and elect the College's Phased Retirement Plan may withdraw their vested benefits attributable to employee and institutional plan contributions (with all of the tax consequences). An employee who chooses the Phased retirement Plan shall be eligible for the same benefits under the defined contribution plan as someone that has terminated employment with the institution.

2.35 Retirement Plan Options

Chapter Two: Personnel

Procedure Title: Retirement Plan Options
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.35
Date Adopted/Revised: November 20, 2001; November 21, 2006; May 15, 2007; May 5, 2015; July 20, 2016; November 27, 2017; March 27, 2018

I. Employees one-half time (50%) or greater are eligible to participate in one of the Retirement Plans offered by the College. All eligible employees of the College shall participate in one of the plans. Such election shall be made within thirty-one (31) days from the date the employee begins employment, and the election shall be irrevocable unless future elections are allowed by law. By accepting employment with the College, the employee consents and agrees to complete all necessary documents by the due date for enrollment. Listed below is a brief summary of the retirement plans.

II. Teachers Insurance and Annuity Association/College Retirement Equities Fund
TIAA/CREF is a defined contribution 403(b) plan as defined by Internal Revenue Service Code. College Employees contribute 6 – 8% of their gross salaries and the institution will contribute 10% of the employee's gross salaries. Employee contributions are made on a "tax sheltered" basis.
A few employees were grandfathered in who continued to contribute 4-5% with the College contributing 6-8%.

III. Arkansas Teacher Retirement System
The Arkansas Teacher Retirement System (ATRS), is a defined benefit pension plan. ATRS provides retirement and disability benefits, cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit and contribution provisions are established by the Arkansas General Assembly.
ATRS has contributory and non-contributory plans. Contributory members are required by code to contribute 6% of their salary. The College is required by code to contribute at a rate established by the Arkansas General Assembly.

ATRS will only be offered to new employees who are already contributing to ATRS when hired. Other new employees will not be offered ATRS

IV. Arkansas Public Employees Retirement System
The Arkansas Public Employees Retirement System (APERS), is a defined benefit pension plan. APERS provides retirement and disability benefits, cost adjustments, and death benefits to plan members and beneficiaries. Benefit and contribution provisions are established by the Arkansas General Assembly.

APERS will only be offered to new employees who are already contributing to APERS when hired. Other new employees will not be offered APERS.

V. Participation. All college benefits eligible employees are permitted to contribute and participate in the College's 403(b) plan with TIAA/CREF. Undergraduate student employees taking less than 12 credit hours per semester are eligible to make employee contributions and participate in the College's TIAA/CREF retirement program.

VI. Additional Plan Contributions. Eligible employees of TIAA/CREF, ATRS or APERS may make voluntary plan contributions to TIAA/CREF as elected by the participant, subject to the contribution limitations of the Internal Revenue Code. Plan contributions by a participant may be deducted from salary payments on a tax-deferred basis under a salary reduction agreement executed in accordance with Internal Revenue Code requirements.

2.35a Retirement Benefits

Chapter Two: Personnel

Procedure Title: Retirement Benefits
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.35a
Date Adopted/Revised: April 7, 2021

The intent of this section is to provide retirees an overview of their options at retirement and to help plan for retirement.

I. Eligibility for retirement benefits is defined below based on an employee's retirement plan. Employees should begin the process ninety (90) days in advance to receive benefits promptly after retirement.
   A. Arkansas Public Employees Retirement System (APERS) defines retirement eligibility by years of service and age.
      i. Full retirement at age sixty (60) with five (5) to twenty-four (24) years of service or any age with twenty-eight (28) plus years.
      ii. Reduced benefits by 10% under the age of sixty (60) with twenty-five (25) to twenty-seven (27) years of service.
   B. Arkansas Teacher Retirement System (ARTS) defines retirement eligibility by years of service and age.
      i. Full retirement at age sixty-five (65) or any age with twenty-eight (28) plus years.
      ii. Reduced benefits by 10% per year at age fifty-five (55) to sixty-five (65) with at least five (5) years of service or any age with twenty-five (25) years of service.
   C. TIAA defines retirement eligibility based on age only. The amount available upon retirement is based on an employee's contributions.
      i. Full benefits at age fifty-nine and a half (59 ½) with a penalty of 10% for those under age fifty-nine and a half (59 ½).

II. Leave Payout
   A. Retirees will receive payout for unused annual leave to a maximum of 240 hours.
   B. Sick leave is paid out based on the unused sick leave balance at the time of retirement. An employee or beneficiary cannot receive an amount that exceeds $7,500. The amount of sick leave paid out is calculated as follows:

1. If the employee has accumulated at least fifty (50) days but fewer than sixty (60) days of sick leave, the employee shall receive an amount equal to 50% of the number of accrued sick leave days rounded to the nearest day multiplied by 50% of the employee's daily salary;

2. If the employee has accumulated at least sixty (60) days but fewer than seventy (70) days of sick leave, the employee shall receive an amount equal to 60% of the number of accrued sick leave days rounded to the nearest day multiplied by 60% of the employee's daily salary;

3. If the employee has accumulated at least seventy (70) days but fewer than 80 days of sick leave, the employee shall receive an amount equal to 70% of the number of accrued sick days rounded to the nearest day multiplied by 70% of the employee's daily salary; and

4. If the employee has accumulated at least eighty (80) or more days of sick leave, the employee shall receive an amount equal to 80% of the number of accrued sick leave days rounded to the nearest day multiplied by 80% of the employee's daily salary.

III. Health Insurance
   A. Please refer to APM 2.24.

I. Retiree Life Insurance, Dental and Vision
   A. Retirees have the option to purchase $20,000 of retiree life insurance through Lincoln Life. The amount of coverage does not decrease with age. Payments are made annually to the College with the first payment due upon retirement. The cost is $40.80 per year.
   B. Retirees have the option to remain on the dental and vision plans by submitting payment directly to the college.
   C. The College reserves the right to cancel the policy if payment is not received by agreed dates.

II. Social Security and Medicare
   A. Please visit with Human Resources for more information on social security and Medicare to better understand the options available.

III. Retirees will receive a letter from the State of Arkansas with ten or more year of service.

2.36 Work Schedule and Breaks - Non-teaching Employees

Chapter Two: Personnel

Procedure Title: Work Schedule and Breaks –Non-teaching Employees
Based On: Board Policy 3
Procedure Number: 2.36
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; April 27, 2015

I. The administrative offices of the College will be open from 8:00 a.m. until 6:00 p.m. on Mondays through Thursdays, and 8:00 until 12 noon on Fridays.

   A. The general length of a full-time non-teaching employee's work day will be nine (9) hours on Mondays through Thursdays and four (4) hours on Fridays. An employee may propose annually, in writing, an alternative schedule, approved by his or her supervisor, working time between the hours of 7:00 a.m. and 6:00 p.m.

   B. Each employee must take at least 30 minutes for lunch and will not be required or allowed to perform any duties.

   C. The appropriate Cabinet Member, with the approval of the President, may schedule their respective employees for hours that do not conform to the above guidelines in order to improve services or to meet individual needs; however, all full-time non-teaching employees must be scheduled to work 40 hours each week.

   D. The administration is granted the authority to alter these conditions provided that each full-time non-teaching employee is scheduled to work 40 hours each week and essential services are maintained.

II. Full-time non-teaching employees are allowed a period not to exceed fifteen minutes each morning and afternoon. These break periods are during the time an employee is receiving compensation and should be considered a privilege rather than a right.

   A. Breaks should not interfere with work schedules or deadlines.

   B. Failure to take a break does not entitle a staff member to report late for work, leave early at the close of the day, accumulate time for a later

absence or to use break time to make up for times missed due to class attendance.

C. Part-time employees working less than four continuous hours at one time will not be authorized a break period.

D. College personnel should not leave campus during break periods unless authorized to do so by their supervisor. Employees who wish to leave campus on a regular basis during their breaks must have the approval of their immediate supervisor.

2.37 Enrollment in Classes During Working Hours

Chapter Two: Personnel

Procedure Title: Enrollment in Classes During Working Hours
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.37
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

Enrollment in classes during working hours is a privilege, not a right, and is not automatically permitted. The employee's supervisor must approve the request for enrollment during working hours, and when considering the request, may take into account factors such as the employee's job performance, the applicability of the course work to the position, the benefit to the employee and the College, and the department's ability to maintain its necessary office hours and functions.

I. Enrollment in Classes on Campus Employees may, with the approval of the supervisor, take one class per semester during the employee's regularly scheduled working hours. Time missed must be made up as mutually agreed upon by the employee and supervisor.

   A. Any time missed may be made up by shortening lunch periods (at least 30 minutes for lunch must be taken each day), using vacation, rescheduling work hours, or taking a reduction in pay.

   B. The procedure for making up missed time must be included in the Request for Tuition Waiver, must be made at the beginning of the semester for the entire semester, and must be approved by the employee's supervisor.

II. Enrollment in Classes at another Institution If an employee wishes to take classes in another institution during working hours and his/her supervisor concurs, he/she may be required to request a change to part-time employment with a corresponding reduction in salary and benefits to cover the time missed. Supervisors may reschedule employees' working hours if the nature of their responsibilities will allow adequate job coverage with the rescheduled hours.

III. Classes to Upgrade Skills If the College requests an employee to take classes to upgrade skills, the employee will not be required to make up working time missed while attending classes. These arrangements must be approved by the supervisor, the area Vice President, and the President prior to enrollment.

IV. Exceptions An employee may request that an exception be made to this procedure by submitting a request for special consideration to his/her supervisor.

All exceptions must be approved through the line of supervision, including the President.

2.38 Inclement Weather

Chapter Two: Personnel

Procedure Title: Inclement Weather
Based On: Board Policies 2 and 3
Procedure Number: 2.38
Date Adopted/Revised: June 25, 2001; 12/04 rev; November 21, 2006; May 15, 2007; July 20, 2016

South Arkansas Community College will remain open unless weather conditions are such that the majority of students, faculty, and staff are unable to reach their respective campus due to severe weather and/or impassable road conditions. This policy is consistent with the Governor's Policy Directive Seven (7).

Responsibilities:

I. The President, or designee, will:

A. Make the decision whether the West/East campuses and off-campus locations will be open or closed. (NOTE: Any Vice President who has concerns about opening the campuses due to weather conditions should contact the President, or designee, by 6:00 a.m.)

B. Notify the Vice Presidents and Public Information Officer of the decision to be open or closed.

C. In the event of early morning severe inclement weather conditions, the President, or designee, will notify the Vice Presidents and the Public Information Officer by 6:00 a.m., if possible.

D. Implement the College Inclement Weather Notification procedures.

II. The Public Information Officer will:

A. Immediately notify the news media of the decision to be open or closed. A list of contacts (newspapers, radio stations, and television stations) will be maintained by the Public Information Officer and will include phone numbers and "passwords," if required.

B. Immediately place a notification on the College Website (www.southark.edu) regarding the decision to be open or closed.

C. If the Public Information Officer cannot be reached, the President, or designee, will ensure 1.2.1 and 1.2.2 are implemented.

III. Vice Presidents will:

A. Notify their employees of the decision to be open or closed. Each Vice President is responsible for ensuring a mechanism is in place to notify all employees who report to him/her.

IV. Critical Personnel:

A. Personnel in the following positions are designated as critical personnel. They are expected to reach their work stations by their usual reporting time, regardless of the President's decision to close the college, unless otherwise notified by their direct supervisor:

1. President
2. Vice Presidents
3. Director, Physical Plant
4. Essential services personnel of the Facilities Administration
5. Security Personnel
6. Switchboard Operator
7. Other essential personnel determined by each Vice President

B. Classified and non-exempt employees that are designated as critical personnel will be granted equivalent compensatory time off (hour for hour) at a later date for any time they work and the College is closed as described in this procedure. However, any non-exempt employee working more than forty hours in the College work week will receive compensatory time at the rate of one and one-half (1 ½) hours for each extra hour worked.

Closure Announcements:

In the event the College plans to close offices and/or suspend classes at the West/East campuses for an entire day, selected area television and radio stations will normally be notified no later than 6:00 a.m. of the day in question. In the event inclement weather develops during the class day, the College will try to announce closing before 5:00 p.m. The timing will of course depend on the conditions. The notification will also appear on the College website (www.southark.edu).

Faculty and Staff Leave Issues:

I. When campuses are open:

A. All faculty and staff are expected to make every reasonable effort to report to duty while exercising their best judgment regarding hazardous conditions affecting their ability to travel to and from their work assignments. Faculty or staff members who believe they cannot travel safely to their work assignments are expected to notify their direct supervisor by phone.

B. Absences by staff members who decide they cannot travel to their work assignments will be charged to applicable leave or pay will be docked. If a staff member has leave they may also choose to be docked.

II. When campuses are closed either for the entire day or as of a specified hour:

A. All faculty and staff impacted by the weather, unless required to provide essential services, are considered relieved of duty until 12:00 midnight of that same day.

B. As of 12:01 a.m. of the following day, unless the campuses are again declared closed, faculty and staff impacted by the weather will be expected to return to work according to their usual schedules.

C. Impacted staff members' absences from scheduled duty during the closing period shall be charged against Administrative leave.

III. Inclement Weather Closings are not College Holidays:

A. Inclement weather closings are not College holidays and do not accrue to an employee's benefit if the employee is not scheduled to work.

2.39 Outside Employment

Chapter Two: Personnel

Procedure Title: Outside Employment
Based On: Board Policy 3
Procedure Number: 2.39
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

College employees may be employed outside the institution if all of the following conditions are met:

I. Such employment does not conflict with one's state employment or create a conflict of interest;}

II. The other employment is not performed on state premises;

III. The working hours of the other employment may not be the same as one's state employment hours; and

IV. Other conditions are met, specifically:

A. State supplies and equipment may not be used.

B. State law and regulations impose restrictions and special reporting requirements on individuals who are employed by more than one (1) state agency or institution, by other governmental entities, or in more than one (1) position number within the institution.

C. College employees who plan to accept additional employment in another state agency must file an approved concurrent employment form with the SouthArk Human Resources Office. These forms are available in the Human Resources Office and must be approved by the employee's supervisor and the President.

2.40 Designated Holidays

Chapter Two: Personnel

Procedure Title: Designated Holidays
Based On: Board Policies 1, 3, 4, 8, and 9
Procedure Number: 2.40
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

I. The College will observe the following holidays:

II. The College will observe the state schedule of holidays in terms of the total number of days; however, there is some variance in the specific days, as described below

Veteran's Day, George Washington's Birthday/Daisy Bates Day, and Employee's Birthday are not taken at their originally scheduled time in order that they might be taken between Christmas and New Year's Day.

The Governor may issue an Executive Proclamation and proclaim additional days as holidays in observance of special events or for other reasons. In such cases, the College will also observe such holidays at that time or schedule them for a time that will have less impact on the instructional program.

New Year's Day	***January 1***
Martin Luther King, Jr./Robert E. Lee Day	***January (as observed)***
Memorial Day	***Last Monday in May***
Independence Day	***July 4***
Labor Day	***First Monday in September***
Thanksgiving Day	***Fourth Thursday in November***
Christmas Eve	***December 24***
Christmas Day	***December 25***
Christmas Break	***As set annually***
New Year's Eve	***December 31***

2.41 Recognizing and Rewarding Excellent Performance

Chapter Two: Personnel

Procedure Title: Recognizing and Rewarding Excellent Performance
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.41
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; April 2, 2018

2.41a Recognizing and Rewarding Excellent Performance: Personnel with Teaching Responsibilities
2.41b Recognizing and Rewarding Excellent Performance: Personnel with Non-teaching Responsibilities

I. South Arkansas Community College is committed to recognizing and rewarding excellent performance. Excellent performance is defined as one or more of the following:

   A. Documented attainment of desired outcomes;

   B. Leadership that supports the College's mission and vision;

   C. Specific actions which serve to build collaboration and teamwork, both within the College and among College constituents.

II. The President, with input from others as desired, is responsible for taking steps to recognize and reward excellent performance. Examples of recognition/rewards include but are not limited to any or all of the following:

   A. Public acknowledgement;

   B. Presentation of a plaque, trophy or other appropriate gift; and

   C. A cash bonus.

III. Both full-time and part-time employees may be considered for recognition and rewards for excellent performance. Specific criteria to be included in the selection of those to be considered for recognition/reward for excellent performance may include any or all of the following (this list is not exhaustive):

   A. Participation in college initiatives that promote improvement and change;

B. Demonstrated efforts to solve problems and find new/better ways to carry out duties of the position;

C. Contents of a portfolio;

D. Student comments/input; and/or

E. Presentations at state, regional and national meetings that describe SouthArk as a progressive and innovative institution of higher education that fosters community collaboration.

IV. Evidence of supervisory, peer and subordinate support will strengthen the nomination. Although length of service is not a prerequisite, a long-term demonstration of excellent performance will be considered as an asset in the nomination review process.

V. Announcements about recognitions and rewards may be made at any time, however, efforts will be made to provide a large forum for these announcements, recognizing the importance of publicly celebrating excellence both internally and externally.

VI. Any employee may recommend a colleague for recognition of excellent performance.

VII. Specific procedures for faculty, professional staff and classified staff are delineated in this procedure.

2.41a Recognizing and Rewarding Excellent Performance: Personnel with Teaching Responsibilities

Chapter Two: Personnel

Procedure Title: Recognizing and Rewarding Excellent Performance: Personnel with Teaching Responsibilities
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.41a
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; April 2, 2018

I. Guidelines for selection of Outstanding Faculty

Recognition for outstanding faculty performance will be made annually in each instructional division. The recognition will be derived from peer nomination and review, first within the division, and then by all faculty. The Vice President for Academic Affairs will coordinate the process and make recommendations to the President. Outstanding faculty will be recognized at the College's Annual Recognition Ceremony at the end of Spring Semester.

II. Guidelines for Arkansas Community Colleges (ACC) Outstanding Faculty Member

Candidates will submit materials to the Dean in accordance with AATYC guidelines. Peer nomination and review will be an element of the selection process, with opportunity for full faculty review. This recognition is limited to full-time faculty. The nominee will demonstrate excellence beyond the scope of his/her division assignment.

2.41b Recognizing and Rewarding Excellent Performance: Personnel with Non-teaching Responsibilities

Chapter Two: Personnel

Procedure Title: Recognizing and Rewarding Excellent Performance: Personnel with Non-teaching Responsibilities
Based On: Board Policies 3, 4, and 8
Procedure Number: 2.41b
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; March 29, 2010; April 2, 2018

I. Non-classified staff

Recognition for outstanding non-classified staff will be made annually. Nominations for recognition may be submitted to or made by any Vice President or the President, with rationale and documentation as to why the staff member is worthy. Once nominations have been submitted, the Cabinet will then decide on an overall employee to receive the award.

II. Classified Staff

Any classified employee may be recognized for excellent performance as long as the recognition does not conflict with guidelines established by the Office of Personnel Management (OPM). Nominations for recognition may be submitted to or made by any Vice President or the President, with rationale and documentation as to why the staff member is worthy. Once nominations have been submitted, the Cabinet will then decide on an overall employee to receive the award.

2.42 Salary Adjustments for Degree(s) Earned

Chapter Two: Personnel

Procedure Title: Salary Adjustments for Degree(s) Earned
Based On: Board Policy 3
Procedure Number: 2.42
Date Adopted/Revised: June 26, 2006; November 21, 2006; May 15, 2007; March 29, 2010; July 20, 2016; April 7, 2021

I. Employees who complete a degree above that which they now hold **may** be eligible to receive an increase in their base salary for the following fiscal year. The degree should be related to the position the employee now holds. Employees must be full time for at least 12 months prior to the completion of the degree.

II. Salary adjustments will occur at the beginning of the fiscal year, July 1. All degrees completed after June 30th will be considered the next fiscal year. The increase in pay will not be automatic. Employees completing a degree have the responsibility of reporting this by March 1st and providing an official transcript to their supervisor. In the event an employee has not graduated by March 1st, but will by June 30th, the employee may submit an official letter from a Registrar or graduate office indicating all degree requirements have been met (with an effective date).

III. Faculty members who obtain a degree above their minimum degree requirement for their current position will receive an increase based on the Faculty Step Pay scale.

IV. Non-classified employees and Faculty members not on the Step Pay scale completing a degree above their minimum degree requirement for their current position will receive an increase of current salary based on the table below. Classified employees will receive a raise based on the table below only if approved by the Arkansas Division of Higher Education.

Degree Earned	Increase Amount
Associate's degree	$1,500
Bachelor's degree	$2,000
Master's degree	$2,500
Doctorate	$3,000

V. Only degrees earned going forward will be eligible for the increase. There will be no retroactive pay increases.

VI, The Faculty Step Pay scale is posted on the HR home page.

2.43 Retrenchment

Chapter Two: Personnel

Procedure Title: Retrenchment
Based On: Board Policy 3
Procedure Number: 2.43
Date Adopted/Revised: May 6, 2002; November 21, 2006; May 15, 2007; March 29, 2010; July 20, 2016

South Arkansas Community College must be managed in a manner that ensures fiscal integrity. The President is required to monitor funding streams; changing educational requirements; and changing student demand and enrollment patterns, any of which may necessitate personnel actions to maintain/achieve greater efficiency in accomplishing the College Mission. Therefore, the President may, on occasion, be required to reduce staff or faculty.

I. Definitions

A. Retrenchment – the action taken to reduce personnel (one or more individuals) in a department or area due to declining enrollment, reduced need, and/or fiscal limitations.

B. Retrenchment Unit – the department or program that is reduced or eliminated for purposes of achieving fiscal stability.

II. Basic Commitments

A. The mission of South Arkansas Community College will be fulfilled.

B. The educational needs of students will always be considered in the decision-making process.

C. The College's Equal Opportunity program will not be abandoned.

D. Tenure policies will be respected, and release of tenured faculty will be in accordance with guidelines stated in the Administrative Procedures Manual.

E. Excessive numbers of small classes that result in unsound management practices may necessitate the implementation of the retrenchment procedure.

III. General Administrative Action

A. Every position considered for elimination due to retrenchment will be carefully evaluated.

B. Class offerings will be managed by administrative officers to ensure that students' needs are met without excessive duplication, unnecessarily small classes, and/or exceptionally high unit costs.

C. Part-time faculty in a department will be appointed only after it is determined that all qualified full-time faculty in that department have full loads.

D. Full-time faculty members without full course loads as defined by the APM will be assigned other duties as possible, given their qualifications; these alternate responsibilities will be considered in the evaluation process.

E. All retrenchment recommendations must be approved by the President.

IV. Procedures for Release of Employees other than Faculty

A. All actions of dismissal will conform to the guidelines set forth in the APM.

B. When a classified or non-classified position is to be abolished, the affected employee shall be notified in accordance with Procedure 2.15, entitled Separation of Service. Term contracts will be honored.

C. Prior to notification, the administration will make a bona fide effort to place the affected employee in a comparable position, should one become vacant, and should the employee be qualified to fill that position.

V. Procedures for the Release of Non-tenured Faculty

A. The retrenchment unit will normally follow the definition delineated in I.B of this procedure.

B. When the faculty of a department must be reduced in number, the non-tenured faculty member(s) will be released first, except in a case where a non-tenured person has unique qualifications essential to a program or department. That person may not be considered for dismissal in a retrenchment move. The determination of unique qualifications will be determined cooperatively between the Dean and the Vice President for Academic Affairs in consultation with the President. In cases where there

are two (2) or more non-tenured faculty in an academic discipline or occupational program who can be released, the date of initial employment may determine priority, with persons holding least seniority in continuous years of full-time service being released first. Such service will be defined by regular College procedures.

VI. Procedures for Release of Tenured Faculty

A. After all part-time faculty, paraprofessionals, and non-tenured faculty in the affected division or department have been dismissed (except for as provided for in Section V.B. of this procedure), if further dismissal is required, then all tenured faculty in that area will be considered except in the case where a person has unique qualifications essential to a program or department unless it is determined that the entire program or department cannot remain. Otherwise, that person may not be considered for dismissal in a retrenchment move. In cases where there are two (2) or more tenured faculty in an academic discipline or occupational program who can be released, the date of initial employment will determine priority, with the person holding least seniority in continuous years of full-time service being released first.

B. The process will follow Administrative Procedure 2.20, entitled Tenure, Notice of Non-reappointment/Faculty Dismissal.

2.44 Benefits Eligible Employees

Chapter Two: Personnel

Procedure Title: Benefits Eligible Employees
Based On: Board Policy No. 3 & 8
Procedure Number: 2.44
Date Adopted/Revised: July 30, 2007; July 18, 2011

SouthArk provides an excellent benefits package to benefit-eligible employees.

A benefits-eligible employee is an individual employed in a regular full-time appropriated or provisional position compensated for College service on an active full-time basis or at least a half-time or greater pro rata basis. Individuals hired as student worker, extra help, part-time faculty are not eligible for the College's benefit package (including retirement plan contributions). Also any contract labor and/or services are excluded from benefits. Provisional and Pool positions may be benefits-eligible if such positions would normally be benefits-eligible under the College's Appropriation for Personal Services.

Benefits include, but are not limited to, employer contributions to fringes such as health, dental, life and disability insurance, a retirement plan, participation in the flexible spending plan, the ability to accrue eligible leave and other eligible benefits.

The College contribution(s), if any, may be on pro rata basis for less than full-time employees.

The College will pay Federal Insurance Contributions Act (FICA) matching and other mandatory contributions on non-benefits eligible employees.

I. Retirement:

   All benefit-eligible employees.

II. Insurance benefits:

   Insurance benefits are available to persons who are employed in a regular appropriated full-time position listed in the College's Appropriation Act or a regular or provisional position obtained by State regulations. Adjunct teaching assignments and part-time teaching assignments for non-credit classes will not be considered in determining the percent of full-time employment for insurance eligibility.

   Health Insurance and Dental Insurance:
   All persons who are employed ½ time or more in a regular full-time appropriated position. Persons who are employed ½ time or more will be provided benefits at

a rate that is proportionate to the percent that they are employed in the regular full time appropriated position.

Clinical and similar type hourly employment in a regular full-time appropriated position will be based upon a 40 hour workweek with benefits available for persons working 20 hours or more per week.

Life insurance:
All persons who are employed ½ time or more in a regular full-time appropriated position

Clinical and similar type hourly employment in a regular full-time appropriated position will be based upon a 40 hour workweek with benefits available for persons working 20 hours or more per week.

Long Term Disability Insurance:
All persons employed 20 hours or more per week in a regular full-time appropriated position and whom have been employed in a covered position for one year for 20 or more hours per week. The cost of the insurance will be prorated for persons employed less than full time.

III. Holiday Pay:

All regular, extra help, and part-time employees (except for faculty and student employees) will receive holiday pay in proportion to their percent of employment in accordance with State and SouthArk policies.

IV. Cafeteria Plan:

An employee who is actively employed in a regular, appropriated position and works at least 1,000 hours per year is eligible to participate in ARCAP. New employees must have completed one year of full time continuous service as of the effective date of the plan to be eligible to participate in the Medical flexible spending accounts. New employees are eligible to participate in Dependent Care flexible spending accounts on the first day of the month following one month's continuous employment.

V. Worker's Compensation:

All SouthArk employees are covered by the State of Arkansas Worker's Compensation Plan.

VI. Unemployment Benefits:

Student employees are not eligible. All other employees are generally eligible

according to State of Arkansas regulations.

VII. Social Security and Medicare:

All employees except for exempted student employees are required to participate in Social Security and Medicare in accordance with federal statutes

VIII. Unused Sick Leave:

Payments may be made for unused sick leave as outlined by College policy and State laws and regulations. Payments for unused sick leave may only be made in the event of an employee's death or retirement. Retirement is defined as a condition that qualifies a person to be eligible for drawing teacher retirement, public employee's retirement, alternate retirement (age 59 ½ years or older) or eligibility for social security.

IX. Tuition Waivers:

Eligible employees include all full-time employees and all part-time employees except for part-time faculty, extra help, and student employees. Eligible persons working in grant positions will be funded by the College if the grant will not allow for the costs of tuition waivers.

Persons in grant positions, except for the exclusion of sick leave payments, will be eligible for benefit coverage under the same conditions as persons in the regular full-time appropriated positions if the benefit costs are allowable as grant expenses. The College will attempt to minimize costs by methods such as requiring grant employees to use or be paid for leave before the grant period ends.

2.45 Position Classification/Evaluation

Chapter Two: Personnel

Procedure Title: Position Classification / Evaluation
Based On: Board Policy No. 3
Procedure Number: 2.45
Date Adopted/Revised: January 7, 2008

The College's personnel positions are established for a two year period based upon a request to the Arkansas Department of Higher Education and the Arkansas Department of Finance and Administration, Office of Personnel Management. The Legislature may also require changes to the personnel request before enacting it into law. During this process, the relationships between the various positions and the pay scale and/or the maximum amounts are established for each approved position. The College Human Resources office will place each position on a grade or level based upon documented job responsibilities. It is from these responsibilities that job descriptions are produced.

Each year during the budget process, a supervisor may request that a position be re-evaluated if the position duties and responsibilities have changed significantly. The immediate supervisor and appropriate administrator must approve a request before the evaluation is conducted. The Director of Human Resources is responsible for obtaining the necessary information for the evaluation. Relevant information may include a review of department job descriptions and a comparison of similar positions at comparable community colleges.

Changes at times other than during the budget process may only be initiated by the President to accomplish re-organization objectives.

2.46 Dress and Personal Appearance

Chapter Two: Personnel

Procedure Title: Dress and Personal Appearance
Based On: Board Policy 3
Procedure Number: 2.46
Date Adopted/Revised: October 11, 2010

It shall be the policy of South Arkansas Community College to encourage all employees to use good judgment and discretion in their dress and appearance. Personal appearance shall be appropriate to the job assignment and location. While at work, South Arkansas Community College employees are expected to dress in a manner that will reflect the image of a professional public servant.

South Arkansas Community College requires and will provide uniforms for all physical plant personnel. Each employee required to wear a uniform shall take the necessary steps to protect them from excessive damage and wear. Upon separation of employment all uniforms are to be surrendered to the physical plant director.

Instructional shop/laboratory, food service, and nursing personnel may elect or be required to wear aprons, uniforms, or lab coats. All employees will confer with their supervisors to ensure appropriate professional attire for their workplace environment.

The President of the college, at his/her discretion, may declare certain days as casual days.

2.47 Performance Evaluation Rating Appeal Process (Non-Classified and Classified Staff)

Chapter Two: Personnel

Procedure Title: Performance Evaluation Rating Appeal Process (Non-Classified and Classified Staff)
Based On: Board Policy 3
Procedure Number: 2.47
Date Adopted/Revised: August 5, 2013

A College employee may submit a formal request for reconsideration of their performance evaluation rating utilizing the following process:

Step 1:

An employee who does not agree with their evaluation may request, in writing, a review of the evaluation with the reviewing official (RO). This written request must be made within five business days of the initial performance evaluation meeting between the rater and the employee. The RO will schedule a meeting with the employee within two weeks (14 calendar days) of receipt of the request from the employee. The RO may also meet with the rater during the same two week period. Within three business days after meeting with the employee, the RO will respond in writing to the employee's request.

Step 2:

If an agreement is not reached between the employee and the RO, the employee may request, in writing, a meeting with the supervising executive cabinet member (SECM) (if the cabinet member is not the RO). The written request by the employee must be made within five business days from the date of the RO's response. The SECM will schedule a meeting with the employee within two weeks (14 calendar days) of receipt of the request from the employee. The SECM may meet with the rater and the RO during the same two week period. If there is an additional supervisor within the unit between the SECM and the RO, this supervisor will provide input for consideration. Within three business days following the meeting with the employee, the SECM will respond in writing to the employee's request.

Step 3:

If an agreement is still not reached, the employee may request, in writing and within five business days from the date of the SECM's response, a meeting with the College's Human Resource Director (HRD). The HRD will schedule a meeting with the employee within two weeks (14 calendar days) of receipt of the request from the employee. The College's HRD may meet with the rater, RO and/or the SECM (if not the RO) during the same two week period. The HRD will analyze the information and present the findings

within three business days of the appeal request. The HRD will prepare a file of the requests and responses to include the finding and determination.

Step 4:

If an agreement is still not reached, the employee may request, in writing and within five business days from the date of the HRD's response, a meeting with the President of the College. The request shall include any additional information that will support the employee's position. The President will review the file and the additional information and determine if a meeting is warranted. If the President determines a meeting is not warranted, the employee will be notified in writing within two weeks (14 calendar days) of receipt of the request from the employee. If the President determines a meeting is warranted, the meeting will be scheduled within two weeks (14 calendar days) of receipt of the request from the employee. The President may meet with the rater, the RO, the SECM (if not the RO), and the HRD during the same two week period. The President, within three business days after meeting with the employee, will make a final determination on the matter and the employee will be notified in writing of the decision.

2.48 Medical Marijuana

Chapter Two: Personnel

Procedure Title: Medical Marijuana
Based On: Board Policy 3
Procedure Number: 2.48
Date Adopted/Revised: November 13, 2017

I. This procedure is pursuant to the Arkansas Medical Marijuana Amendment of 2016 (Section 23 Arkansas Constitution Amendment 98).
II. South Arkansas Community College is a Drug Free-Work Place.
III. Prohibition of Medical Marijuana on South Arkansas Community College
    A. Faculty, Staff, and Visitors are prohibited from possessing or using Medical Marijuana on Campus, in vehicles owned or leased, at both official and unofficial events sponsored by South Arkansas Community College.
    B. Faculty, Staff, and Visitors may not possess or use Medical Marijuana at facilities operated by South Arkansas Community College.
    C. Medical Marijuana may not be used or possessed by any Faculty, Staff, or Visitor on or in any South Arkansas Community College owned or leased housing.
    D. Faculty, Staff, and Visitors are prohibited from being under the influence of Medical Marijuana at any of the location listed in III a. through III c.
IV. "Marijuana paraphernalia" is prohibited in the same locations as indicated by III a. through III c.
V. Faculty, or Staff who are required to take a drug screen due to reasonable suspicion or post-accident situations and come back positive for Marijuana (THC) or any derivative of THC may be disciplined up to and including termination.
VI. Faculty, or Staff under the care of physician and using Medical Marijuana must have Written Certification and a Medical Marijuana Card issued by the Department of Health. The card and certification is valid for a maximum of one year.
VII. Faculty and Staff in a "Safety Sensitive" position will not be allowed to work in that position while medicated by Medical Marijuana. The Faculty or Staff member may be required to take time off (leave) with or without pay. The Faculty or Staff member may be required to apply for and use FMLA while using Medical Marijuana.
VIII. South Arkansas Community College will not accommodate for the ingestion of Medical Marijuana on Campus or any South Arkansas Community College sanctioned, related or approved event.
IX. South Arkansas Community College reserves the right to require a Faculty or Staff member to participate in a Substance Abuse program and/or substance abuse counseling.

NOTE: Marijuana, even used as a medication, is considered as an illegal substance under Federal Law.

2.49 Personal Identifying Information (PII)

Chapter Two: Personnel

Procedure Title: Personal Identifying Information (PII)
Based On: Board Policy 3
Procedure Number: 2.49
Date Adopted/Revised: May 2, 2019

I. Philosophy and Scope

South Arkansas Community College ("SOUTHARK" or the "College") is committed to protecting the personally identifiable information (PII) of all students, staff members, and any other individual whose PII is collected by the College in carrying out its mission.

The purpose of this Protection of PII Procedures is to provide a structure for and guidance about the protection of and access to sensitive data, information, and records in the possession of the College. The Human Resources Director, Chief Information Officer, and Vice President for Finance and Administration are charged with overall PII management and enforcement.

The scope of this procedure shall include, but is not limited to the following: Faculty, Professional Staff, Classified Staff, Student Employees, Volunteers, and all Part Time Employees.

II. Definitions for the Purpose of these Procedures

A. "Gramm Leach Bliley Act (GLBA)" refers to a Federal law (primarily the Privacy Rule [16 CFR 313] and the Safeguards Rule [16 CFR 314]) requiring all financial institutions to develop, implement, and maintain safeguards to protect customer information. Because the College is in compliance with FERPA to protect the privacy of student records, SOUTHARK is deemed to be in compliance with GLBA.
B. "Individual" refers to a person for whom the College retains PII.
C. "Need to Know" refers to the need for information in a record for the purpose of performing the required task(s) and responsibilities during the course of an employee's job.
D. "Periodic compliance checks" refers to unscheduled inspections conducted by the appropriate Senior Leader to examine whether safeguards are adequately protecting PII.
E. "Personally Identifiable Information" refers to data or information which includes, but is not limited to: an individual's name; the name of the individual's other family members; the address of the individual or individual's family; a personal identifier, such as the individual's social security number, identification number, or biometric record; financial data including student loans, banking information, credit card or credit information; other indirect identifiers, such as the individual's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination is linked to a specific individual that would allow a person, who does not have personal knowledge or the relevant circumstance, to identify the individual with reasonable certainty; or information

requested by a person whom the College reasonably believes knows the identity of the individual to whom the record containing PII relates.

F. “Record” refers to any educational information or data recorded in any medium.
G. “Red Flags Rule” refers to a federal regulation issued by the Federal Trade Commission (FTC) as part of the implementation of the Fair and Accurate Credit Transaction (FACT) Act of 2003. The Red Flags Rule requires financial institutions and creditors to implement a written Identity Theft Prevention Program and to provide for the continued administration of this Identity Theft Prevention Program. The College is subject to this rule because it holds student accounts that do not require full payment at the time of enrollment, and because it administers student loans.
H. “Senior Leadership Team (SLT)” refers to the President’s Senior Leadership Team, comprised of the President; Vice President for Academic Affairs (VPAA); Vice President for Student Services (VPSS); Vice President for Finance and Administration (VPFA) and others as designated by the President;
I. “Sole Possession Record” refers to a record that is kept in the sole possession of the maker, is used only as a personal memory aid, and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

III. Required Strategies for the Protection of Personally Identifiable Information

A. Minimizing PII Use
Staff should minimize the use, collection, and retention of PII to what is strictly necessary to accomplish a specific business purpose and mission. The likelihood of harm caused by a breach involving PII is greatly reduced if the College minimizes the amount of PII it uses, collects, and stores. When creating a new form, PII should only be requested if the presence of that information is absolutely necessary and has been approved by the Chief Information Officer (CIO), VPFA, or Human Resources Director (HRD).

B. Categorizing PII
All PII is not created equal. Some types of PII have the potential to subject individuals and/or the College to harm if inappropriately accessed, used, or disclosed. When PII is requested, the CIO, VPFA, or the HRD will evaluate the context of use and determine if the purpose for which the PII is collected, stored, used, processed, disclosed, or disseminated is appropriate and aligns with this policy and other procedures linked within this document.

C. Access to and Location of PII
Prior approval is required from the CIO or HRD to collect and/or house data on any server or system not maintained, owned, or controlled by the College.

D. Evaluation of PII Use
When evaluating a request to use PII, the following factors must be considered:
    a. The purpose of the data collection;
    b. Whether there is another source of pre-existing data (deals with reduction of duplicative information);
    c. Whether all information requested is required (minimizing collection to only what is required);
    d. How the data are being stored, for how long, and in what state (deals with physical location, type of device, encryption, and retention);

e. How the data are being transmitted (if applicable) and in what state (deals with encryption);
f. Whether agreements bind the College with third parties (deals with software or web applications or forms); and
g. Whether the use of the PII has been vetted and approved by either the CIO or HRD.

E. Administrative Safeguards
Administrative safeguards include pertinent policies to safeguard PII, training to increase awareness of and compliance with procedures related to safeguarding PII, and communication of philosophy, policies, and procedures related to PII to both internal and external stakeholders. Administrative safeguards are created to ensure the College complies with the protection of PII in general, FERPA, and by extension the GLBA, and the FTC Red Flags Rule.

F. Technical Safeguards
Technical safeguards include the development of information technology procedures, implementation of tools to monitor and control access to PII, and strategies to retain and back up critical PII. Technical safeguards, wherever possible, are treated as confidential to limit exploits that might lead to unintended or malicious exposure of PII.

G. Physical Safeguards
Physical safeguards include the development of standard operating procedures to provide physical control and destruction of PII, including but not limited to access control, secure storage facilities, shred bins, and broad-spectrum surveillance in support of physical security for PII. Physical safeguards, wherever possible, are treated as confidential to limit exploits that might lead to unintended or malicious exposure of PII.

H. Employee Training
Annual PII training is required of all employees and volunteers. In addition, existing and new procedures will be reviewed to incorporate training elements specific to that policy.

IV. Associated College Procedures

A. Procedures Related to Academic Affairs, Continuing Education, and Workforce Development
The following College information is related to Student Services, Academic Affairs, Continuing Education, and Workforce Development records that contain PII:
a. Academic Assessment and Placement Procedures (deals with test scores and student disability status)
b. Academic Standards Procedures (deals with awarding of grades, credits, and degrees)
c. Code of Student Conduct Procedures (deals with academic integrity)
d. College Travel and Transportation Services Procedures (rosters, waivers, medical information)
e. Complaint Procedures for Students (policy linked with FERPA)
Since the procedures are associated with this overarching Protection of PII Procedures, they will be reviewed by the VPAA, VPSS, Associate Vice President for Continuing Education, and Workforce Development annually as part of the

periodic scheduled review. The VPAA, CIO, and HRD will also conduct periodic compliance checks related to PII.

B. Procedures Related to Student Support
The following College procedures are related to Student Support records that contain PII:
    a. Admissions Procedures (deals with student PII)
    b. Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy and Procedures (deals with reporting for students for ATODA concerns)
    c. Behavioral Evaluation and Response Team Procedures (deals with student health status or student conduct)
    d. College Travel and Transportation Procedures (rosters, waivers, medical information)
    e. Name for Student Records Procedures (covers collection and use of PII)
    f. Non-Discrimination Procedures (deals with complaints and investigations for students)
    g. Posthumous Awards for Students Procedures (deals with student academic progress records)
    h. Privacy and Access to Education Records Procedures (FERPA)
    i. Residency Procedures (requires capture and storage of PII)
    j. Student Withdrawal Procedures (linked to BERT and FERPA- protected student PII)
    k. Title IX Sexual Misconduct Procedures (deals with confidentiality and investigations of students)
    l. Video Monitoring of College Premises Procedures (deals with controlled access to video monitoring and use of collected information)
    Since the procedures are associated with this overarching Protection of PII Procedures, they will be reviewed by the VPSS annually as part of the periodic scheduled review. The VPSS will also conduct periodic compliance checks related to PII.

C. Procedures Related to Finance
The following College procedures are related to Finance records that contain PII:
    a. Records Retention Procedures (deals with PII)
    b. Travel and Expense Reimbursement Procedures (collects PII for reimbursement)
    c. Tuition and Fees Procedures (linked to financial records and tied to Red Flags Rule and GLBA)
    Since the procedures are associated with this overarching Protection of PII Procedures, they will be reviewed by the VPFA annually as part of the periodic scheduled review. The VPFA will also conduct periodic compliance checks related to PII.

D. Procedures Related to Human Resources
The following College procedures are related to Human Resources records that contain PII:
    a. Auxiliary Benefits Procedures (deals with employee health status and insurance)
    b. Complaint Procedures for Employees (deals with Title IX issues as well as investigations)
    c. Employee Code of Ethics (addresses control of confidential information)
    d. Employee Misconduct Procedures (deals with HR actions)

e. Leave Benefits Procedures (deals with health and HR actions)
f. Non-Discrimination Procedures (deals with complaints and investigations for staff)
g. Separation from Employment Policy and Appeal Procedure for Involuntary Separation from Employment (in relation to appeal procedure)
h. Sick Leave Bank Procedures (captures and stores employee health PII)
i. Title IX Sexual Misconduct Procedures (deals with confidentiality and investigations of staff)
Since the procedures are associated with this overarching Protection of PII Procedures, they will be reviewed by the HRD annually as part of the periodic scheduled review. The HRD will also conduct periodic compliance checks related to PII.

E. Procedures Related to Information Technology: The following College procedures are related to Information Technology records that contain PII:
a. Data Management, Use and Protection (deals with electronic data and access data storage, access, and use)
Since the procedures are associated with this overarching Protection of PII Procedures, they will be reviewed by the CIO annually as part of the periodic scheduled review. The CIO will also conduct periodic compliance checks related to PII.

F. Procedures Related to Institutional Effectiveness: The following College procedures are related to Institutional Effectiveness records that contain PII:
a. Advertising by External Parties Procedures (obtains PII from external sources)
b. Institutional Review Board Procedures (deals with the PII of individuals involved in research projects at the College)
Since the procedures are associated with this overarching Protection of PII Procedures, they will be reviewed by the Associate Vice President for Institutional Effectiveness annually as part of the periodic scheduled review. The Associate Vice President for Institutional Effectiveness will also conduct periodic compliance checks related to PII.

V. Procedures for the Protection of Personally Identifiable Information

A. Periodic Scheduled Reviews
This Procedure in its entirety, including associated procedures, will be reviewed annually by the Senior Leadership Team. This annual effort will include a compliance review to improve training, communication, and performance related to safeguarding the PII of all individuals.

B. Periodic Compliance Checks
Senior Leaders will ensure that compliance checks related to this procedure and associated procedures are conducted at least twice per year. The results of the compliance checks will be used to continuously improve processes, procedures, training, communication, and infrastructure related to the protection of PII. The documentation from the compliance checks will be retained according to the IT and HR retention schedule and used to identify trends and PII compliance target training and in the annual scheduled policy review conducted by the Senior Leadership Team.

C. Incident Response
Specific steps on how the College responds to incidents concerning PII are found within

the Data Management, Use and Protection procedure, a standard operating procedure document maintained by the CIO; various Federal, State, Local, and College specific rules and guidelines under the oversight of the HRD.

D. Consequence for Failure to Comply with this Policy
Any individual who becomes aware of non-compliance with this procedures has a responsibility to report it to the HRD and/or CIO. Employee or student violators of this Procedures are subject to College disciplinary, up to and including termination.. Students are subject to disciplinary action in accordance with procedures established under the Code of Student Conduct, up to and including expulsion. Violations of this Procedures may be subject to the initiation of legal action by the College.

2.50 Merit Bonus

Chapter Two: Personnel
Procedure Title: Personal Identifying Information (PII)
Based On: **Board Policy 3**
Procedure Number: 2.50
Date Adopted/Revised: December 19, 2019

I. All pay increases for employees are merit-based and merit pay is based on the employees' annual performance evaluations. Merit increases are in addition to any cost-of-living (COLA) increases.
II. Employees who receive an overall rating of satisfactory or above are eligible for a merit increase if budget allows.
III. Merit increases will be paid as a lump-sum payment, and all merit payments will be considered salary for the purposes of retirement contributions.
IV. Eligibility for Merit Pay:
    A. Full time employees who have been employed a consecutive 12 months. To be eligible employees must have been on the payroll the previous July 1.
    B. Employees who have not received a written performance-based or disciplinary reprimand during the previous 12-month rating period.
    C. Nine or Ten Month Employees who have completed their service agreement period.

2.51 Arkansas Healthy Employee Lifestyle Program (AHELP)

Chapter Two: Personnel

Procedure Title: Arkansas Healthy Employee Lifestyle Program (AHELP)
Based On: Policy 3
Procedure Number: 2.51
Date Adopted/Revised: November 7, 2019

I. The South Arkansas Community College Board of Trustees approved the implementation of the Arkansas Healthy Employee Lifestyle Program (AHELP). The AHELP program is a voluntary State employee worksite wellness intervention web-based program that supports making healthy choices the easiest choice during work hours and encourages employees to share these behaviors at home with their families.

II. Incentives were created under legislative Act 724 for employees participating.
   a. Employees can earn up to three (3) leave days annually.
   b. These leave days are not transferrable and do not hold a cash-value.

III. Employees would earn points for:
   a. Engaging in physical activity
   b. Eating fruits and vegetables
   c. Remaining or becoming tobacco free
   d. Obtaining annual physicians wellness screenings and taking an annual health status assessment
   e. Participating in health educational activities and events
   f. Additional points earned by participating in fitness challenges, wellness seminars and obtaining age-appropriate health screenings.

IV. How the points work?
   a. Points are accumulated within a 52 week period and must be earned in the period prior to redeeming.
   b. The computer program alerts an employee when they can redeem leave.
   c. Redemption Points

Total Points	Leave Accrued
600	1 hour (See Note)
4750	8 hours

5320	16 hours
5890	24 hours

Note: One hour of leave may be taken up to four times every 52 weeks.

d. Once redeemed the points must be used by the end of the calendar year.
e. Points can also be redeemed for prizes based on availability.

V. Leave Request
   a. Employees will receive a certificate once they redeem leave.
   b. Employees will complete a leave request and send with the certificate to obtain approval from their supervisor.
   c. Employees will mark the leave as “AHELP” on their timecard.
   d. Employees will only be allowed to use the amount of leave redeemed as stated on the certificate.

South Arkansas Community College Human Resources will be responsible for the administration of the AHELP program

2.52 Remote Work

Chapter Two: Personnel Procedure

Procedure Title: Remote Work (Telecommuting)
Based On: Policy 3
Procedure Number: 2.52
Date Adopted/Revised: October 7, 2020

I. This procedure is established to ensure that all essential South Arkansas Community College (SOUTHARK) services remain available to those who depend on them. The purpose of this procedure is to outline provisions covering remote work for employees of the College.

II. DEFINITION OF TERMS:

A. Telecommuting: Telecommuting is a work arrangement that allows an eligible employee to work one or more days at an alternate location instead of commuting to a SOUTHARK work site. The telecommuting arrangement can be a set schedule or variable/upon request. Telecommuting employees have an assigned work location, e.g., office or cubicle, at a SOUTHARK worksite.

B. Remote Work: Remote work allows an eligible employee to work entirely at an alternate work location other than a SOUTHARK worksite. In most cases, this is the employee's home. Remote work can occur anywhere in the United States. In most situations, the employee will not have an assigned SOUTHARK worksite, e.g., individual office or cubicle. Where the employee is originally hired to work remotely, the employee may not have the option to discontinue the remote work arrangement and request a work location at a SOUTHARK worksite without the agreement of the Division Vice President or the President.

C. Exempt Employees: Exempt employees are defined as employees who, based on duties performed and the manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Exempt employees are paid an established monthly salary and are expected to fulfill the duties of their position(s) regardless of hours worked. Exempt employees are not eligible to receive overtime compensation or compensatory time off, and are not required to adhere to strict time, record keeping, and attendance rules for pay purposes. Exempt titles are identified in SouthArk wide title and Pay scales.

D. Non-Exempt Employees: Non-exempt employees are defined as employees who, based on duties performed and the manner of

compensation, are subject to all FLSA provisions. Non-exempt employees are required to account for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time-and-one-half) rate. Non-exempt titles are identified in SouthArk wide title and Pay scales.

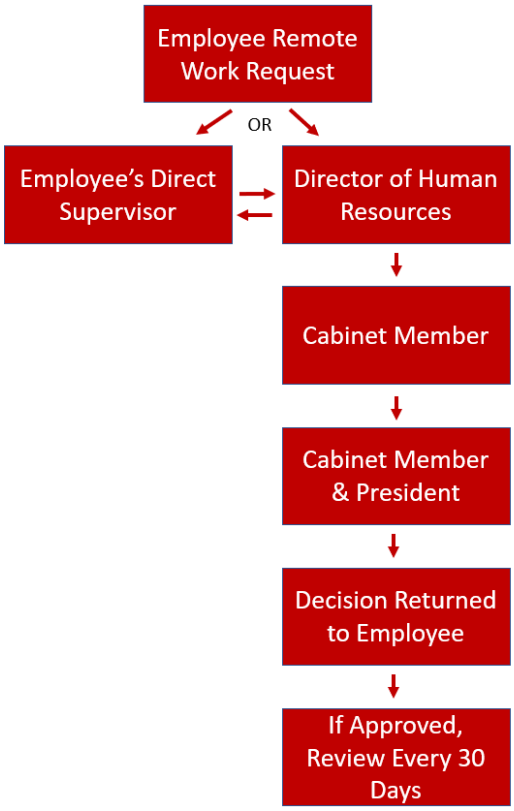
III. DETERMINATION OF ELIGIBILITY

A. Approval of an employee to work remotely or telecommute is at the discretion of respective Cabinet member. There are several factors that must be considered prior to approving a remote work request, including type of employee, type of work performed, and location of the alternate worksite. The medical exigency of the employee's (or family member's) situation, operational needs of the department, other employees working in the same area, and the overall impact on the operational continuity of the college.

B. Requests for remote work consideration should be routed to the employee's direct supervisor and/or the Director of Human Resources. If the request is received by the direct supervisor, the supervisor will forward the request to the Director of Human Resources. The Director of Human Resources will document the request, notify the direct supervisor (if the initial request was to HR), and forward the request to the appropriate Cabinet member. The Cabinet member will consult with the college President to determine a response to the request. The final decision regarding the request will be communicated to the requesting employee by the Cabinet member.

C. Approved requests will be re-evaluated every thirty (30) days from the original date of approval or more frequently as determined by the respective cabinet member.

D. Below is a flow chart that depicts visually the changes above:



E. Type of Employee Position - In general, full-time employees in exempt positions may be approved to work remotely or telecommute. Employees in a non-exempt position may be approved for an alternate work location. If a department wishes to hire or approve an employee in a non-exempt position to work remotely or telecommute, the department supervisor should contact the Human Resources Director to discuss the potential risks and identify sufficient controls that will need to be in place to ensure compliance with applicable time reporting and overtime requirements in managing the non-exempt employee at an alternate work location in accordance with SOUTHARK procedures and state and federal law.

F. Type of Work Performed - The type of work that an employee performs is also a factor in determining the appropriateness of approving an alternate work location. In general, job duties that involve analytical work, research, advising or computer-oriented duties (data entry, web page design, word processing, programming) may be the most appropriate types of work to be performed at an alternate work location. Job duties that are unsuitable to be performed at an alternate work location include duties that require in-person interaction, direct supervision or access to material that cannot leave college property, e.g., protected or confidential data or documents.

Regardless of the type of work performed, the employee must be able to fully perform the job duties during scheduled hours of work. The employee must have a satisfactory or better performance rating and a good

attendance record. Employees should not be approved to telecommute or remote work in response to an inability to get to work on time or consistently. Employees should also not be approved to work at an alternate work location so that they are able to provide child care or other caregiving at the same time they are expected to perform their assigned duties.

G. Mandated Employment Notices & Posters - Remote Workers
Employees who work remotely should be provided with the legally required mandatory employment notices and posters. The employee is responsible for posting these documents at the alternate work location. (Employees who telecommute have access to these mandatory posters and pamphlets in their SOUTHARK worksite and, therefore, do not need to be provided this information.) The posters are located in the Human Resources tab of My Campus.

IV. EQUIPMENT AND SERVICE EXPENSE REIMBURSEMENT

A. An employee who will telecommute or work remotely is responsible for providing, maintaining and repairing employee-owned equipment in addition to paying for electronic service expenses used at the alternate work location at personal expense.

B. If the employee requests equipment, the department supervisor and Division Vice-President must approve the request to provide equipment, with the assistance of the Human Resources Director, as reasonable and appropriate in a particular circumstance, the department should ensure that any equipment issued is consistent with applicable college procedure.

C. The College will provide for repairs to SOUTHARK owned or leased equipment.

D. The use of equipment, software, data supplies and furniture when provided by the college for use at the remote work location is limited to authorized persons and for purposes relating to company business.

E. Electronic equipment may be provided when available. Loaner equipment will vary in performance and configuration. Loaners must be returned upon request.

F. Office supplies will be provided by the college as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee’s direct supervisor.

V. WORKSPACE

A. The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking.

B. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

C. The employee's direct supervisor or college designated official must approve the site chosen as the employee's remote workspace.

D. The employee is expected submit a photo of the home workspace to the direct supervisor prior to implementation.

E. Any college materials taken home should be kept in the designated work area and not made accessible to others, unless authorized and restricted to college related business.

F. The College has the right to make on-site visits (with 48 hours advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve company-owned equipment, software, data or supplies.

VI. COMPENSATION AND WORK HOURS

A. The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program.

B. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program.

C. During work hours and while performing work functions in the designated work area of the home, teleworkers are covered by worker's compensation.

3.01 Academic Organization - RELOCATED

APM Policy 3.01 has been moved to Chapter 1. It is now located in APM Policy 1.10.

3.02 Faculty Affairs Committee - DELETED

Policy 3.02 was deleted on September 1, 2014, but the contents are now reflected in Policy 3.01.

3.03 Deans - Duties, Selection and Organization

Chapter Three: Instructional Affairs

Procedure Title: Deans - Duties, Selection and Organization
Based On: Board Policies 1 and 3
Procedure Number: 3.03
Date Adopted/Revised: November 6, 2001; November 21, 2006; May 15, 2007; July 19, 2010; October 10, 2014

Policy Statement:

To facilitate communication between faculty and administration, provide administrative assistance to the Vice President for Academic Affairs, and encourage cohesion among groups of faculty who teach in the same broad academic and/or vocational areas, the College faculty will be organized into divisions. Each division will be administered by a dean supervised by the Chief Academic Officer.

Procedure

I. Duties

Deans will be charged with the following duties within their respective divisions:

A. Coordinate and supervise educational experiences for the disciplines within the division, in collaboration with discipline faculty and academic administrators, to include:

1. Semester schedule development
2. Curriculum and programmatic development and revision.
3. Course and programmatic assessment and evaluation
4. Master syllabi development and revision
5. Textbook selection
6. Development of didactic and experiential learning to meet specified
7. College, degree and discipline goals and learning outcomes
8. Procurement and implementation of equipment/supplies, electronic technology, applicable software, and learning resources for class delivery and enhancement.
9. Maintenance of divisional budget

B. Select, mentor, supervise, counsel and evaluate full-time and adjunct faculty.

C. Monitor full-time and adjunct faculty attendance and teaching assignments.

D. Convene division or discipline meetings regularly to plan, execute and assess discipline educational experiences.

E. Develop, review and update degree brochures, catalog entries, articulation agreements and degree curriculum plans of study annually.

F. Develop and evaluate course and degree program student learning outcomes and report in annual report, institutional assessments, and program reviews.

G. Schedule and attend degree program advisory committee meetings annually or bi-annually.

H. Collect and report degree program graduate statistics for annual and assessment reports.

I. Advise and counsel degree program students as needed to support college advisors.

J. Serve as resource person for student recruitment activities.

K. Review request for transfer and prior learning assessment credit.

L. Review and approve graduate candidates to the Dean of Enrollment Services for academic programs each semester.

M. Select students for practicum and internship opportunities (if applicable).

N. Meet with discipline faculty, internship site preceptors (if applicable), and advisory committee, to develop and/or modify curriculum to meet community needs and accreditation requirements.

O. Review accreditation guidelines annually to obtain and maintain program accreditation (if applicable).

P. Participate in ADHE or ACC workgroup, workshops, and conferences related to discipline areas.

Q. Meet college criteria for professional growth within discipline areas and participate in division discipline-related professional development at the national, regional, and/or state level.

R. Research and keep abreast of current trends in all discipline areas supervised to assure divisional growth and development.

S. Research and write for grants and external funding to support divisional initiatives.

T. Perform other related duties as assigned.

II. Selection Process and Term of Office.

In the event of a vacancy, the dean will be selected through the following process:

A. If an internal selection process does not yield a viable candidate, the selection process for Chief Academic Officer will be used.

B. At the end of the selection process, the President may approve or disapprove any nominee. If the President disapproves a nominee, he or she will refer the decision back to the Vice President for Academic Affairswith a recommendation or the reasons for disapproval. The Vice President for Academic Affairswill then begin the process again.

C. The Dean's appointment may be extended annually upon satisfactory evaluation by the Vice President for Learning. The Vice President for Academic Affairswill seek input from the faculty of the respective division, advisory committee and others impacted by the work of the division.

III. Members of Divisions

A. Liberal Arts:

Art History
Basic Studies Mathematics
Communications Music
Criminal Justice Administration Philosophy
Early Childhood Education Political Science
Education Psychology
English Sociology
Foreign Languages Speech
Geography Theater

B. Health and Natural Sciences:

Biological Sciences Occupational Therapy Assistant

Chemistry Physical Education
Clinical Laboratory Science Physical Sciences
Emergency Medical Technology Physical Therapist Assistant
Health Radiologic Technology
Health Information Technology Registered Nursing
Licensed Practical Nursing Respiratory Therapy
Medical Laboratory Technology Surgical Technology

C. Business and Technology:

Accounting General Business
Business Law Computer Information Technologies
Economics Office Technologies
Entrepreneurship

D. Career and Technical Education:

Automotive Service Technology General Technology
Cosmetology Industrial Maintenance Technology
Industrial Technology Mechatronics
Process Technology Welding
Secondary Career Center Programs

3.03a – Academic Rank for Faculty

Chapter Three: Instructional Affairs

Procedure Title: Academic Rank for Faculty
Based On: Board Policy 1 and 3
Procedure Number: 3.03a
Date Adopted/Revised: January 29, 2007; May 15, 2007; July 19, 2010

Faculty rank at South Arkansas Community College is to give credit for instructors' hard work and commitment to the college. The ranks are strictly honorary and bring no increases in pay or in privileges.

I. Qualifications for each rank:

A. Instructor: During the first three years of full-time teaching at South Arkansas Community College the faculty member is given the title of "Instructor." Part-time faculty will also be given the title of "Instructor."

B. Assistant Professor: After the third year of full-time teaching and satisfactory (or better) performance evaluations the faculty member may request the title of "Assistant Professor."

C. Associate Professor: After the seventh year of full-time teaching and satisfactory (or better) performance evaluations the faculty member may request the title of "Associate Professor."

D. Professor: After the eleventh year of full-time teaching and satisfactory (or better) performance evaluations the faculty member may request the title of "Professor."

A rank above the title of Instructor applies only to full-time members of the faculty

II. Progression in Rank:

A. No credit towards these ranks will be awarded for a year (or years) in which unsatisfactory performance evaluations were received.

B. Only years of full-time teaching at South Arkansas Community College, not previous experience at other colleges, will count towards advancement in rank. A semester in which a faculty member has a temporary reduction in teaching load (such as for release time, when a course does not make,

or when some alternative duty is assigned) will be counted as full-time teaching.

C. After the end of the third year of full-time teaching, faculty with a Master's Degree will be credited with one extra year of teaching towards the next rank.

D. After the end of the third year of full-time teaching, faculty with a Doctorate will be credited with three extra years of teaching towards the next rank.

E. The faculty member will make application for advancement in rank to his/her faculty member's Dean who, if the faculty member has met the above requirements, will forward the request for approval by the Vice President for Academic Affairs.

III. Other provisions:

A. The rank system is completely voluntary; those not wishing to participate simply do not apply for the next rank.

B. The Faculty Academic Rank Policy will not confer any additional rights, privileges, or salary, and will not establish or have any link to guaranteed employment rights (tenure.)

3.04 Recording Class Attendance

Chapter Three: Instructional Affairs

Procedure Title: Recording Class Attendance
Based On: Board Policies 2 and 3
Procedure Number: 3.04
Date Adopted/Revised: November 7, 2001; January 29, 2007; May 15, 2007; July 19, 2010; September 1, 2014

Traditional and Hybrid Course Instruction
Faculty must accurately record student attendance and promptly certify all census day class rosters as required by the Registrar, Director of Financial Aid, and Office of the Vice President for Learning. Faculty must consistently maintain reasonable student attendance/participation information.

Distance Education Instruction
Attendance in online courses will be measured by a student's participation in courses. The last day of attendance is considered to be the date the last assignment was turned in. Faculty must promptly certify all census day class rosters as required by the Registrar, Director of Financial Aid, and Office of the Vice President for Learning. Faculty must consistently maintain reasonable student attendance/participation information.

3.05 Teaching Load

3.05 Teaching Load

Chapter Three: Instructional Affairs

Procedure Title: Teaching Load
Based On: Board Policy 3
Procedure Number: 3.05
Date Adopted/Revised: November 12, 2001; November 21, 2006; May 15, 2007; August 9. 2010; September 9, 2010; July 21, 2016, May 2, 2017

The faculty work load at South Arkansas Community College for full-time faculty members in the Liberal Arts, Natural Sciences, and Business is 15 semester hours and ten office hours. For full-time faculty in the Technical Education a full workload is based on 25 contact hours (class, labs, etc.) and ten service hours. In the Health Sciences Programs a full workload consists of 30 contact hours, to include office hours. A full faculty load is defined, for the purposes of eligibility for overload pay as follows:

1. When scheduled for full load, a faculty member must teach a minimum of 150 Student Semester Credit Hours (SSCH) per semester in order to be eligible to receive overload pay. [In the event that a faculty member is originally scheduled to teach an overload (more than that specified above) the largest number of SSCH generated by any combination of courses that constitute a full load will be considered as part of the faculty member's base load, and
2. Each of a faculty member's courses must be filled at least to at least eight students of 50% of capacity whichever is least, as determined by the original record for the course contained in the College's in the College's registration system, for the faculty member to be eligible to receive overload payment. Each of a full-time faculty member's courses must be filled at least to at least eight students of 50% of capacity whichever is least, as determined by the original record for the course contained in the College's in the College's registration system, for the full-time faculty member to be eligible to receive overload payment.The courses considered must be the courses that are used to accrue the 150 SSCH used in Part A of this definition. If courses are aggregated to make up the 50 percent of capacity requirement, the SSCH will also be aggregated and the courses will not be considered as separate.

The academic dean may alter the general rule on an individual faculty member's workload to accommodate team teaching, clinical supervision, combined classes, program accreditation and development activities, and other situations. South Arkansas Community College will continue to monitor faculty workloads at other Arkansas technical and community Colleges and will maintain workloads in conformity with similar institutions in the state.

1. Class Size

The academic deans will consider classroom capacity, accreditation requirements, equipment availability, and safety when setting class limits. As a general rule, all non-cohort classes will be considered full at 30 students except for writing and/or analysis intensive, lab, or practicum, courses, which will be considered full at 24 students, except in those cases where equipment, space, or accrediting body provide other limitations or guidance.

Cohort classes are part of a program that requires the student to enter and proceed through the program as a group in a prescribed sequence. Non-Cohort classes are general education classes or classes of programs that permit students to take courses on an individual schedule as directed by their degree plan.

1. Overload Teaching

    1. Overload teaching will be compensated at the same rate as adjunct instructors are paid per semester hour. Overload teaching will be voluntary except in those cases where a combination of complete classes (e.g., four classes of four semester hours each or similar combinations) exceeds the prescribed number of hours constituting a full load, in which case the instructor will be assigned the additional teaching load and will be compensated for the additional hour(s) at the relative percentage based on the number of hours in a full semester load.

2. Summer Employment

    1. Summer employment will not be required or assured for full-time faculty members unless they are on a 12-month contractual obligation. Compensation for summer employment will be at the same rate as adjunct instructors during the regular semester.

3. Alternative Duties

    1. Alternative duties such as community service classes, curriculum development, or other special projects may be assigned to make a full-time workload equivalent. Attempts will be made to assign alternative duties consistent with the education, training and professional status of the faculty member. The faculty member and the faculty member’s immediate departmental supervisor will be consulted as to the nature and scope of the alternative duties before they are assigned.

4. Non-Classroom Responsibilities

1. Service

    1. All faculty members are expected to perform community service by participating on College committees, through volunteerism, or engaging in other activities as agreed upon by the faculty member and the Division Dean.
    2. Faculty members are expected to be present on campus during the days of in-service activities at the College, attend College graduation, and submit required records (attendance, grades, outcomes assessments, etc.,) at the appropriate times.
    3. Faculty members who serve as academic advisors in their respective divisions are expected to advise students throughout the academic year. Deans (or their designees) will serve as “stand-by advisors” as needed during any days of Early or Open Registration that occurs outside the academic calendar when faculty members are not available.

2. Professional Development

    1. All faculty are expected to participate in activities designed to maintain their effectiveness in their respective disciplines. These may include, but are not limited to, participating in workshops, seminars and other continuing education events; research activities; writing for publication; and/or other activities as agreed upon by the faculty member and the Dean.

3.06 Course Syllabi

Chapter Three: Instructional Affairs

Procedure Title: Course Syllabi
Based On: Board Policies 2 and 3
Procedure Number: 3.06
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 19, 2010; November 17, 2014; July 21, 2016

Policy Statement:

Each instructor is responsible for preparing and periodically revising the syllabus for each course the instructor is assigned to teach. The instructor will be responsible for providing copies of his or her syllabi to the Vice President for Academic Affairsand to each student enrolled in the course within the first week of class.

Procedure:

The minimum components of a course syllabus are:

I. Contact Information of Office Hours
II. Course Number, Title, and Description - All components should match the official college catalog.
III. College Mission
IV. College-Wide Student Learner Outcomes
V. Program Outcomes
VI. Arkansas Course Transfer System Outcomes - If ACTS outcomes are not used as the course outcomes, the instructor should show alignment.
VII. Course Outcomes
VIII. Unit Outcomes (recommended)
IX. Materials and Technology Requirements
X. Evaluation
XI. Instructional Methodology
XII. Attendance Policy
XIII. Academic Integrity Policy
XIV. Equal Employment Opportunity Clause
XV. Library Services
XVI. Student Services Information including Disability Services, Early Alert, and Behavioral Review Team
XVII. Date of Revision

All instructors must use the course syllabus template provided from the office of the Vice President for Academic Affairs. All courses must also have a master syllabus, created with the master syllabus template, on file with the office of the Vice President for Academic Affairs.

3.07 Placement of Newly Hired Faculty

Chapter Three: Instructional Affairs

Procedure Title: Placement of Newly Hired Faculty
Based On: Board Policies 3 and 8
Procedure Number: 3.07
Date Adopted/Revised: September 20, 2001; November 21, 2006; May 15, 2007; July 19, 2010

Placement on the salary schedule for newly hired faculty will generally be determined by educational level and experience. The salary schedule is on file in the office of the Vice President for Academic Affairs, and is revised annually in accordance with budget decisions.

I. Educational levels

A. Less than Minimum Qualifications
B. Minimum Qualifications
C. Master's plus 12
D. Master's plus 24
E. Master's plus 36
F. Master's plus 48
G. Earned Doctorate

II. Experience

Minimum Qualifications

If the College expects to employ a person one-half time or more during the nine-month term, he or she will be placed on the salary schedule. If the College expects to employ a faculty member less than one-half time during the nine-month term, except for individuals participating in the College approved phased retirement plans, he or she will be paid at the adjunct faculty rate. Payments for overloads and summer employment will be at the adjunct faculty rate. Minimum Qualifications are:

A. Minimum Qualifications for faculty members who teach in programs designed for transfer to a Baccalaureate Degree Program, who teach in developmental courses other than ABE and GED, or who teach general education courses in Associate of Applied Science Degrees will be a Master's Degree or its equivalent in the subject field to be taught.

B. Minimum Qualifications for instructors in Associate of Applied Science Degree programs will be a Baccalaureate Degree in the subject field to be

taught or a closely related field (i.e., Vocational or Technical Education), unless a higher degree is required by accreditation standards.

C. Minimum Qualifications for persons teaching in a certificate program will be an Associate Degree and national certification by a recognized licensing certification organization in the subject field to be taught. If an Associate Degree and/or national licensing or certification does not exist, the administration will ascertain that the person has sufficient training and experience to instruct in the area.

D. Minimum Qualifications for ABE instructors in Grade Levels 0-8.8 will be a Bachelor's Degree in Elementary Education or in Special Education, a current Arkansas Teaching Certificate, and Adult Education certification. "Minimum Qualifications" for GAE Grade Levels 8.9-12.0 will be a Bachelor's Degree in an appropriate discipline, an Arkansas Teaching Certificate, and Adult Education certification. An appropriate discipline is defined as the primary subject area being taught, i.e., Math, English or ESL.

E. Newly hired faculty members with no teaching experience or relevant work experience will begin at the lowest experience step based upon their educational level. Faculty members with teaching experience at the post-secondary level will be awarded a step on the salary schedule for each year of teaching experience up to the sixth step. Persons with teaching experience other than at the post-secondary level are granted experience at the rate of one step for each two years of teaching experience up to the sixth step. Teaching experience while a graduate assistant will not be computed for advanced placement on the salary schedule. The maximum step placement using a combination of post-secondary and other than post-secondary teaching experience will be the sixth step.

F. New occupational or health related faculty members who have directly related work experience will be granted a step for each two (2) years of experience up to the sixth step. The maximum step placement using a combination of teaching and work experience will be the sixth step. Work experience in an apprenticeship program will not be computed for advanced placement on the salary schedule.

III. Exceptions

In the event that a person's qualifications do not meet the above requirements and the Vice President who supervises the area feels that the person should be paid at a base other than "Less than Minimum Qualifications," he or she will outline his or her reasons for requesting an exception, and such exception will be approved by the President and placed in the faculty member's file before a

teaching assignment is made.

IV. Critical Need

In those cases when a faculty member, due to scarcity or market factors, cannot be hired on the faculty salary schedule, the administration may establish a “critical need category” which will allow the administration to exceed the faculty salary schedule guidelines when hiring a faculty member in the critical area. This category will only be used after exhaustive steps have been taken to fill the position.

3.08 Discretionary Leave

Chapter Three: Instructional Affairs

Procedure Title: Discretionary Leave
Based On: Board Policies 1 and 3
Procedure Number: 3.08
Date Adopted/Revised: November 7, 2001; November 21, 2006; May 15, 2007; July 19, 2010; December 19, 2019

I. All full-time faculty are entitled to discretionary leave. For 12-month faculty, three days of discretionary leave per fiscal year are authorized. For 9-month faculty, two days of discretionary leave per fiscal year are authorized. In order to be granted discretionary leave the following criteria must be met:

A. A leave form should be submitted to the appropriate Dean at least one week prior to the requested leave.
B. The faculty member must present a plan delineating how the missed class(es) will be covered (if applicable).
C. The leave must be approved by the appropriate Dean.
D. Discretionary Leave will not carry over to the next fiscal year.

3.09 Library Fines

3.09 has been removed. Library fines are covered in 3.20.

3.10 Program Advisory Committees

Chapter Three: Instructional Affairs

Procedure Title: Program Advisory Committees
Based On: Board Policies 1 and 2
Procedure Number: 3.10
Date Adopted/Revised: June 25, 2001; November 21, 2006

The administration of the College is authorized to establish program advisory committees to advise the institution concerning the potential development of or currency of occupational programs which are needed or currently exist to meet the personnel needs of businesses and industries within the service area of the College.

The College will establish a program advisory committee for each occupational/technical program. Each program advisory committee shall meet at least annually for the purpose of reviewing the program's curriculum and suggesting changes to meet the needs of the business/industry served by the program.

3.11 College Catalog

Chapter Three: Instructional Affairs

Procedure Title: College Catalog
Based On: Board Policies 1, 2, and 3
Procedure Number: 3.11
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 19, 2010

The College Catalog is the official publication of the institution that conveys the institution's policies, procedures, and requirements to students and others. The Vice President for Academic Affairs is the College representative designated to ensure that each edition is accurately published.

3.12 Academic Program Suspension and Discontinuation

Chapter Three: Instructional Affairs

Procedure Title: Academic Program Suspension and Discontinuation
Based On: Board Policies 1, 2, 3, and 5
Procedure Number: 3.12
Date Adopted/Revised: August 12, 2005; November 21, 2006; May 15, 2007; September 1, 2014

An important goal of South Arkansas Community College is to provide quality programs which respond to the changing educational and human needs of the communities it serves. Meeting this mission requires continual assessment of the college's academic programs. This procedure establishes criteria and a process for program evaluation and possible suspension or discontinuation. Departments and Divisions are expected to implement detailed program evaluation practices beyond that described in this procedure. The Arkansas Department of Higher Education demands that the college maintain a program review plan and that it submit a biennial summary of programs reviewed.

Discontinuation recommendations will normally be submitted to the President by March 1 of each year. Recommendations to discontinue a program may be initiated when a program fails to meet one or more of the following criteria:

I. Enrollment - Programs may be placed on probation and subsequently discontinued when the enrollment in the program falls below 50 percent of the maximum it can accept for two consecutive years. Maximum enrollment is defined by a table of program maximums. Enrollment numbers will be calculated on the 11th day of the first semester.

II. Graduation Rates- Programs may be placed on probation and subsequently discontinued when the number of graduates falls below four for two consecutive years without a compelling reason. The number of graduates will be counted using Arkansas Department of Higher Education data.

III. Faculty student ratios- Programs may be placed on probation and subsequently discontinued when student to faculty ratios fall below seven to one for two consecutive years. The number of faculty in a program will be calculated by allocating each college course to a program, totaling the credits and dividing by 30. Student numbers will be counted using the total number accepted on the 11th day of the semester of the program.

IV. Program Advisory Committee recommendations may be considered in the discontinuation of a program.

Other factors including job placement rates, accreditation requirements, clinical limitations, community service issues, the number of high school students in the program, advisory committee input about program quality, and program costs may also be considered in the implementation of this procedure. Programs that can be operated with very small expense may be continued even though they may not meet the criteria. Newly initiated programs will be subject to this procedure following the third year of operation.

The above criteria will normally be reviewed by Division Chairs, the appropriate Vice President, the President, the Faculty Affairs Committee, and members of advisory committees. Division Chairs, with the help of the Registrar and the Chief Institutional Effectiveness and Advancement Officer will implement practices that will allow the accurate collection of the data for the implementation of this procedure. When a program is considered for discontinuation it will be put on probation for a period of one year. If the factors do not improve a recommendation to discontinue a program will normally be made by the appropriate Vice President to the President.

Following decision to discontinue a program, no student applications will be accepted beginning with the next immediate opening application date. Students currently enrolled in the program to be discontinued will normally be allowed to complete their course of study. Faculty who are affected will be considered for instructional assignments in new programs if qualified.

3.13 Academic Freedom

Chapter Three: Instructional Affairs

Procedure Title: Academic Freedom
Based On: Board Policy 3
Procedure Number: 3.13
Date Adopted/Revised: June 6, 2006; November 21, 2006; May 15, 2007

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

3.14 Patents and Intellectual Property Rights

Chapter Three: Instructional Affairs

Procedure Title: Patents and Intellectual Property Rights
Based On: Board Policy 3
Procedure Number: 3.14
Date Adopted/Revised: March 2, 2006; November 21, 2006; May 15, 2007

A faculty member shall be entitled to complete ownership and control of any patentable discoveries, inventions, or of intellectual property and copyrighted material, except where the faculty member's normal workload was reduced for purposes of the development of the project, where the College has provided substantial support or involvement in the project, or where the invention or property is produced as a result of an agreement or contract between the College and external sponsors. Whenever property ownership is to be shared, the terms of ownership, including costs of production and revenue sharing, will be incorporated into a written agreement between the College and the faculty member. Course syllabi are considered the property of the College. The College will provide security for faculty works through normal processes including digital firewalls and use of copyright laws.

3.15 Records Management Policy

Chapter Three: Instructional Affairs

Procedure Title: Records Management Policy
Based On: Board Policy 3
Procedure Number: 3.15
Date Adopted/Revised: June 30, 2008; October 21, 2009; July 19, 2010; November 5, 2015

The Arkansas general Records Retention Schedule covers records commonly found in most Arkansas state agencies excluding educational institutions. Thus, the general counsel for the Arkansas Department of Higher Education has suggested that South Arkansas Community College should develop an institutional policy to govern the retention of student records.

I. Student Record Management and Retention

South Arkansas Community College student records are maintained according to SACC Records Management guidelines as outlined below. Copies of all documentation, paper or electronic, are kept in the individual program/faculty offices or designated secure storage areas

Document	Total Retention
Graduate Files-Student Clinical Folders	As required by each program's accreditation requirements
Prospective Student Folders	1 Year
Inactive Student Folders	2 Years
Exams/ Scantrons/ Analyses/ Projects/ Notebooks	Until the end of the next major semester
Course Grade Book/Grade Sheets (Electronic and Print)	To be turned in to the Vice President for Academic Affairsupon leaving the college

II. Faculty and Staff Compliance

All SACC faculty and staff members are made aware of these policies and copies of the FERPA guidelines are available for review.

III. Registration and Attendance/Academic Progress Records

All records pertaining to registration, attendance and academic progress will be stored electronically for a minimum of five (5) years.

IV. Certification Documents, Publications, Statistical Data/Documents, and Institutional Reports.

All documents pertaining to certification data, publications, statistical data and institutional reports will be permanently stored.

V. Federal Student Financial Aid Records

All Federal Student Financial Aid records will be retained in accordance with Federal law or minimum of three (3) years from award year.

VI. Personnel Records

South Arkansas Community College will comply with all state and Federal laws concerning the retention of personnel records. Applications will be kept for three (3) years after a position has been filled. Personnel files will be kept for seven (7) years from the date of termination of employment; payroll and W-2 forms will be permanently retained.

3.17 Academic Assessment Manual

Chapter Three: Instructional Affairs

Procedure Title: Academic Assessment Manual
Based On: Board Policy 3
Procedure Number: 3.17
Date Adopted/Revised: September 2, 2016, February 19, 2018, October 8, 2018, May 2, 2019, April 6, 2020; April 26, 2021

Academic Assessment procedures and forms will be developed and reviewed by the Assessment Committee per their functions and detailed in the Academic Assessment Manual.

3.18 Distance Education Policies and Procedures Manual

Chapter Three: Instructional Affairs

Procedure Title: Distance Education Policies and Procedures Manual
Based On: Board Policy 3
Procedure Number: 3.18
Date Adopted/Revised: September 2, 2016

Distance Education Policies and Procedures Manual

3.19 Faculty Manual

Chapter Three: Instructional Affairs

Procedure Title: Faculty Manual
Based On: Board Policy 3
Procedure Number: 3.19
Date Adopted/Revised: October 24, 2016

Faculty Manual

3.20 Library Policies and Procedures Manual

Chapter Three: Instructional Affairs

Procedure Title: Faculty Handbook
Based On: Board Policy 3
Procedure Number: 3.19
Date Adopted/Revised: October 24, 2016, December 14, 2016, February 19, 2018

Library Policies and Procedures Manual

3.21 Title III Educational Excellence Endowment (E3)

Chapter Three: Instructional Affairs

Procedure Title: Title III Educational Excellence Endowment (E^3) Fund
Based On: Board Policy 3 and 27
Procedure Number: 3.21
Date Adopted/Revised: October 29, 2018

I. South Arkansas Community College (SouthArk) Board of Trustees on September 28, 2011, authorized the establishment of a Title III Endowment Fund with the initial deposit of federal funds along with the College's matching funds in accordance with applicable federal regulations in an effort to raise funds for the benefit of the College. The 20-year term of this deposit's maturity will end September 28, 2031. Subsequent deposits made in 2012, 2013, and 2014 each has its own 20-year term commencing at the date of deposit of Title III funds in the respective years. SouthArk will hold said principal sum, which is the endowment fund corpus, for no less than 20 years or in perpetuity, unless the Board of Trustees decides otherwise, subject to Federal regulations and guidelines.

II. SouthArk will follow Federal regulations relating to the Title III Endowment Fund in the following actions:

A. Investment of endowment fund corpus

B. Amount of endowment fund income SouthArk may use (restricted to 50% for 20-year period)

C. Maintenance of necessary records and completion of reporting requirements

D. Use of the endowment fund income for the purposes set forth in the regulation

PURPOSES: The SouthArk Educational Excellence Endowment (E3) fund income is to be used for the following purposes:

- faculty and staff development programs
- stipends for faculty and staff to participate in professional development programs in career advisement, learning, and curriculum theory and design

- payment for visiting scholars to assist with faculty/staff development programs
- upgrading of learning technologies and career advisement technologies
- mini-grants for faculty and staff projects
- scholarships for students
- other purposes which support teaching and learning at SouthArk.

In the future, if circumstances change that make it illegal or not feasible to use the gift for the purposes specified above, the President of South Arkansas Community College may submit a request to the SouthArk Board of Trustees for modification of these purposes. If, in the best judgment of the Trustees, such modification is deemed wise and prudent, they may authorize the use of the income from the endowment fund for the fulfillment of other objectives as near as practical to the primary purpose of the endowment fund.

E. SouthArk may charge an allowable administrative charge, as authorized by the Federal regulations, against the endowment fund income.

F. The President and Vice President for Academic Affairs (VPAA) will request a financial statement on the E3 Fund each July to determine funds available for use. If funds are available, the VPAA may use up to $2500 each year to secure speaker(s) for professional development programs or activities focused on student success and engagement to support college strategic initiatives.

4.01 Mission Statement, Functions and Services

Chapter Four: Student Services

Procedure Title: Mission Statement, Functions and Services
Based On: Board Policies 1 and 2
Procedure Number: 4.01
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; April 13, 2015; November 30, 2015; July 21,2016

Mission Statement

"*The division of Student Services strives to promote engagement and success in an accessible, inclusive, sustainable learning environment that removes barriers and provides individuals with academic, technical, and life skills needed to be successful in our community. The division provides a variety of high-quality and comprehensive services designed to recognize students' abilities and potential and to empower them to have successful and fulfilling careers."*

Most Student Services staff are housed in offices located on the West Campus, primarily in the El Dorado Conference and Student Center. Additional staff also may be located on the East Campus. They support the instructional activities of the College by coordinating or otherwise working to fulfill the following College functions:

Enrollment Services

- Student Recruitment
- Admissions
- Registrar's Office
- Student Advising Coaches
- Student Activities
- Clubs and Organizations
- Student Ambassadors
- Student Government Association
- Student Recognition

Financial Aid/Work Study Scholarships

Testing and Learning Center

Student Success Services

- Counseling
- Student Conduct
- Engagement, Success, and Wellness Training
- Behavioral Review Team

- Campus Safety Training for Title IX and Clery Act Requirements
- Disability Services

Career Development

- Soft Skills Training
- Virtual Career Center
- Assistance with Resumes
- Internship Placement

Grant Programs

- Carl Perkins
- Career Pathways
- Upward Bound
- National Emergency Grant/Arkansas Sector Partnership
- Arkansas Works

Services to Veterans

4.02 Admissions Policy

Chapter Four: Student Services

Procedure Title: Admissions Policy
Based On: Board Policies 1 and 2
Procedure Number: 4.02
Date Adopted/Revised: June 28, 2001; November 21, 2006; May 15, 2007; May 17, 2010; April 13, 2015; November 30, 2015; July 21, 2016

It is the responsibility of the Dean of Enrollment Services to administer accurately the College admissions policy.

I. Open Door/ Access

South Arkansas Community College is an open-door institution. Consequently, all high school graduates, persons who have earned a GED certificate, or persons beyond high school age who can demonstrate ability to benefit, may enroll in the College's credit programs. Applicants must submit an application for admission, college placement test scores, all records of previous secondary and post secondary education, and health records, as appropriate.

II. Unconditional Admissions

In accordance with Act 1290 of 1997, as amended by Act 520 of 1999, South Arkansas Community College will admit unconditionally all Arkansas high school graduates beginning with the class of 2002, who have completed the core curricula as established in Act 1290. There is no required placement test score for students admitted under this provision.

III. Conditional Admissions

Applicants may be admitted conditionally for one of the following reasons:

A. if transferring from another institution at which they were on academic probation; or
B. if unable to meet requirements of Act 1290 as stated above.

Such students will be subject to the admissions criteria stated in the College Catalog. If such criteria are not met, the student will be placed on probation, and enrollment will be limited to only those courses required for meeting the conditions for removal from the Conditional Admissions status.

IV. Admission to a Specific College Program/Selective Admissions

Admission to the College does not ensure immediate admission into a particular program or course of study. The College faculty and administration will establish and publish admission criteria for each curriculum and prerequisites for all courses. Admission to selective admissions programs will be in accordance with criteria established by the appropriate program director and the South Arkansas Community College administration. Students enrolled in allied health programs of study may be required to provide documentation of recent drug screening in order to be considered for admission.

V. Provisions for Remediation

When a student does not meet required criteria, the College will establish procedures through a remediation program whereby students may be prepared to enter college-level courses.

VI. Enrollment of High School Students in College Level Courses

State law provides that high school students may be admitted to be enrolled in classes for college credit. The faculty and administration have the authority to establish admission criteria for these students.

VII. Non-Immigrant/International Students

The administration of the College is authorized to seek approval from the Immigration and Naturalization Service of the U. S. Department of Justice for the enrollment of non-immigrant/international students.

4.03 Residency Determination

Chapter Four: Student Services

Procedure Title: Residency Determination
Based On: Board Policies 1 and 2
Procedure Number: 4.03
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; April 13, 2015; January 6, 2016; July 21, 2016, April 4, 2019

It is the responsibility of the Dean of Enrollment Services, with assistance from the Vice President for Finance and Administration, to determine and document residency status.

I. A student may be classified in one of three categories in accordance with his/her stated domicile for purposes of tuition charges:

   A. In-District
   B. Out-of-District
   C. Out-of-State

II. A student will be charged tuition at the rate that corresponds to his/her bona fide domicile.

   A. A domicile means the legal home and place of permanent living of the student, and the intention to make the domicile the permanent home must have been manifested by good faith acts.

   B. The mere physical presence alone is not sufficient evidence of a domicile. The domicile is the legal residence of an individual.

III. The domicile and legal residence of a minor student are the same as that of:

   A. The parents or surviving parent;

   B. The parent to whom custody of the minor has been awarded by a divorce or other judicial decree;

   C. The parent with whom the minor in fact makes his/her home, if there has been separation of parents without a judicial award of custody; or

   D. An adoptive parent, in cases of legal adoption, even though the biological parent/s may be living.

E. A minor emancipated by the law of his domicile or on reaching the legal age of majority has the power which any adult has to acquire a different domicile and a different place of residing; however, his/her prior domicile or origin continues until he or she clearly establishes a new one. Marriage constitutes emancipation of minors, both male and female. For either an adult or an emancipated minor to acquire a new domicile he or she:

1. Must have permanently left his/her parental home;
2. Must have established a legal home (domicile) of permanent character other than for attendance in school;
3. Must have resided for six continuous months as a domiciliary; and
4. Must have no present definite intent of removing there from as of a certain time

F. The domicile of a person is the same as that of his or her spouse as long as he or she lives with him or her.

G. An out-of-state person becomes eligible for out-of-district or in-district tuition status for College tuition purposes following marriage as long as the spouse has been domiciled in Arkansas for six continuous months.

IV. Individuals who are

A. in active military duty or
B. no more than three years past discharge from military service or
C. Dependents (spouse and/or children) of either of the above are eligible for the in-state tuition rate regardless of their residency.
D. Veterans using education assistance under Chapter 31 (Vocational Rehabilitation and Employment-VR&E), Chapter 30 (Montgomery G.I. Bill-Active Duty Program), Chapter 33 (Post 9/11 G.I. Bill), of title 38, U.S.C.
E. Using transferred Post-9/11 G.I. Bill benefits, of title 38, U.S.C or benefits under the Marine Gunnery Sergeant John David Fry Scholarship, of title 38, U.S.C.

4.04 Privacy of Student Records

Chapter Four: Student Services

Procedure Title: Privacy of Student Records
Based on: Board Policies 1 and 2
Procedure Number: 4.04
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; April 13, 2015; November 30, 2015

South Arkansas Community College acknowledges and respects each student's right to privacy with respect to his/her academic records. All student records are handled in confidence. The Dean of Enrollment Services is responsible for maintaining security of student records, and, specifically, for ensuring that the College complies with the expectations of the Family Educational Rights and Privacy Act (FERPA) and the Solomon Amendment.

I. FERPA

A. Compliance – In keeping with FERPA, a student's academic record may be released only to the student, to those whom the student has authorized release, and to certain specific third parties. Students have the right to access, understand, and challenge information contained in their student records. In addition, they may request a hearing to receive a final determination of an issue regarding their student records.

B. Directory Information – The College is authorized to release specific directory information to those who request the information, unless the student specifically asks that the information not be released. Directory Information is defined as:

1. Name
2. Address
3. Telephone number
4. Place of birth
5. Academic major
6. High school attended
7. Non-academic honors
8. Dates of attendance
9. Class schedule
10. Student Classification

C. Restriction of Records - If students do not wish for directory information to be released, they may so indicate on the Registration Form, or submit the request in writing to the Dean of Enrollment Services.

II. The Solomon Amendment

A. Compliance – The Solomon Amendment provides for access to student information by recruiters of the Armed Services. According to this amendment, college and university records offices are required to release information concerning currently enrolled students for the sole purpose of encouraging selective service registration.

B. Restriction of Records – If students do not wish for information to be released to the recruiters of the Armed Services, they may so indicate on the Registration Form, or submit the request in writing to the Dean of Enrollment Services.

4.05 Tuition and Fees

Chapter Four: Student Services

Procedure Title: Tuition and Fees
Based On: Board Policies 2, 4, and 5
Procedure Number: 4.05
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; April 13, 2015; November 30, 2015; July 21, 2016

The amount of tuition charged will be approved each year when the annual budget is approved or earlier if deemed advantageous by the Board of Trustees.

I. The College charges three tuition rates for credit classes in accordance with the residency status of the student:

   A. In-District rate for residents of Union County;

   B. Out-of-District/In-State for residents of Arkansas counties other than Union County; and

   C. Out-of-State for residents of other states.

II. Bona fide Arkansas income taxpayers and their dependents who reside in a county or parish recognized by the Department of Higher Education for reimbursement may enroll at South Arkansas Community College and receive an out-of-state tuition waiver. This waiver is defined as the difference between the costs of I.B. and I.C. above. To receive the lower tuition rate, students must provide proof of the following:

   A. Proof of residence in an eligible county or parish, and

   B. Documentation (W-2 form or copy of Arkansas Income Tax form as filed) of receipt of wages from an Arkansas employer of a minimum of $5,500 in the tax year preceding enrollment, or;

   C. Official verification from an Arkansas employer of current employment at a minimum current year salary of $5,500, or

   D. Documentation that the student is a dependent of a nonresident Arkansas income taxpayer who provides documentation satisfying the conditions of paragraphs (A) and either (B) or (C) above. The institution must keep the above documentation on file in the institution for enrollment audit purposes.

III. Residents of Union, Claiborne, Webster, or Morehouse Parish, Louisiana, who are not eligible for the out-of-state tuition waiver according to the above guidelines will be granted a waiver equal to the difference between out-of-state and out-of-district tuition rates, given their close proximity to the College.

IV. Individuals who are

A. in active military duty, or
B. no more than three years past discharge from military services, or
C. dependents (spouse and/or children) of either of the above

are eligible for in-state tuition rate, regardless of their residency.

V. In those cases in which an employer whose place of business is located in Union County pays his or her employee's tuition, the person will be granted in-district tuition status.

4.05a Test Proctoring Fee

Chapter Four: Student Services

Procedure Title: Test Proctoring Fee
Based On: **Board Policies 2, 4, and 5**
Procedure Number: 4.05a
Date Adopted/Revised: February 6, 2009; May 17, 2010; April 13, 2015

South Arkansas Community College provides test proctoring services for students who need to take exams at the college's Testing Center for courses on campus, online courses, courses at other higher education institutions, and nationally and internationally normed exams.

The Testing Center charges a $15.00 test proctoring fee only for exams that are not required by South Arkansas Community College for entrance into College or one of the college's programs. This fee is to be paid in the College Bookstore and the paid receipt bought to the Testing Center prior to testing.

4.06 Student Insurance

Chapter Four: Student Services

Procedure Title: Student Insurance
Based On: Board Policy 2
Procedure Number: 4.06
Date Adopted/Revised: April 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; April 13, 2015

It is the responsibility of the Vice President for Student Services, in conjunction with the Vice President for Finance and Administration and various program directors, to ensure that required and optional student insurance plans are made available to students. Students who have clinical laboratory experience in health facilities off campus are required to furnish liability insurance at their cost as a condition for admission to clinical areas. In these cases, the College will arrange for liability insurance, collect fees from students, and assure that all students have liability insurance before being allowed to enter a clinical area. The College will not provide accident or health insurance to students unless it is related to a specific educational program. Opportunities for viable and credible insurance plans for students and their families will be made available whenever possible.

4.07 Standards of Student Conduct

Chapter Four: Student Services

Procedure Title: Standards of Student Conduct
Based On: Board Policies 1 and 2
Procedure Number: 4.07
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; June 16, 2014; November 30, 2015; July 21, 2016

I. South Arkansas Community College expects students to conduct themselves as responsible members of the college community and adhere to an appropriate code of conduct and dress (for example, the wearing of scrubs for allied health courses, steel-toed boots for welding classes, and casual business attire for business courses), as stated in course syllabi and program handbooks. Student conduct that interferes with the education of other students, excessive absenteeism, inability to pass required courses, unsatisfactory progress in clinical performance, moral and ethical misbehaviors, poor interpersonal skills, or insubordination may be subject to disciplinary action. All students are obligated to

A. assume responsibility for their actions;

B. respect the rights of others;

C. conform to the reasonable rules of conduct;

D. protect private and public property; and

E. make effective use of their time in securing the benefits of a college education.

Some of the selective-admission health-science programs have specific criteria regarding student conduct. In these matters, students are encouraged to refer to individual program policies.

II. Student Rights

A. The College recognizes the basic rights of the individual and provides guarantees to the students that grow out of the fundamental conceptions of fairness implicit in procedural due process.

B. Students have the right to appeal any decision made by the College if they believe that the decision is unjust or arbitrary.

III. Non-Academic Offenses Subject to Disciplinary Action

(This list is not exhaustive)

A. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or instruments of identification.

B. Furnishing false information or misrepresenting information to the college.

C. Threatening, attempting to commit, or committing physical harm to any person on college-controlled property.

D. Damage, destruction, theft of personal or college property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, or robbery. College property also includes computers.

E. Unlawful possession, use, or distribution of illicit drugs and alcohol on college property or at college-controlled activities.

F. Unauthorized possession or use of weapons, firearms, knives, and fireworks on college-controlled property.

G. Disorderly conduct, violent or drunken behavior; the use of abusive or obscene language on college property; or reporting to the campus under the influence of illicit drugs or alcohol.

H. Demonstrations or other interference of activities or functions of the college.

I. Failure to comply with directions of college officials acting in the performance of their duties.

J. Unauthorized presence on or use of college premises, facilities, or property.

K. Making unwelcome sexual advances toward another student or college employee, including, but not limited to, stalking, date violence, sexual

harassment, or sexual assault.

L. Selling or peddling items on college property without permission.

M. Violation of the college policy regarding Internet use.

N. Any action that interferes with the educational process or the education of an individual.

IV. Disciplinary Procedures and Actions

The disciplinary procedures of SouthArk are designed to be a part of the learning process and normally cover a wide range of disciplinary actions, including probation and dismissal. In order to protect the educational process of the College and, at the same time, to protect the rights of all students, the College has authority to develop and enforce rules and to impose discipline on students who violate rules and regulations.

4.08 Computers and Acceptable Use - Students

Chapter Four: Student Services

Procedure Title: Computers and Acceptable Use – Students
Based On: Board Policies 1 and 2
Procedure Number: 4.08
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; April 13, 2015; November 30, 2015

I. South Arkansas Community College provides computer technology, including Internet access, for educational purposes and to facilitate other activities necessary for the efficient operation of the institution. The College intends that this technology will be used in a manner which

   A. is conducive to learning

   B. is free of illegal acts

   C. shows respect for the rights and dignity of others

II. The intent of this policy is to define broad categories of use that are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on the guidelines in this policy, South Arkansas Community College officials may at any time make determinations that specific uses are or are not appropriate or acceptable.

III. It is not acceptable to use the College's computer equipment or facilities to

   A. transmit or receive materials for any illegal purpose or act

   B. transmit or receive harassing, indecent, obscene, discriminatory, or fraudulent materials or messages

   C. transmit or receive any materials in violation of either state or federal laws (e.g., copyright laws)

   D. send fraudulent or forged email messages using the account of another person

   E. use the account or password assigned to another person to gain access to College equipment, files, or the network

F. damage, destroy, interfere with, or disrupt the operation of College-owned and -operated programs and/or equipment

G. use technology for any partisan political purposes

H. use technology for any commercial pursuits or activities

IV. The use of South Arkansas Community College computer technology is a privilege extended to all users, including faculty, staff, administrators, and students. Inappropriate or unacceptable use of this technology may result in loss of this privilege.

A. College agents may monitor information on the College computer network or on individual computers or computer systems; complaints of possible inappropriate or unacceptable use will be investigated. If faculty members, computer systems administrators, or other administrative staff, in the performance of their duties, discover something which, in their opinion, is a flagrant violation of acceptable use policy, those persons have authority to immediately suspend the computing privileges of the offender, pending a formal investigation by the Chief Information Officer.

B. Complaints regarding violations of acceptable use policy should be addressed to the Chief Information Officer.

C. In investigating such complaints, the Chief Information Officer will consult with appropriate College officials.

D. Following the investigation of a complaint, the Chief Information Officer will inform the complainant of the results of the investigation and explain what action, if any, was taken by the College.

E. The results of this investigation will be turned over to the Vice President for Student Services for disciplinary action, if appropriate.

V. In resolving complaints of unacceptable use, the College may invoke sanctions against the offender, which may range from verbal warnings to expulsion or suspension for students, depending on the circumstances of each incident.

VI. Students who believe they have been treated unfairly may appeal through the appropriate appeals procedures set forth in the College Catalog.

VII. South Arkansas Community College makes absolutely no warranties of any kind, either express or implied, for the services it provides.

A. The College will not be responsible for any damages suffered by users. Such damages include, but are not limited to, any loss of data that results from delays, non-deliveries, mis-deliveries, or service interruptions caused by either its own negligence or user errors and/or omissions.

B. Any and all use of any of the information obtained via the Internet is at the user's own risk. South Arkansas Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services.

VIII. The user agrees to indemnify and hold harmless South Arkansas Community College, the College Board of Trustees, individual trustees, agents, and employees of the College from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the College's hardware, software, and network facilities. This indemnity will include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

4.09 Establishment of Student Clubs and Organizations

Chapter Four: Student Services

Procedure Title: Establishment of Student Clubs and Organizations
Based On: Board Policies 2 and 3
Procedure Number: 4.09
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; April 13, 2015; November 30, 2015; July 21, 2016

South Arkansas Community College supports and promotes student organizations and clubs that serve the interests of both the students and the College.

I. Student groups that seek official designation/recognition as a club or organization must be approved by the Vice President for Student Services, who works in conjunction with the Student Services Committee.

II. The Vice President for Student Services and the Recruitment and Student Activities Specialist or designee are responsible for oversight of club/organization activities.

III. Students who wish to establish a club/organization on campus should submit the following information to the Vice President for Student Services for consideration and approval. The Vice President for Student Services will take the request to the Student Services Committee for action.

   A. Name of the organization

   B. A declaration of the purpose, goals, activities, membership requirements, constitution, and bylaws

   C. Name/s of the faculty or staff sponsor/s

   D. At least five signatures of potential members (must be current SouthArk students enrolled in a minimum of 6 SCHs)

IV. Most student clubs and organizations are open to all students.

   A. Some clubs and organizations focus on specific programs or majors.

   B. Others, such as Phi Theta Kappa Honor Society, have selective membership based on local, state, or national criteria.

C. Students interested in joining a club or organization should contact the club sponsor or the Student Services office.

D. A complete listing of active clubs and organizations can be found in the Catalog.

4.10 Student Activities

Chapter Four: Student Services

Procedure Title: Student Activities
Based On: Board Policies 2 and 3
Procedure Number: 4.10
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; July 7, 2015

I. It is the responsibility of the Vice President for Student Services, in conjunction with the Recruitment and Student Activities Specialist, to oversee activities that are initiated by students and student groups.

II. Students and student groups may schedule an activity, event, or fund raiser with approval by the Recruitment and Student Activities Specialist.

III. Student Ambassadors

A. Student Ambassadors are designated to represent the College at functions and scheduled activities, and provide assistance and leadership for the College when needed.

B. In exchange for their efforts to promote the College, Student Ambassadors are awarded full tuition scholarships and a part-time work assignment on campus.

IV. Gymnasium. College employees and their immediate families and college students may use the gym and weight room for approved functions during times when the gym is available and not otherwise scheduled. The following guidelines will apply:

A. An employee and/or student should determine the availability of the gymnasium by contacting the Chief Fiscal Officer.

B. Each semester, the Chief Fiscal Officer will post a schedule for open access for the gym. The gym will be supervised by a student worker.

C. If an employee wishes to have non-student guests, he or she must schedule the usage with the Chief Fiscal Officer. The Chief Fiscal Officer will determine whether such usage will be considered to be employee usage or will be charged as an outside user.

D. Campus Security is responsible for locking doors from the inside when using the gym and/or turning off all gym lights, closing and locking all windows, and locking both entrance doors when leaving.

E. The South Arkansas Community College gym is a high usage building, and not all persons requesting to use it can be accommodated.

V. Intramurals. Intramurals provide students with an opportunity to be involved in sports and fitness. Activities such as basketball or volleyball are available when student coordination can be arranged.

A. Participation in intramurals is free of cost, and all students are encouraged to participate.

B. A current I.D. must be shown at the door before participating in intramurals.

4.11 Student Recognition

Chapter Four: Student Services

Procedure Title: Student Recognition
Based On: Board Policies 2 and 4
Procedure Number: 4.11
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 17, 2010; July 7, 2015; March 29, 2016

It is the responsibility of the Vice President for Student Services and the Student Services staff to promote the acknowledgment and recognition of student success. Such recognition includes the following:

I. Student Recognition Ceremony

A. The Student Services Committee, in cooperation with the Vice President for Student Services, is responsible for planning and executing the Student Recognition Ceremony each fall and each spring semester.

B. The objective of the ceremony is to recognize students for outstanding achievement and service to the College.

II. Who's Who among Students in American Universities and Colleges

A. Students are chosen for this honor by a vote of the faculty in a process coordinated by the Student Services Committee.

B. Students are selected based on their academic achievements, service to the community/school, leadership in extracurricular activities, and future potential.

C. Students who receive this distinction are recognized at the Student Recognition Ceremony in the spring semester.

III. Arkansas Community Colleges (ACC) Academic All-Star

A. The Student Services Committee coordinates a selection process to choose a student for this recognition and the receipt of a $500 scholarship, paid for by the SouthArk Foundation.

B. Minimum eligibility requirements include the following:

1. Arkansas resident
2. Enrolled in a public two-year college and expected to continue enrollment through at least the fall of the selection year
3. Completed a minimum of 24 credit hours in pursuit of an associate degree by June 1 of the selection year
4. Cumulative grade point average of 3.25
5. Demonstrated involvement in campus and/or community activities
6. Intent to graduate from the nominating college with an associate degree by the summer following selection
7. Signed letter of support from at least two faculty members

C. Students who receive this distinction are recognized at the Student Recognition Ceremony in the following spring semester.

IV. Pinning and Lighting Ceremonies

The achievements of students completing selected allied health programs are honored in these ceremonies.

V. Graduation and Commencement

A. At the end of the fall, spring, and summer terms, Commencement is held to recognize all students who have completed or are scheduled to complete the graduation requirements of a College program of study within the academic year. All graduates are strongly encouraged to participate.

B. To be entitled to walk at Commencement, students must apply for graduation in the Registrar's Office, pay a graduation fee, and confirm participation in the Commencement exercises in accordance with dates posted on the academic calendar.

4.12 Veteran Priority of Service

Chapter Four: Student Services

Procedure Title: Veteran Priority of Service
Based On: Board Policies 1 and 2
Procedure Number: 4.12
Date Adopted/Revised: September 29, 2015; November 30, 2015; July 21, 2016

This policy establishes guidelines for meeting priority of service for student veterans and eligible spouses. South Arkansas Community College employees who select students for a qualifying program or who manage waitlists are responsible for maintaining compliance with this policy. Further, employees admitting students into qualifying programs or managing a wait list will work with the college's VA Certifying Official to verify the applicants' eligibility and provide priority of service to qualifying applicants. Affected persons self-identify and request priority of service.

I. Persons Affected

A. A student who is a veteran

B. The spouse of a veteran who meets any of the following criteria:

1. Spouse of a living veteran who

i. at the time of application for priority of service is listed in one or more of the following categories for a total of 90 days:

a. missing in action
b. captured in the line of duty by a hostile force
c. forcibly detained or interned in the line of duty by foreign government or power

ii. has total disability resulting from a service-connected disability as evaluated by the Department of Veterans Affairs

2. Spouse of a deceased veteran who

    i. died of a service-connected disability
    ii. died with a service-connected disability as qualified by Veterans Affairs

II. The policy of South Arkansas Community College is to ensure the following: The College

A. Provides priority of service for eligible veterans and their spouses.

B. Abides by federal and state grant requirements regarding veteran priority of service. This policy includes all programs fully or partially funded by federal or state grants requiring veteran priority of service.

C. Abides by all federal, state, and local laws regarding veteran priority of service.

III. Definitions

A. **Veteran.** Someone who has served at least one day in active military, naval, or air services, and who was honorably discharged or released under conditions other than dishonorable.

B. **Priority of Service.** Persons affected are entitled to precedence over non-affected persons in qualifying programs. The college may provide them access to a service or training earlier if access is limited, instead of or before non-affected persons. In the case of a waitlist, priority of service is intended to require an affected person to advance up the waitlist ahead of non-affected persons.

1. Persons affected must still meet the program eligibility requirements. When "lowincome" is a program qualification, the college must disregard any active duty military pay, allowances, or disability or survivor benefits when determining income levels.

2. Priority of service is not used to bump a non-affected person who has already been approved for funding and enrolled into a program.

3. The college may set priority of service application deadlines consistent with acceptance and enrollment deadlines that all students must follow.

C. **Qualifying Program.** Any workforce preparation, development, or delivery program or service directly funded, in whole or in part, by the U.S. Department of Labor.

4.13 Student Absence Policy

content

4.14 DACA Procedures

Chapter Four: Student Services

Procedure Title: DACA Procedures
Based On: Board Policy X
Procedure Number: 4.14
Date Adopted/Revised: November 7, 2019

I. In order to be eligible for in-state tuition under Arkansas Code Ann 6-60-215, students must provide documentation to satisfy the requirements of A, B, or C listed below.

A. Student has immigrated to the United States and has verified legal presence in the State of Arkansas. Acceptable documentation certifying citizenship/country of birth may include:

1. Passport

2. Employment Authorization Document Card

3. Permanent Resident Card

4. Unexpired Immigrant Visa

5. Additional form of verification may be accepted at the discretion of the institution.

B. Student or parent holds a Federal Form I-766 United States Citizenship and Immigration Services issued Employment Authorization Document, known as a work permit. Required documentation includes:

1. Unexpired Employment Authorization Card issued to the students.

2. Unexpired Employment Authorization Card issued to the parent and documentation, such as birth certificate, verifying the parent-child relationship.

C. Student has requested and been approved for an exemption under Deferred Action for Childhood Arrivals. Exemption must be current. Required documentation includes:

1. Form I-797, Notice of Action addressed to the student that specifies “Case Type” Consideration of Deferred Action for Childhood Arrivals” and “Notice Type: Approval Notice (which has not expired the two (2) year validity)”.

II. If the student is able to provide proper documentation to establish that he/she meets one of the above requirements, the student must also provide documentation to satisfy the requirements of both A and B listed below.

A. Student must be a graduate of an Arkansas public or private high school or must have earned an Arkansas high school equivalency. Required documentation includes one of the following:

1. Official high school transcript from an accredited Arkansas public or private institution indicating a graduation date and final grade point average.

2. Graduate Equivalency Diploma (GED) certificate and scores issued by the Arkansas Department of Career Education or other appropriate state agency.

B. Student must have resided in the State of Arkansas for at least three (3) years at the time of application for admissions. Acceptable documentation may include but are not limited to any of the following:

1. Official high school transcript from an accredited Arkansas public or private institution indicating continuous enrollment at the institution for three (3) years previous to the date of application or admissions.

2. Billing history indicating in state residence for at least three (3) years before the date of application for admissions.

3. Driver's license or state identification card issued in the State of Arkansas at least three (3) years previous to the date of application for admission.

4. Notarized letter from an employer or landlord verifying Arkansas resident's status at least three (3) years previous to the date of application for admission.

5. Other form of verification may be accepted at the discretion of the institution.

III. Students indicating DACA status upon application for admission will be coded as out-of-state, out of district for tuition and billing purposes. Upon receipt of verifying documents, students will be coded as in-state, out-of-service area for tuition and billing purposes.

5.01 Budget Development and Monitoring

Chapter Five: Fiscal Affairs

Procedure Title: Budget Development and Monitoring
Based on: Board Policies Nos. 4, 5, and 7
Procedure Number: 5.01
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

I. South Arkansas Community College's Educational and General financial operations will be governed by the annual budget that runs from July 1 through June 30.
   A.
      A. The budget will be drawn and administered in accordance with all applicable laws and regulations.

      B. The Board must be presented a balanced budget, based on the latest revenue forecasts from the State of Arkansas Department of Finance and Administration and local revenue estimates.

      C. The President will recommend the operating budget to the Board during the May meeting each year.

      D. The budget, when approved by the Board, provides the authorization to expend funds and collect revenues as set forth therein.

      E. After approval of the budget by the Board, the President will be responsible for its execution.

      F. Budget request forms will be completed by each segment of the institution and submitted through the appropriate administrators.

      G. Each administrator will be responsible for monitoring the budget items under his or her control and insuring that the budget is not exceeded without proper approval.

H. The budget may be amended by the Board during the fiscal year.

II. The budget will contain a contingency fund from which the President may authorize transfers to accommodate unforeseen needs.

A.

A. The President and the Vice President for Finance and Administration are is authorized to transfer funds between budget areas.

B. The President is directed to establish procedures and forms for making transfers and for using contingency funds.

III. The base salaries of individuals included in the budget developed in May of each year will be the salaries for the upcoming fiscal year unless changed by the President. A contingency fund may be used to give raises during the year if permitted by state guidelines.

IV. Significant changes in income will be reported to the Board of Trustees.

5.02 Banking and Investments

Chapter Five: Fiscal Affairs

Procedure Title: Banking and Investments
Based on: Board Policy No. 5
Procedure Number: 5.02
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

General Operating Cash Funds and certain other cash funds held by and/or for South Arkansas Community College will be placed with a depository institution according to the following procedures and practices.

I. Interest-bearing time deposits and demand deposits will be placed with a single depository institution on the basis of competitive bids for up to a seven (7) year period, ending June 30.
II. The rate bid on interest bearing time deposits will be primary in selecting the successful bidder.
III. Institutions eligible to submit bids are state and national banking and savings and loan corporations located in the State of Arkansas, the deposits of which are insured by the Federal Deposit Insurance Corporation.
    A. Bidders must have or arrange to have a depository location in El Dorado, Arkansas.
    B. All deposits of the College must be secured by collateral or surety bond.
    C. The depository bank will be expected to provide the College with the same account options for demand-deposits as are available to all other customers.
    D. The College reserves the right to place funds in either time deposits or demand deposits based upon the best interests of the College.
    E. The College reserves the right to invest in U.S. Treasury Bills or U.S. Treasury Notes. The depository bank is obligated to assist the College in making such investments at no charge for the services.
    F. Accounts placed in trust with a depository institution by official Board of Trustees action are excluded.
    G. As authorized under Arkansas Ann. Stat. Sec. 67-524, all deposits are to be secured by a pledge of the financial institution's assets in such a manner as to confer a preferred status on the College's funds.
    H. This collateralization will be accomplished according to the following:
        1. Basis of valuation of collateral: Market Value
        2. Pledging ratios: 100%
        3. Eligible Collateral:
        4. Direct obligations of the United States Government

5. Obligations guaranteed by the United States and those of federal agencies
6. Direct Obligations of the State of Arkansas

I. Eligible Custodians:
1. The Federal Reserve Bank
2. Branch(s) of the Federal Reserve Bank
3. Correspondent bank(s)
4. The Federal Home Loan Bank

J. Pledge Agreement

1. A pledge agreement, safekeeping receipt, will be issued to the College which conforms to the conditions above and includes the following provisions:
    a. The depository bank's affirmation that it has the power to pledge collateral,
    b. The certification that the pledged collateral is in the possession of the name custodians' agency,
    c. A clear indication that the custodian has responsibilities of safekeeping and accounting, and
    d. Authorization for the custodian to deliver the collateral to South Arkansas Community College in the event that the deposit is not paid and ordered.
2. In lieu of the above collateralization requirement, the financial institution may have the option of submitting a surety bond signed by the bank and some surety company authorized to do business in the State of Arkansas.
3. The financial institution's eligibility for deposits and/or investments will be restricted to the time limits and stated dollar limits of the surety bond as stated in the depository and/or investment depository contract.
4. The value of the surety bond may rise and fall from day to day so long as all deposits of the College are fully and wholly protected.

5.03 Designated Procurement Official

Chapter Five: Fiscal Affairs

Procedure Title: Designated Procurement Official
Based on: Board Policies Nos. 5 and 7
Procedure Number: 5.03
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; March 29, 2010; May 5, 2015

South Arkansas Community College follows state procurement laws and regulations in making all purchases.

I. The South Arkansas Community College Procurement Director was designated as the Agency Procurement Official after a review was made by the State Procurement Director of the detailed purchasing procedures utilized by the College. Copies of these detailed procedures are available in the Business Office.
   A.
      A. Purchases may be made only by the Agency Procurement Official on the open market through quotation bids, through sealed bids, or by authorized procurement cards.

      B. Persons wishing to make purchases should be aware of the time entailed in the different types of purchases.

      C. An open-market purchase may be made from any vendor if the purchase is $10,000 or less and the items being purchased are not included on a state contract or fall under the regulations of the State Printing Office.

      D. Items costing more than $10,000 but less than $50,000 may be purchased utilizing quotation bids.

      E. Written bids provided by fax or e-mail are acceptable but must be secured from at least three vendors. Information must include the name and address of the company; the date the bid is given; and the name of the person giving the bid.

      F. Sealed bids are required for any purchase exceeding $50,000 and must be advertised in the newspaper and sufficient time must be allowed for vendors to respond. The time and place of bid openings are announced in the advertisement for bids and all bid openings are open to the public.

II. The following is a brief outline of the required requisition procedures to be utilized in purchasing supplies, equipment, or services. The dollar limitations listed may be changed by State legislation.

A.

A. Date Submitted
B. Department/account number to be charged
C. Date Needed
D. Description of the item or items with enough detail to order the item(s)
E. Quantity needed
F. Estimated Price
G. Suggested Vendors
H. Electronic signature of supervisor/Vice President
I. Where the equipment will be located

III. Items costing $25 or less may usually be purchased using money from the Petty Cash Fund. Since some strictures still apply, a person wishing to make Petty Cash purchases should contact the Business Office for clearance before making the purchase.

5.03a Procurement Authorization

Chapter Five: Fiscal Affairs

Procedure Title: Procurement Authorizations
Based on: Board Policies No. 5 and No. 7
Procedure Number: 5.03a
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

South Arkansas Community College follows state procurement laws and regulations in making all purchases.

I. The South Arkansas Community College Procurement Director was designated as the Agency Procurement Official after a review was made by the State Procurement Director of the detailed purchasing procedures utilized by the College. Copies of these detailed procedures are available in the Business Office.
   A. Purchases may be made only by the Agency Procurement Official on the open market through quotation bids, through sealed bids, or by authorized procurement cards.
   B. Persons wishing to make purchases should be aware of the time entailed in the different types of purchases.
   C. An open-market purchase may be made from any vendor if the purchaser is $10,000 or less and the items being purchased are not included on a state contract or fall under the regulations of the State Printing Office.
   D. Items costing more than $10,000 but less than $50,000 may be purchased utilizing quotation bids.
   E. Written bids provided by fax or e-mail are acceptable but must be secured from at least three vendors. Information must include the name and address of the company; the date the bid is given; and the name of the person giving the bid.
   F. Sealed bids are required for any purchase exceeding $50,000 and must be advertised in the newspaper and sufficient time must be allowed for vendors to respond. The time and place of bid openings are announced in the advertisement for bids and all bid openings are open to the public.

II. The following is a brief outline of the required requisition procedures to be utilized in purchasing supplies, equipment, or services. The dollar limitations listed may be changed by State legislation.
   A. Date Submitted
   B. Department/account number to be charged
   C. Date Needed
   D. Description of the item or items with enough detail to order the item(s)

E. Quantity needed
F. Estimated Price
G. Suggested Vendors
H. Electronic signature of supervisor/Vice President
I. Where the equipment will be located

III. Items costing $25 or less may usually be purchased using money from the Petty Cash Fund. Since some strictures still apply, a person wishing to make Petty Cash purchases should contact the Business Office for clearance before making the purchase.

5.03b Purchase of Uniforms and Clothing

Chapter Five: Fiscal Affairs

Procedure Title: Purchase of Uniforms and Clothing
Based on: Board Policies No. 5 and No. 7
Procedure Number: 5.03b
Date Adopted/Revised: September 2, 2008; May 5, 2015; July 22, 2016

The College does not furnish uniforms to all employees and will pay for uniforms and clothing only when the College policy requires the employee to wear uniforms or other logo clothing for special events.

The following is a list of approved uses for uniforms and logo clothing:

I. The Director of the Physical Plant may require maintenance and custodial staff to wear uniforms.

II. The College recruiter may provide logo clothing to recruiting staff members and students helping with recruiting.

III. The Vice President for Academic Affairs may require some instructors such as Automotive, Welding, Truck Driving, etc. to wear uniforms.

IV. Other persons or groups as approved by the President or his/her designee.

V. Campus security personnel are required to wear uniforms to ensure their visibility on campus.

5.03c Hiring of Contractors

Chapter Five: Fiscal Affairs

Procedure Title: Hiring of Contractors
Based On: Board Policies 5, 7, and 21
Procedure Number: 5.03c
Date Adopted/Revised: July 23, 2007

In order to follow IRS regulations concerning the hiring of contractors to perform services, the following procedure has been established:

An incorporated firm that is offering services to the general public or other firms may be classified as a contractor. The Determination of Employee or Independent Contractor form will be completed for proposed contractors that are not incorporated.

The following documentation should be obtained for all contractors:

1.
   I. A written contract or purchase order outlining the work to be done and the payment schedule

   II. A completed W-9 Form

   III. A certificate of worker's comp coverage or a State of Arkansas non-coverage certificate

The employment of contractors is subject to State of Arkansas purchasing regulations.

5.04 Travel Administrator/Supervision Designation

Chapter Five: Fiscal Affairs

Procedure Title: Travel Administrator/Supervision Designation
Based On: Board Policy
Procedure Number: 5.04
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

The President is the designated travel administrator for South Arkansas Community College and the Chief Fiscal Officer is the designated Travel Supervisor. The Travel Supervisor may designate alternate Travel Supervisors as needed. The Travel Administrator and the Travel Supervisor are responsible for insuring that all institutional and state travel regulations are observed.

5.04a Travel Reimbursements

Chapter Five: Fiscal Affairs

Procedure Title: Travel Reimbursement
Based on: Board Policies Nos. 3 and 7
Procedure Number: 5.04a
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; March 31, 2014; September 24, 2015; May 3, 2019

I. The Department of Finance and Administration establishes the daily allowances for travel reimbursement for lodging and meals and the rate of reimbursement for mileage for the use of a private vehicle.
    A. The daily maximum allowable rates for both in-state and out-of-state travel is published by DF&A on the Federal Travel Directory at www.gsa.gov.
    B. The mileage reimbursement is set at a rate mandated by DF&A which is published on SouthArk's website at www.southark.edu. It is updated as revisions are announced by DF&A.
II. To be eligible for a full-day travel allowance, the employee must leave prior to 6:00 a.m. and be away from the College for a minimum of 24 hours.
III. No reimbursement will be made for meals when overnight lodging is not required.
IV. Employees must submit detailed receipts for:
    A. Lodging
    B. Registration Fees
    C. Gas
    D. Emergency repairs
    E. Tolls
    F. Car rentals
    G. Any common carrier
    H. Expenses for Non-State employees
    I. Restaurant receipts for claimed meals
V. A traveler may not request reimbursement for:
    A. Personal entertainment
    B. Valet Service
    C. Flowers
    D. Laundry
    E. Cleaning
    F. Alcoholic Beverages
VI. Reimbursement may only be claimed for actual expenses for meals and lodging as mandated by DF&A.
    A. The maximum reimbursement may be claimed only if actual expenditures for meals and lodging exceed the daily maximum allowed.
    B. Sales tax may be claimed with meals and lodging actual expenditures, not to exceed daily maximum allowed.

VII. State travel regulations allow the head of an institution to waive the maximum reimbursement limit by writing a justification to support each exception.
    A. The President must approve the individual's Travel Authorization to allow him/her to exceed the maximum allowed for lodging reimbursement.
        1. The full cost of lodging will be allowed if the traveler stays in the hotel or recommended overflow hotel where the meeting or convention is being held and requests the least expensive room available.
        2. Copies of requests for housing should be kept and submitted with requests for reimbursement.
        3. If a hotel is not designated as a convention hotel, the traveler should seek a hotel in a cost efficient manner.
        4. If the lodging exceeds the daily maximum, the President must approve the lodging cost before the trip is taken.
    B. The guidelines below will be followed in determining the amount of expenditures allowed for lodging when a waiver is granted.

VIII. The maximum that an employee may request in reimbursement for meals taken within the state and in border cities will be set by the state and may be claimed only if the expense of meals has actually been incurred.
    A. The maximum daily allowable for meals and lodging is published by DF&A in the Federal Travel Directory at www.gsa.gov under the Per Diem tab. The Federal Travel Directory includes an incidental expense which is not allowed by the state.
    B. The Business Office Travel Supervisor can provide travelers with meal and lodging allowances for both in-state and out of state travel. Travelers can locate the rates at gsa.gov on the federal per diem website.

IX. The state travel regulations require that request for reimbursement for meals when all three meals are not taken during a travel day are "reasonable and proportionate."
    A. The College will allow some flexibility by defining "reasonable and proportionate" as not exceeding 35 percent of the total daily allowance for breakfast, 35 percent for lunch, and 60 percent for dinner.
    B. The Department of Finance and Administration does not allow the President to write waivers that allow travelers to exceed the daily meal allowance amounts.

X. Usually, the individual may only claim travel reimbursement for himself or herself.
    A. Persons traveling with students or other guest of the State should discuss travel plans with the Chief Fiscal Officer prior to travel in order to assure reimbursement.
    B. Travel regulations do not allow reimbursement for family members who travel with an employee, therefore a single rate should be

secured from the hotel when family members accompany the traveler.

C. All motel receipts must be in the traveler's name.

D. Employees may share a room and divide the lodging costs to reduce travel expenses.

XI. The preferred manner of ground transportation is utilizing a SouthArk fleet vehicle or a rental vehicle procured through the state vehicle rental contract. . As soon as a trip is planned, a trip optimizer should be utilized to determine the most economical mode of travel (for the College) between taking a SouthArk fleet vehicle, renting a vehicle or using a personal vehicle. Travelers not using the State contracted agency will be reimbursed at the State contract rates. The amount of reimbursement for the use of a personal vehicle will be determined by the shortest major highway route as shown by an official Arkansas highway map for Arkansas travel or other maps for out-of-state travel. An official Trip Optimizer form must be completed and submitted with the reimbursement form if requesting a personal reimbursement. The employee using their own vehicle will only be reimbursed the lesser of the cost of the rental vehicle or the personal vehicle reimbursement amount as determined by the trip optimizer.

A. Vicinity mileage may be claimed, but it must be listed separately on the TR-1 form.

B. The College will not be responsible for the following items when private vehicles are used:

1. Fines
2. Parking Tickets
3. Other costs involved in any law violations

C. Travelers using private vehicles are responsible for:

1. Gasoline Purchases
2. Repairs
3. Maintenance

XII. The Office of Risk Management requires that all traffic violations while on College business be reported to the President.

XIII. When airline travel is required, the traveler must utilize coach accommodations and should attempt to utilize discount air fares.

A. The individual will make travel arrangements and purchase tickets. If he/she wishes that these charges be billed directly to the College or charged to the College's credit card, he/she must enter a purchase order for the charges being made.

B. Individuals may make their travel arrangements only after having their travel approved.

C. To be reimbursed for travel, the traveler must complete a TR-1 form supported by receipts and submit it to the Business Office Travel Supervisor.

D. The Official Station for any traveler who lives in El Dorado will be El Dorado.

E. Travelers who live outside El Dorado should contact the Business Office to determine the Official Station to be listed since special travel regulations apply.

XIV. All reimbursements for a fiscal year will be submitted no later than 30 days after the approved travel is completed. Extensions to the 30 day rule for submission of the travel report (TR-1) must be approved by the Travel Administrator (President). Any travel between June 15 and June 30 should be submitted within two business days after return to work. No reimbursement of travel will be processed after July 15 of a new fiscal year for the previous fiscal year.

XV. Each traveler, regardless of whether they are requesting reimbursement or traveling with another employee, should have their own individual travel authorization submitted and approved prior to departure.

XVI. Between campuses, in town, local vicinity travel or clinical travel should have an approved travel authorization in order to claim reimbursement. If this is done on a routine basis, a blanket travel request by month, semester or year can be considered.

XVII. A travel authorization is required prior to travel to be considered for reimbursement. In no case, should a traveler leave their workplace without an official approval by the travel administrator before departure. Entry of a requisition does not constitute approval.

5.04b Travel Authorization and Accounting

Chapter Five: Fiscal Affairs

Procedure Title: Travel Authorization and Accounting
Based on: Board Policies 3 and 7
Procedure Number: 5.04b
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; September 24, 2015

I. The College will provide a College vehicle, when possible, for all official travel for the College except as noted in the travel between campuses section of this manual.
II. When College transportation is not available, individuals may be reimbursed for using their private vehicles or utilize a rental vehicle as described in APM 5.04a (XI).
III. Travel authorizations should be processed electronically no less than 3 weeks prior to travel or to deadlines for registration or lodging, whichever is sooner. This will allow for reasonable processing of appropriate requisitions and actual booking of appropriate travel requirements. All airfare plans must be booked no less than 2 1/2 weeks prior to departure or written justification must be submitted regardless of how it is paid. Any travel less than 3 weeks prior to travel deadlines can result in individual paying and requesting reimbursement as long as proper authorizations are in place prior.
IV. Travel reimbursement forms are available on the College's website, and must be completed by the traveler and submitted to the traveler's Chief Officer or designee for approval in all cases.
V. If a person wishes to assure a state vehicle at a particular time for local travel, he/she may complete a request for it.
    A. A Governor's Policy Directive requires that the President approve any out-of-state travel.
    B. When travel requests are received by the Business Office, a College vehicle will be reserved and a copy of the employee's travel request form will be returned to the employee.
    C. If a College vehicle is not available, the Business Office will contact the traveler to make other arrangements.
    D. Keys are available from the Business Office on the West Campus. Credit cards are to be kept in the individual vehicle front storage compartment and utilize security PIN numbers based on Fleet Program and Office of State Procurement policies.
    E. A person using a private vehicle must have liability insurance in accordance with at least the minimum as set by state statutes.
    F. Proof of insurance must be filed with the Travel Supervisor before a privately owned vehicle may be used for College business.

G. Vehicle log sheets are in each vehicle and must be recorded for each trip including in-town and between campuses.
H. Information from these log sheets is used to complete reports to the State Motor Vehicle Section.

VI. The College reserves the right to deny persons authority to drive College vehicles. In order to operate a College vehicle, employees must:
A. Complete an Acceptance of Privilege to Operate a State Vehicle form
B. Furnish a copy of their driver's license
C. Consent to allow the institution or its insurance carrier to verify their driving record
D. Wear seat belts while traveling on state business
E. Not exceed the point total set by the State of Arkansas

VII. The Travel Supervisor will provide College travelers with College credit cards which:
.
A. Should be used only at the stations of the issuing card company
1. Vehicle repairs that cost more than $100 should be approved by the Business Office before granting approval to a vendor or repair person to proceed with the service or repair.
2. Credit card receipts must indicate the vehicle license number, gallons purchased, price per gallon, and total cost.
B. May be used for gasoline, oil, minor vehicle repairs or maintenance items
C. Should be used to purchase gasoline from self-service stations or from the service station with the lowest available cost.
D. May not be used for lodging or other purchases.
E. Travelers should not pay themselves and ask for reimbursement.
F. Fuel cards are not to be used for personal vehicles.
G. Specially identified fuel cards are to be used for rental vehicles and maintenance off-road fuel purchases.

VIII. Insurance cards and vehicle registration certificates have been placed in the glove compartments of College vehicles. All accidents or breakdowns involving College vehicles should be:
.
A. Reported to the Chief Fiscal Officer, 862-8131, as soon as possible.
B. If an accident occurs involving a state vehicle, law enforcement officials should be notified in order to have an accident report available for the insurance company.
C. If a state vehicle involved in a wreck in Pulaski County and cannot be driven from the site of the accident, make arrangements to have the vehicle towed to State Marketing and Redistribution at 6620 Young Road, Little Rock, (565-8645).

D. If the wreck occurs outside of Pulaski County, arrange to have the vehicle towed to a state facility (such as a vocational-technical school), if one is within 20 miles of the accident. If none is nearby, the vehicle may be taken to a private business.

IX. If a traveler has mechanical problems or finds a state vehicle in need of maintenance, he/she should report the services needed to the Director of the Physical Plant.

X. Travelers who plan to leave before 7:00 a.m. or return after 9:00 p.m. may request permission from the Travel Supervisor to keep a vehicle overnight. Otherwise all vehicles must be housed on campus at night unless specific exemptions have been received from the Governor's Office or vehicles are used for student transportation and are kept by the drivers for the route.

5.04c Assignment of Vehicles

Chapter Five: Fiscal Affairs

Procedure Title: Assignment of Vehicles
Based on: Board Policies Nos. 3 and 7
Procedure Number: 5.04c
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

I. Governor's Policy Directive 3.4 states that "All State Departments and Agencies will place stringent control on the use of State-owned vehicles to ensure that they are used for 'official use only'."

A. All employees will have the option of using pooled vehicles rather than personal vehicles for official business when possible in order to increase utilization and decrease costs of reimbursement.

B. Use of personal vehicles for official State business will be approved by the appropriate supervisors.

C. In keeping with this policy, the following guidelines are established:

1. Travel between campuses will be as outlined in Policy 4.4 (5)

2. If a traveler wishes to use a personal vehicle for out-of-town travel, reimbursement will be made at the rate per mile mandated by the Department of Finance and Administration based upon the shortest highway distance between cities as shown on official maps. Current mileage reimbursement rate is published at www.southark.edu. See policy 5.04a on requirements for personal reimbursement us. rental car use.

3. If several employees are traveling to the same meeting or conference, the College will require that all vehicles carry at least three people before private car mileage is reimbursed.

4. Before using a personal vehicle for state business, the traveler must have a current insurance certificate on file in the Business Office and the College must receive the individual's driving record from the state which indicates the driver meets the state guidelines.

5. The College will reimburse the traveler for mileage only, if eligible for reimbursement, and will not be responsible for other costs such as maintenance, damages, gasoline, or traffic fines.

6. Persons traveling in connection with state, federal or private grant programs will be restricted to the amount allowed by the grant if the grant terms are more restrictive than the College policy.

7. Where possible, state vehicles will be assigned based upon the number of travelers and the destination.

8. All cars, vans, and pickups have been designated as nonsmoking.

9. Those who do not adhere to these guidelines will have their driving privileges revoked.

10. College vehicles should be returned on no less than one-half (1/2) tank of fuel.

II. The following chart may be used to estimate which vehicle should be used, based on the number of travelers.

III.	Number of Occupants	Vehicles
Car	1-4	Compact Sedan
	1-5	Mid-size Sedan
Van	4-8	Less than 15 Passenger Vans
	8-15	15 Passenger Vans
Pickups	Towing or Hauling Only	

5.05 Use of College Facilities - Priorities

Chapter Five: Fiscal Affairs

Procedure Title: Use of College Facilities – Priorities
Based on: Board Policies Nos. 2 and 7
Procedure Number: 5.05
Date Adopted/Revised: June 25, 2001, rev. 9/05; November 21, 2006; May 15, 2007

I. The President will designate personnel responsible for scheduling usage of facilities.
   A. Persons wishing to utilize College facilities must reserve them in advance during normal working hours.

   B. Any abuse of College facilities will be grounds for refusing to allow the group or individuals to use the facilities in the future.

II. The priority in assigning facilities will be as follows:

   A. The regular internal use of the facility for the purpose for which it is designed and designated
   B. The College's credit classes
   C. The College's non-credit classes
   D. College-sponsored events
   E. Events sponsored by approved student organizations of the College
   F. College-affiliated groups sponsored by faculty members or members of the administration
   G. Programs sponsored by the State of Arkansas and its agencies and/or institutions
   H. Other non-College groups

III. After a facility is reserved, the reservation will be honored even if another higher priority user requests the facility; however, reservations, which extend into a semester other than the semester in which the reservation is made, may be altered or cancelled by the institution.

5.05a Use of College Facilities - Community Organizations

Chapter Five: Fiscal Affairs

Procedure Title: Use of College Facilities - Community Organizations
Based on: Board Policies Nos. 2 and 7
Procedure Number: 5.05a
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

I. The South Arkansas Community College facilities were established to house the College's credit and non-credit educational programs, extracurricular activities, and various student activities.

II. As a service to the community, the College's facilities may be made available to community groups and individuals for educational and/or recreational purposes when:
    A. Such use does not conflict with the College's programs.
    B. The College determines that such usage conflicts will be vested solely in the College.
    C. Activities are those which, in the College's judgment, would not damage its facilities.

III. Any outside groups using the College's facilities shall covenant with the College to never institute suite or action against the College or any agent or employee of the College and further agree to indemnify and hold the College and its agents and employees harmless from any loss, payment, or expense by reason of any claim arising from the use of the facilities.

IV. The College will not be held responsible for medical, liability, or other insurance coverage for individuals using College facilities.

V. The College's facilities will not be used for commercial activities which are designed to make a profit; however, businesses and industries may use the College's facilities for educational purposes for their employees.

VI. The College may, in collaboration with a business or industry, co-sponsor activities that result in a profit for a business or industry.

VII. College facilities are used by bona fide nonprofit organizations to raise funds providing no commercial enterprises profit from the activity.

VIII. The College administration is authorized and directed to establish such rules and procedures as are necessary to implement the facilities use procedure.

IX. The administration is authorized to develop reasonable fees for the use of facilities.

5.05b Facility Request Form - Organization/Individual

Chapter Five: Fiscal Affairs

Procedure Title: Facility Request Form - Organization/Individual
Based on: Board Policies Nos. 2 and 7
Procedure Number: 5.05b
Date Adopted/Revised: June 25, 2001; September 14, 2005; November 21, 2006; May 15, 2007; July 22, 2016

Non-profit organizations may use the facilities at no charge. For profit organizations will be charged a usage fee. All organizations will be subject to special fees such as, but not limited to, setup/tear down, security, hosting, and computer access. Fees are available in the Office of Fiscal Affairs. In some cases, liability insurance coverage may be required.

Facility request forms are on the following pages.

South Arkansas Community College
Facilities Use for Organizations
Request and Release of Liability Form

Facilities
Requested:_____

Date of Request:_____

Person Making Request:_____Title: _____

Phone Number: Office: _____ Home: _____

Date(S) Facilities
Desired:_____

Hours from _____ To _____

Activity Planned:_____

_____

We understand that South Arkansas Community College does not provide medical or any other insurance coverage for any accident that occurs while we are using the College's facilities. We also understand that the College does not accept liability for any such accident and it is the responsibility of our organization and/or individuals to provide

insurance coverage for such accidents. We have also read the rules and guidelines for facilities use and will abide by them. The undersigned, individually, and as the authorized agent of the named organization covenants with South Arkansas Community College to never institute suit or action against South Arkansas Community College or any agent or employee of the College and further agree to indemnify and hold the College and its agents and employees harmless from any loss, payment or expense by reason of any claim I may have or any person using the College's facilities pursuant to this request may have or hereafter acquire in using or occupying the South Arkansas Community College facilities.

Name _____ Position _____
PLEASE PRINT

Signature

_____

For (organization making the request)

_____
South Arkansas Community College
Facilities Use for Individuals
Request and Release of Liability Form

Facilities Requested:_____

Date of Request:_____

Person Making
Request:_____Title:_____

Phone Number: Office:_____Home:_____

Date(S) Facilities
Desired:_____

Hours from _____ To _____

Activity Planned:_____

_____

I, the undersigned individual, in order to utilize the South Arkansas community College facilities' covenant with the College to never institute suit or action against South Arkansas Community College or any agent or employee of the College and further agree to indemnify and hold the College and its agents and employees harmless from any loss, payment or expense by reason of any claim I may have or any person using the College's facilities pursuant to this request may have or hereafter acquire in using or occupying the South Arkansas Community College facilities. I understand that South Arkansas Community College does not provide medical or any other insurance coverage for any accident that occurs while I am using the College facilities. I also understand that the College does not accept liability for any such accident and it is the responsibility of any individual to provide insurance coverage for such accidents. I have read the rules and guidelines for College facilities use and will abide by them.

Name _____ Signature: _____
PLEASE PRINT

Address_____

Phone Number: Office:_____ Home:_____

Date: _____

5.05c Priority for Faculty Office Assignments

Chapter Five: Fiscal Affairs

Procedure Title: Priority for Faculty Office Assignments
Based on: Board Policy 3
Procedure Number: 5.05c
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

I. Faculty offices will be assigned in order to provide proximity to the faculty member's teaching location, laboratories, or other instructional needs.

II. Faculty office assignments will also be made in order to cluster divisions, disciplines, or areas of instructional similarities.

III. If an employee leaves the institution, all seniority rights will be lost after 12 months and seniority will not accrue during shorter periods when a person is not employed by the institution.

A. Seniority will count from the time a person is employed by the institution in a faculty position other than an adjunct faculty or as a full-time staff person.

B. Persons who are employed by the institution and take an approved leave of absence will neither lose accumulated seniority due to the leave nor accumulate seniority during the term of the leave.

C. Upon their returning to work after a leave of absence, seniority will again begin being accumulated.

D. If an employee leaves the institution, all seniority rights will be lost after 12 months and seniority will not accrue during shorter periods when a person is not employed by the institution.

5.05d Gym Use - College Employees and Students

Chapter Five: Fiscal Affairs

Procedure Title: Gym Use - College Employees and Students
Based on: Board Policies Nos. 2, 3 and 7

Procedure Number: 5.05d

Date Adopted/Revised: June 25, 2001; September 14, 2005; November 21, 2006;

May 15, 2007; April 7, 2021

I. College employees and college students may use the gym and weight room for approved functions during times when the gym is available and not otherwise scheduled. The following guidelines will apply:

   A. An employee and/or student should determine the availability of the gymnasium by contacting the Office of Student Affairs.

   B. Each semester, the Office of Student Affairs will post a schedule for open access for the gym. The gym will be supervised by a student worker.

   C. If an employee wishes to have non-student guests, he or she must schedule the usage with the Chief Fiscal Officer. The Chief Fiscal Officer will determine whether such usage will be considered to be employee usage or will be charged as an outside user.

   D. The student worker is responsible for locking doors from the inside when using the gym and or turning off all gym lights, closing and locking all windows and locking both entrance doors when leaving

II. The South Arkansas Community College gym is a high usage building and not all persons requesting to use it can be accommodated.

III. Rules and Guidelines

A. Alcoholic beverages are strictly prohibited.
B. South Arkansas Community College is a tobacco free facility.
C. No pets are allowed except those assisting a person with a disability.
D. South Arkansas Community College staff and workers are not responsible for any lost or stolen articles.
E. Eating and drinking is permitted in designated areas only.
F. Outside food or coolers will not be allowed in the facility.
G. Water containers must have a secure lid and cannot be taken onto the gym floor.
H. Only scuff-resistant shoes are allowed in the court area. Participants are asked to please change into a separate, clean pair of shoes for their use of the court.
I. Proper behavior is required at all times in the facility.
J. The following activities are not permitted and will result in suspension, expulsion or termination of gym privileges.
    - Fighting
    - Stealing
    - Property damage or vandalism
    - Loitering (inside or outside of the facility)
    - Disorderly conduct
    - Horseplay
    - Littering
K. Participating in the facilities activities, programs, and equipment is at your own risk.
L. We recommend that any individual involved in strenuous activity carry appropriate identification in case of emergency.
M. Participation in any physical activity has possible inherent and unforeseen risks which include injury or death.
N. All equipment is to be used in the proper way.
O. No kicking or sitting on basketballs.
P. Dunking or hanging on the basketball rims is prohibited.
Q. Good sportsmanship is expected for all activities. South Arkansas Community College reserves the right to eject anyone not following the rules of the facility.

IV. Dress Code
A. Shirts must be worn.
B. Shorts, sweat pants or warm-ups must be worn.
C. Proper footwear is expected, no bare feet.
D. Non-marking court shoes must be worn on the gym floor.
E. Towels are suggested to wipe off excessive sweat (excess sweat can accumulate on the floor and cause slipping).

V. South Arkansas Community College reserves the right to add, amend, or delete rules as necessary.

5.05e Facilities Rental

Chapter Five: Fiscal Affairs

Procedure Title: Facilities Rental
Based on: Board Policies Nos. 2, 3 and 7
Procedure Number: 5.05e
Date Adopted/Revised: June 25, 2001; September 14, 2005; November 21, 2006; May 15, 2007; July 25, 2016

I. A rental fee may be charged for the use of the South Arkansas Community College facilities for use on an intermittent or occasional basis (intermittent or occasional will be defined as five scheduled times or less during a semester).
II. Non-profit organizations may use the facilities at no charge. For profit organizations will be charged a usage fee. All organizations will be subject to special fees such as, but not limited to, setup/tear down, security, hosting, and computer access. Fees are available in the Office of Fiscal Affairs. In some cases, liability insurance coverage may be required.
III. For long-term use of college facilities, the College may negotiate a contract in which certain charges may be waived or altered.
    I.
        A. In order to waive the minimum charge for facilities usage, the renter and the College must agree upon the times that the facility will be used and not deviate from these times.

        B. If deviations from the times are made, then the regular minimum charge will be charged for that usage.

        C. In order to waive the cleanup fee, the organization using the facility may covenant with the College to clean up after each use and post a cleanup deposit.

        D. If the facility is not properly cleaned after use, the organization will be given an opportunity to clean the facility, and if it is not cleaned within the time allotted by the College, the deposit will be forfeited and the cleanup fee will be charged in future rentals.

        E. The rates will apply to events that are not officially sponsored by South Arkansas Community College.

        F. Rates are available in the Office of Fiscal Affairs.

5.05f Use of Security Cameras

Chapter Five: Fiscal Affairs

Procedure Title: Use of Security Cameras
Based on: Board Policies Nos. 5 and 7
Procedure Number: 5.03f
Date Adopted/Revised: September 11, 2008; July 25, 2016; August 9, 2017

I. The security camera system was obtained to prevent and record criminal activity on the SouthArk campuses.
II. Recorded history may be viewed as follows:

   A. By the president or vice presidents for security matters.

   B. By security officers for security prevention and crime solving.

   C. By area local, county, state and federal officers working to solve or prevent criminal activity.

   D. Other lawful uses as determined by campus security for court testimony, etc.

   E. The security cameras may also be viewed live by persons designated by the president, vice presidents, or the chief of security.

III. The chief information officer and his assigned staff members may view history or live video recording to ensure the system is operational.

5.05g Use of College Facilities - Public Assembly

Chapter Five: Fiscal Affairs

Procedure Title: Use of College Facilities – Public Assembly
Based on: Board Policies Nos. 2 and 7
Procedure Number: 5.05g
Date Adopted/Revised: March 28, 2013, July 25, 2016

Policy Statement

The South Arkansas Community College recognizes that freedom of expression and public assembly are fundamental rights of all persons and are essential components of the educational process. South Arkansas Community College will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the United States Constitution. In keeping with this responsibility, students, faculty and staff are free to exercise the rights to assemble and engage in expressive activity in a constitutionally protected manner; subject only to the content-neutral regulations necessary to fulfill the mission and obligations of the college, preserve the rights of others, coordinate multiple uses of limited space, assure preservation of the campus facilities and grounds, and assure financial accountability for any damage caused by these activities.

Procedure

South Arkansas Community College provides forums for the expression of ideas and opinions on a designated location either on the south lawn of the El Dorado Conference Center/Student Services area, Computer Technology building patio, or designated East Campus location.

The responsibility of the College to operate and maintain an effective and efficient institution of higher education requires reasonable time, place, and manner of assembly where restrictions are enforced. However, the enforcement will not depend, in any way, on the subject matter involved in an expressive activity. All activities must be registered with the Vice President for Student Services office 48 hours in advance in order to make adequate arrangements for safety and security and to insure the space desired is available. Registration must be completed at the Vice President for Student Services office located in Suite 262 of the El Dorado Conference Center, second floor Student Services Division.

Non-public forums are areas that are not traditional public forums or designated public forums. These locations will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, faculty and staff offices, academic buildings, administration buildings, library, and computer labs. Additionally, security considerations may affect the availability of spaces that would otherwise be available.

Guidelines

I. Registered organizations and departments may display signs and banners at designated locations on campus. For information regarding these designated locations, contact the Vice President for Student Services office located in Suite 262 of the El Dorado Conference Center, second floor Student Services Division.

II. Literature can be distributed in public forums. However, the party distributing the literature is responsible for cleaning up any discarding paper and restoring the campus to its previous condition. Literature may not be distributed in non-public forums.

III. No amplification equipment may be used.

IV. Use of the designated campus areas is on a temporary basis.

V. Flyers or other promotional materials may be placed on designated bulletin boards inside or outside of college buildings, if approved and stamped by the Vice President for Student Services.

VI. No activity will be permitted that blocks access to college buildings, streets, sidewalk or facilities, defaces property, injures individuals, unreasonably interferes with regular or authorized college activities or functions, or impedes the free flow of pedestrian or vehicular traffic. Any activity that obstructs, interrupts, or hinders the rights of others is prohibited.

VII. Private business or commercial solicitation on campus is prohibited. Handouts (i.e. flyers, pamphlets, inserts, etc.) are prohibited from being placed on vehicles in parking lots of the college.

VIII. Any activity that obstructs, interrupts, or hinders with College business or operations is prohibited.

5.06 Requesting Maintenance Service

Chapter Five: Fiscal Affairs

Procedure Title: Requesting Maintenance Service
Based on: Board Policies Nos. 3 and 7
Procedure Number: 5.06
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

I. Request for maintenance or services that may be completed within 15 minutes or less and do not require the purchase of materials may be made directly to the custodians or maintenance workers by the following persons:
    A. President
    B. President's Secretary
    C. Chief Officers
    D. Directors
    E. Department Heads
    F. Division Chairpersons

II. Completed work order forms should be sent to the Maintenance Department either electronically or through interoffice mail.
    A. Persons making requests should try to keep maintenance schedule disruptions to a minimum.

    B. Requests should be made in advance if possible since some jobs cannot be interrupted.

    C. Jobs that are expected to take more than 15 minutes should be requested on the same form but the requests should be sent to the Physical Plant Director.

5.07 Bookstore

Chapter Five: Fiscal Affairs

Procedure Title: Bookstore
Based on: Board Policies Nos. 4, 5, and 7
Procedure Number: 5.07
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

I. The College Bookstore will stock all required textbooks and supplies to support the College's programs.
   A. All requests for textbooks and supplies must be approved in writing by the instructor and the Chief Academic Officer or designee, using the textbook adoption form.

   B. The College will also stock computer disks, writing tablets, pencils, pens, paper, and other supplies for the convenience of students

II. Faculty members may change required textbooks or supply lists with the approval of the Chief Academic Officer.
   A. All textbook changes should be requested at least one semester of use in advance of the change to avoid excessive inventory.

   B. If the edition of a book that is in use is changed, the faculty member should consult with the Chief Academic Officer or designee to make the change with as little disruption of the instructional program as possible and to assure that the bookstore does not have a large obsolete inventory.

5.07a Royalties from the Sale of Textbooks

Chapter Five: Fiscal Affairs

Procedure Title: Royalties from the Sale of Textbooks
Based On: Board Policy Nos. 4, 5, 7
Procedure Number: 5.07a
Date Adopted/Revised: September 30, 2007; June 1, 2015

As outlined by Act 106 of the 86th General Assembly, South Arkansas Community College acknowledges that a conflict of interest exists when a faculty member receives royalties from the sale of textbooks or course materials to students in classes taught by the faculty member.

To comply with Act 106, South Arkansas Community College will require that any faculty member who receives royalties for the sale of textbooks or course materials to students in the faculty member's own class shall disclose the amount of royalties and remit that amount to South Arkansas Community College. The royalty funds that are remitted to South Arkansas Community College will be deposited and classified as a revenue budget for the applicable department/discipline/program associated with the faculty member's assignment.

5.08 Cash Receipt Requirements

Chapter Five: Fiscal Affairs

Procedure Title: Cash Receipt Requirements
Based on: Board Policy No. 7
Procedure Number: 5.08
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

I. All payments to the institution, whether by cash or check, will be received in the Business Office by employees authorized to receive cash and will be receipted on official College receipts.
    A. Receipts other than the Business Office official receipts are not authorized by the College.

    B. All invoices for monies owed to the College will note that payments should be made to the Business Office.

II. Business Office handwritten receipts may only be used when the automated computer system is not operating or when a need arises to register students/receipt monies in other locations.
    A. Normal Business Office hours for receipt of cash are from 8:00 a.m. through 4:00 p.m. on Monday through Friday.

    B. The Chief Fiscal Officer may open the office for receipt of money at other times at his or her discretion.

5.09 Official Functions

Chapter Five: Fiscal Affairs

Procedure Title: Official Functions
Based on: Board Policies Nos. 2, 3, 5, and 7
Procedure Number: 5.09
Date Adopted/Revised: November 7, 2001; November 21, 2006; May 15, 2007; October 26, 2009; September 24, 2015; July 25, 2016

I. Expenditures for "official functions" (special occasions, meetings, awards, etc.) are allowed as departmental expense only under the following conditions:
    A. When the item or event clearly conforms to one of the categories below;
    B. The proper process is followed; and
    C. The necessary approvals are obtained.

II. Before the item or event is scheduled, the initiating party must prepare an Official Functions Request Form detailing:
    A. Person in charge of activity/requestor
    B. Description of activity (Include a business related agenda)
    C. Event Specifications
        1. Date and time of event
        2. Building and Room
        3. Project Cost
        4. SouthArk general ledger budget account
    D. Number of people involved
        1. Faculty and Staff
        2. Officials
        3. Guests
        4. Students
    E. Approval signature Dean/Department Head
    F. Food Costs
        1. Food Costs in excess of $25 must be provided by the El Dorado Conference Center food service provider.
    G. Conference Center manager approval
    H. College Vice President approval
    I. President approval signature

III. Accounts To Be Charged

Official functions that comprehensively support the mission of the institution shall be charged to the "Official Function" account. Federal and State Grant programs, Community Service, Work Force Development, and most functions associated with advisory group meetings shall be charged to the respective departmental supply budget. In some cases, expenditures to other individual departmental supply budgets may be authorized.

IV. The requestor will detail and schedule any assistance needed with setting in preparation for the approved event when scheduling the venue.

V. Expenditures for “official functions” (special occasions, meetings, awards, etc.) are allowed as departmental expense only under the following conditions:

A. Official Institutional (in-house) Committees and Advisory Groups Working luncheons and dinners for restricted number of staff members, internal committees and advisory groups who are required to attend essential meetings during a meal period outside of normal duty hours.

B. Official External Committees Advisory Groups and Guests

1. Meals for unpaid educational advisory groups for area of business, industry and the private sector, and appropriate staff members who are required to attend semiannual evening advisory meetings.
2. Meals for state officials, representatives of accrediting agencies, official guests of the College, and appropriate staff members when required to attend these functions.

C. Receptions, Honors, and Awards

1. Meals, receptions and other expenses (e.g., plaques, certificates, pins, other mementos) related to events recognizing donors, volunteers, and others to whom the College is indebted. Expenses related to recognition events for outstanding students and student groups.
2. Graduation receptions for all attending the ceremonies and expense for official graduation dinner including board of trustees, selected staff and students, official and special guests of the College.
3. Expenses for special honors ceremonies, e.g., allied health graduate pinning ceremonies, etc.

D. Official Faculty and Staff Functions

1. Meals in conjunction with semiannual orientation and convocation sessions for faculty and staff.
2. Meals for special events for employees and official guests when attendance is mandatory.
3. Expenses for selected staff to represent the College at educational related events within the community.

E. Student Functions

1. Refreshments, snacks and other minor expenses for “College Day” guests and other groups of prospective students; or students visiting the campus for tours, special educational events, registrations, or student activities.
2. Refreshments and other expenses for special meetings of student organizations.

F. Official Board Events
    1. Meals served in conjunction with the regular meetings and committed meetings of the board of trustees, to include board members, selected College officials and official guests.
    2. Luncheon and/or dinner official functions attended by the board member(s) and College official(s).

G. Employment Interviews Meals and other expenses for prospective new employees from out of town. Refreshments for selected staff during the interview process.
    1. Meals and other expenses for prospective new employees from out of town.
    2. Refreshments for selected staff during the interview process.

VI. In no case will official functions expenditures be permitted for:

A. Expenses for individuals related to membership to local clubs, social or community organizations unless approved by the President as necessary in fulfilling the College's mission.
B. Dues for individuals to professional organizations unless the membership fulfills a requirement of the applicable position.
C. Christmas cards or other similar printed greetings to institutional constituents.
D. Meals or expenses for groups or visitors to the campus not sanctioned by the institution or in any way related to institutional business.
E. Expenses associated with birthdays, etc., for institutional employees.

5.10 Promotional Items

Chapter Five: Fiscal Affairs

Procedure Title: Promotional Items
Based on: Board policies Nos. 4, 5, and 7
Procedure Number: 5.10
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

Act 823 of 1993 allows the College to request the Chief Fiscal Officer of the state to establish a special appropriation line item to be used for the acquisition of promotional items. The Board of Trustees must approve the request prior to its submission to the Chief Fiscal Officer of the state. All promotional items for the College will be purchased in accordance with this act.

5.11 Agency Accounts

Chapter Five: Fiscal Affairs

Procedure Title: Agency Accounts
Based on: Board Policies No. 2, No. 5 and No. 7
Procedure Number: 5.11
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

I. Agency accounts for the deposit and safekeeping of funds belonging to College sanctioned students, faculty, or staff organization may be opened in the Business Office.
    A. The Bookstore Cashier will receive funds from the organizations and issue receipts for their deposits.
    B. Checks will be issued by the Business Office accounts payable department after the faculty or staff sponsor and a designated officer of the organization complete forms requesting that agency fund checks be issued.
    C. Agency accounts may be opened after certification by the President or a Chief Officer that the organization is a College sanctioned organization.
    D. As a condition of keeping an organization's funds in an agency account, the organization must agree that the account will be non-interest bearing and that if the agency fund account has no activity for a period of two years and is deemed to be inactive by the President, the fund may be liquidated by transferring the balance to the Unrestricted Educational and General Miscellaneous Income Account.

II. Any variances from the standard procedures for handling agency accounts must be approved by the President.

5.12 Liability Coverage/Surety Bonds

Chapter Five: Fiscal Affairs

Procedure Title: Liability Coverage/Surety Bonds
Based on: Board Policies Nos. 3 and 7
Procedure Number: 5.12
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

The College will provide at its expense at least $1,000,000 in liability coverage for errors and omissions of the Board of Trustees and employees of the institution. The College will also maintain surety bond coverage on each employee. Employees must be eligible for surety bond coverage to maintain their employment at the College.

5.13 Donations

Chapter Five: Fiscal Affairs

Procedure Title: Donations
Based on: Board Policies Nos. 5 and 7
Procedure Number: 5.13
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

I. Donations to South Arkansas Community College will become the property of the College and will be accounted for and disposed of according to the procedures set forth in the State Accounting Procedures Manual.
   A. The College will not place a value on a donation; however, the administration is authorized to seek and pay for appraisals on items or property when it is in the best interest of the institution to do so.

   B. Items with a useful life of more than two years or estimated fair market value of $2,500 or more, must be placed on the College inventory records.

   C. A donated item that may not be used for the purposed for which it was manufactured must be disassembled and utilized as supplies.

   D. Items that have no value to the College or that does not support its mission, may not be accepted.

II. If a donor wishes to establish restrictions on the use or disposition of a donation, the Board of Trustees must accept the donation and the restriction or conditions.
   A. After the Board of Trustees has accepted a restricted donation to the College, additional donations for the same purpose may be accepted by the College without further action by the Board of Trustees.

   B. If the Board accepts a restricted gift, the restrictions will be followed and adequate records will be maintained to prove the use and disposition of the donation.

   C. Small gifts (less than $250) may be made to the College for support of ongoing programs in the College without formal approval of the Board of Trustees of the College.

D. In those cases where small contributions would result in a changed practice or direction for the College, then such gifts will only be accepted by the Board of Trustees of the College.

E. If a donor's restricted contribution to the College is matched by his or her employer, the matching portion of the gift will be dedicated to the same purpose as the original gift if the employer's matching gift program policies do not preclude such designation.

F. In those cases where the employer's policies restrict such action, the matching funds will be deposited in the general fund of the College.

III. The College may accept loaned equipment to support its programs.

A. The Board of Trustees will approve the conditions under which property is lent to the College.

B. Adequate records will be maintained on equipment lent to the College to assure that the conditions of the loan are met and that the property is disposed of properly.

IV. Records of all donations to the institution will be maintained by the Chief Fiscal Officer.

Acceptance of Donated Non-Restricted* Property
(Complete for each item of equipment donated)

Description: _____

Manufacturer: _____

Serial Number: _____

Condition of Item: Poor ( ) Fair ( ) Excellent ( ) Serviceable: Yes ( ) No ( )

Suggested User: _____

Estimated Value: _____
(For College internal use only – not for assessment or tax purposes)

Method of Valuation: _____

Name and Address of Donor: _____

_____

_____

I have reviewed the above item and determined that the property has value and will support the mission of the College as required by SouthArk Administrative Procedure 5.13. Therefore, I recommend acceptance of this item.

_____ _____
Unit/Department Head Date

I have also reviewed the above item and concur that this item has value and will support the mission of the College.

_____ _____
Supervising Chief Officer Date

Acceptance Approved

_____ _____
President Date

*Board of Trustees must approve acceptance if restrictions or conditions are placed on the property.

5.14 Tuition Payment Plans

Chapter Five: Fiscal Affairs

Procedure Title: Tuition Payment Plans
Based on: Board Policies 2 and 7
Procedure Number: 5.14
Date Adopted/Revised: June 9, 2008; July 25, 2016

Tuition and Fee Payments

A. Tuition and Fees are due by the deadline established for early registration or on the day of registration for regular or late registration. These deadlines are established to promote an orderly and efficient registration and ensure compliance with the Arkansas Department of Higher Education student census requirements.

B. Students that do not meet the set payment arrangement deadlines for early and/or regular registration will be dropped from current class schedule at the end of the business day.

C. Nonpayment of any outstanding balance by the stated deadline will result in a financial hold on the account. All financial obligations must be settled before graduating, re-enrolling, or requesting an official transcript. Library privileges may also be suspended.

D. If a student fails to meet his/her financial obligation to the College, any delinquent funds may be referred for collections or may be referred to the Chief Fiscal Officer of the State as outlined in the State Accounting Procedures Manual.

E. In extreme situations the Chief Fiscal Officer is authorized to make exceptions to these rules, within the parameters of all applicable laws and regulations.

5.14a Tuition and Fee Payment Arrangements

Chapter Five: Fiscal Affairs

Procedure Title: Tuition and Fee Payment Arrangements
Based on: Board Policies 2 and 7
Procedure Number: 5.14a
Date Adopted/Revised: June 30, 2007

Tuition and Fee Payment Arrangements

1. A monthly tuition payment plan is offered each semester through a third party vendor that allows students to pay their tuition and fees with electronic drafts from a checking account or from a credit card over a two to five month period. Payment periods are established according to the enrollment dates.
2. Third party payment arrangements are accepted through various grant funded programs, employer agreements and other payment sources. These students are allowed to attend classes as long as proper documentation is provided to the College's Business Office for processing before the payment arrangement deadlines.
3. If a student issues the College a check and does not have sufficient funds to cover it, the student will be required to repay the check within fourteen (14) days or make satisfactory arrangements with the Business Office. Failure to do so will result in a referral of the debt to the Union County Prosecuting Attorney’s Hot Check Program for collection.

5.15 Tuition Refund Procedure

Chapter Five: Fiscal Affairs

Procedure Title: Tuition Refund Procedure
Based on: Board Policies Nos. 4 and 5
Procedure Number: 5.15
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; June 30 2007; June 1, 2015

Students desiring to withdraw from class should refer to the withdrawal section of the Catalog.

I. Upon official withdrawal from class, the College will refund tuition and qualifying fees according to the following schedules:
   A. Regular Semester (16 week term)

Tuition	Fees	
Before 1st day of classes	100%	100%
Classes in session 1 through 5 class days	100%	100%
Classes in session 6 through 10 class days	50%	0%
After 10th class day	0%	0%

B. Long Semester (10 week term)

Tuition	Fees	
Before 1st day of classes	100%	100%
Classes in session 1 through 2 class days	100%	100%
Classes in session 3 through 4 class days	50%	0%
After 5th class day	0%	0%

C. First and Second Summer Semester (5 week term)

Tuition	Fees	
Before 1st day of classes	100%	100%
Classes in session 1 through 2 class days	100%	100%
Classes in session 3 through 4 class days	50%	0%
After 5th class day	0%	0%

D. Refunds for irregular term periods (mini-mesters) are based on the same percentages of time in each of the regular term refund period to total days in the term as shown below.

	Tuition	Fees
Before 1st day of classes	100%	100%
Classes in session 1 through 3 class days	100%	100%
Classes in session 4 through 6 class days	50%	0%
After 7th class day	0%	0%

II. Administrative cancellation of a class will result in a 100% refund of tuition and fees.
III. The enrollment period for tuition purposes shall be defined as the first day of regularly scheduled classes until the last day of class or final examinations, excluding holidays.
IV. Refunds are calculated only on hours that reduce the student's credit load below full-time, maximum-tuition status.
V. Refunds are calculated based on the above refund tables regardless of non-attendance.

5.16 Employee and Emergency Revolving Loan

Chapter Five: Fiscal Affairs

Procedure Title: Employee and Emergency Revolving Loan
Based on: Board Policies Nos. 3, 4 and 7
Procedure Number: 5.16
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

I. The College has established an Employee Revolving Loan Fund with the provision that all monies for the fund will be by private donation or interest collected from loans made.
    A. The institution requires that participants, as a condition of participation in the loan program, agree to allow the institution to deduct repayment for such loans from the employee's paycheck.
    B. The Chief Fiscal Officer is responsible for establishing and revising reasonable rules for operation of the fund.

II. Emergency loans are available to regular employees, student employees, and extra help employees on the following basis:
    A. The employee must have earned during the current pay period an amount equal to or greater than 1.25 times the amount of the loan.
    B. An employee with accrued vacation of the equivalent dollar value of 1.25 times the amount of the loan is also eligible.
    C. The Employee must agree to repay the loan by a payroll deduction from his/her next paycheck.
    D. Interest and/or a handling charge may be added to the loan.
    E. An employee may borrow up to $400.00 per fiscal year.
    F. An employee may have a maximum of four loans per fiscal year but the $400 limit may not be exceeded on a cumulative basis.
    G. An employee must have written proof of hours worked in the month such as a memo or time sheet from his or her supervisor.

III. The loans will be made in the payroll/personnel office.

5.17 Advertising in College Publication

Chapter Five: Fiscal Affairs

Procedure Title: Advertising in College Publication
Based on: Board Policies 4 and 5
Procedure Number: 5.17
Date Adopted/Revised: February 18, 2008

South Arkansas Community College will allow reputable businesses to advertise in some College publications.

A. The College will not allow advertisements that are inconsistent with the mission of the College.
B. The College reserves the right to refuse any advertisement that is not considered to be appropriate by the College administration.
C. A list of the various publications in which ads are permitted will be maintained in the following offices.
D. All funds will be receipted by the Business Office and recorded as miscellaneous income.

5.18 Cellular Telephone Policy

Chapter Five: Fiscal Affairs

Procedure Title: Cellular Telephone Policy
Based On: Board Policies 4 and 21
Procedure Number: 5.18
Date Adopted/Revised: March 10, 2008

The College recognizes that certain jobs may be enhanced by the provision of cellular telephones and has developed this policy to provide a manner that will minimize time spent separating personal calls from business calls and to comply with the Internal Revenue Service regulations. Three methods of providing cellular telephones to SouthArk employees have been developed.

Employees who are provided funds or reimbursement for a cellular telephone must agree to maintain the telephone in working order during scheduled work hours and when away from work on school business. Telephone numbers must be provided to the employees' supervisor and to other College personnel as necessary.

Included in Contract
Under this method, the telephone is provided by and owned by the employee. The Vice Presidents, Chief Information Officer, and Director of Physical Plant may request an amount up to $60 per month added to his/her contract to defer the cost of providing a cellular telephone for College use. Cellular telephone amounts for non-classified employees other than the employees named above may be requested if approved by the area Vice President and the President. Requests for amounts above the $60 per month amount must be analyzed by the Vice President for Finance and Administration and approved by the President.

The amount will be added to an employee's salary and will become part of the base salary to be paid to the employee monthly, reported to the employee on Form W-2 and is subject to withholding taxes. If the cellular telephone should be discontinued, the salary will be adjusted accordingly.

Utilizing this method will eliminate the need for employees to review their monthly bills and determine which calls were for business and personal use. This method also eliminates the need for monthly reimbursements of personal calls.

College Cellular Telephone
Another method of providing cellular telephone service is with a College owned cellular telephone and is authorized by an approved College purchase order. This method is designed for employees whose duties regularly require them to communicate with a cellular telephone during their normal working hours and is intended primarily for classified employees. Under this method, the employee will be required to use the telephone only for business call. Each month the employee will be required to affirm that

all calls made on the College telephone were made by them and for official College business.

Percentage of Business Calls
Another method to be reimbursed for cellular telephone charges is to mark all business calls on an invoice, The College will reimburse the percentage of the invoice for calls that the business minutes are to the total minutes.

Travel Cellular Telephone
One cellular telephone will also be available on a first-come basis for College travel. All calls from this telephone are restricted to business calls only.

Other Information
At any time that an employee's cellular telephone is no longer justified as a business expense to the College, the unit/department head is responsible to communicate the change to Payroll or Accounts Payable depending upon the method used.

5.19 Key Policy

Chapter Five: Fiscal Affairs

Procedure Title: Key Policy
Based On: Board Policy
Procedure Number: 5.19
Date Adopted/Revised: March 15, 2010; June 8, 2015; July 25, 2016

I. All Keys will be issued by the Business office and will be signed for at the time of issue. All full-time employees will be issued a key to his or her office, the building in which the office is located, the lab in which the employee teaches, and the building in which the lab is located. Keys may be assigned to part-time employees who teach in labs or other space that is normally locked.

II. Keys, other than master keys, required to perform one's duties may be requested from the appropriate Vice President.

III. All keys issued to any faculty or staff member must be turned in to the Business office should employment cease with South Arkansas Community College. A final paycheck will not be released until this matter is handled.

IV. Lost keys should be reported to the Business Office immediately.

V. Master keys may be assigned to the President, Vice Presidents, Dean of Business and Technical Education, Director of the Physical Plant, Security Officers, and IT Director. All other requests for master keys will be considered at the President's Executive Council.

VI. Duplication of campus keys is prohibited. Employees duplicating keys may be subject to dismissal.

VII. When keys are issued to outside entities, such as firms making repairs, contractors, or organizations renting College facilities, a letter of understanding will be used to establish conditions of use and consequences of loss or misuse.

VIII. Employees who are on leave that is expected to exceed 30 days must turn in all keys prior to beginning their leave. This requirement does not apply to 9-month employees who do not teach during the summer terms.

5.21 Emergency Communications Plan

Chapter Five: Fiscal Affairs

Procedure Title: Emergency Communications Plan
Based on: Board Policies
Procedure Number: 5.21
Date Adopted/Revised: May 17, 2010; July 25, 2016

This plan has been formulated to provide a guideline for internal and external communications during an emergency situation at the South Arkansas Community College. For the purposes of this plan, it has been assumed that an emergency event could result from the following causes:

- Earthquake
- Flood
- Fire
- Chemical Explosion
- Toxic Leak
- Terrorist Attack/Bomb Threat
- Extreme Weather/Tornado
- Energy Blackout
- Suicide/Sudden Death
- Road Crash/Plane Crash Involving Staff/Students
- Pandemic
- Other Medical Crises
- Robbery
- Occupation of Buildings
- Hostage-Taking/Kidnapping

Once an emergency situation has been identified, the responsible College administrator, upon consultation with the appropriate College personnel and in concert with any applicable city, county, state, or federal personnel, select and direct a situation appropriate response. Depending upon the nature of the emergency, the College may suspend or dismiss classes, evacuate one or more buildings, direct students, faculty, and staff to take shelter, or close one or both of the campus.

I. Campus-wide emergency communications
    A. The responsible administrator shall contact the security officer on duty (should the security officer be unavailable, the switchboard operator or a member of the Information Technology staff shall be directed to perform the designated duties), inform him/her of the emergency situation and the planned College response. The security officer on duty must not place himself/herself in a life threatening situation without first notifying the President or the ranking administrator on duty.

1. The security office shall contact the local 911 emergency center as appropriate.
2. The security office will utilize the radio system utilized by Security, Physical Plant and Information Technology to alert these offices of the situation and the planned College response.

B. Upon receipt of the radioed communication, Security, Physical Plant and Information Technology shall immediately begin to initiate the planned response.

1. Sweep designated buildings as directed

A.

a. Communicate planned response to all faculty, staff, or students present
b. Activate local alarm systems as directed
c. Close all fire doors
d. Direct evacuation and/or movement to shelter as directed
e. Secure or unlock all exterior building doors as directed

2. Information technology staff will broadcast a message describing the emergency situation and the planned College response

a. A broadcast message will be sent via the Novell alert system.
b. An announcement of the emergency situation shall be placed into the automated attendant.
c. Information technology staff will post a notice of the emergency situation and the planned College response on the College web site.
d. Information technology staff will transmit a message describing the emergency situation and the planned College response via the emergency calling system.
e. Information technology staff will send an email to SACC-ALL and to ALL-STUDENTS describing the emergency situation and the planned College response.

3. The security office will apprise the President or the President's designee of the emergency situation.

    a. At the President or the President's designee direction, the Coordinator of Marketing and Communication shall contact local media with a description of the emergency situation and the planned College response.
    b. The President or the President's designee will notify the Board of Trustees and any city, county, and state officials as appropriate.

II. Preservation of College assets

A. College personnel shall immediately upon receiving notice of the emergency situation and the planned College response cease all routine activities and begin implementing emergency procedures. Time permitting; they shall prior to evacuation and/or movement to shelter:

.

1. Secure all College records and monies
2. Shutdown and disconnect their computer workstation
3. Lock their office door
4. Move quickly to their designated assembly point and report to their supervisor for further direction

III. Non-Business Hours Communications: Closure of the College

.

A. Upon direction of the President, members of the Executive Leadership Team will initiate a slightly modified version of the procedures outlined in section I. above.

.

1. The President shall determine the timing and duration of any closures / delayed openings.
2. The President or President's designee will notify the members of the Executive Leadership Team.
3. Members of the Executive Leadership Team will contact their staff as per current operating procedures.
4. The Coordinator of Marketing and Communication will contact local news outlets with a description of the closure.
5. Information technology staff will post a notice of the closure on the College web site.
6. An announcement of the closure shall be placed into the automated attendant as per current operating procedures.

7. Information technology staff will utilize the emergency calling system to immediately inform all faculty and staff of the closure.
8. Information technology staff will utilize the emergency calling system to inform all students of the closure at the next available calling opportunity (nonemergency calls are limited to the hours of 7:00 am and 9:30 pm).

IV. Non-Emergency Communications

.

A. Upon direction of the President, members of the Executive Leadership Team will initiate a slightly modified version of the procedures outlined in section I. above.

.

1. The President shall, in consultation with appropriate college administrators, develop a formal statement to be sent to the college community.
2. The Coordinator of Marketing and Communication shall release the prepared statement to the appropriate media outlets.
3. The statement will be posted to the College's web site.
4. Should the President so direct, a notice of the statement will be distributed via the College's emergency calling system.

    a. Several procedural notices have been pre-approved and may be released by the appropriate office (e.g. notice to student of impending drop actions for non-payment).
    b. Courtesy messages to students (e.g. class cancellations) may be approved by the appropriate Dean / Vice President.

5.31 Technology Lifecycle

Chapter Five: Fiscal Affairs

Procedure Title: Technology Lifecycle
Based on: Board Policies Nos. 5 and 7
Procedure Number: 5.31
Date Adopted/Revised: May 17, 2010; November 30, 2015; July 25, 2016; August 9, 2017

I. Equipment Purchase

A. All network devices, computer systems, and classroom technologies must be purchased with the advice of the Chief Information Officer and consent of the President. Upon approval, copies of purchase orders for technology shall be forwarded to the Chief Information Officer and the Business Office staff charged with inventory oversight. Upon receipt of controlled equipment assets, Office of Information Technology (OIT) staff will deliver packing slips to the inventory control officer who shall issue control tags and create corresponding entries in the inventory database. OIT staff will note the assigned control numbers near the manufacturer's serial number when securing received equipment and affix the issued control tags as equipment is unpacked and processed. Untagged equipment is not to be removed from secure storage.

B. Individuals requesting new or upgraded computer systems or classroom technologies may be required to provide a written justification for their request. Budget officers must obtain approval of their supervising Executive Cabinet member before expanding the technology base of the College.

II. Equipment Lifecycle

A. In order to maintain a modern computing environment, the Chief Information Officer shall request sufficient funds to replace and/or upgrade twenty percent (20%) of the computer equipment installed in classroom, tutoring, testing, and library spaces as part of the annual budget process - in addition to seeking funding to enhance, repair, and/or replace classroom technologies.

B. Upon replacement, all displaced systems, regardless of initial funding source(s), shall be reallocated by the Office of Information Technology with guidance from the President and Executive Cabinet members. Creation of new academic spaces using displaced systems is strongly discouraged.

III. Equipment Purchased With Restricted Funds

Unless specifically forbidden by grant guidelines, state or federal statues and/or regulations all equipment purchased with grant or other restricted funds shall be transferred to the

college's general equipment inventory upon termination of the grant, equipment replacement, or after five (5) years from the date of purchase.

IV. Surplus Equipment

Computer or electronic equipment shall be considered surplus and shall be disposed of following the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration (M&R) guidelines and regulations once the equipment has met the following criteria:

A. The OIT has determined that the equipment is not currently needed by SouthArk and/or that the equipment is obsolete for further SouthArk use; or

B. There is a back stock of similar used equipment which has been held by SouthArk for more than six (6) months; parts stock many not exceed ten percent (10%) of installed inventory.

C. The OIT may transfer obsolete or otherwise unneeded equipment to the Business and Technology Division for the purpose of teaching the repair, maintenance and upgrade of computers; all such equipment shall be prepared as if being transferred to M&R prior to transfer. Equipment in this category shall not be counted against the ten percent (10%) back stock inventory cap. In addition, the OIT may with the President’s consent transfer obsolete or otherwise unneeded equipment to other state or local agencies as permitted by state regulations.

D. All hard drives of surplus computer equipment shall be degaussed and be otherwise prepared for sale within ninety (90) days after being declared surplus; an inventory all surplus equipment shall be submitted to M&R within one hundred and eighty (180) days.

V. Software Purchase

A. All software must be purchased with the advice of the OIT and consent of the President. Upon approval, copies of purchase orders for technology shall be forwarded to the OIT and the Business Office staff charged with inventory oversight. Upon receipt of installation media and license documents, OIT will make file copies for department records and forward original license documents to the business office for retention. Software purchases cannot be approved without a review of ongoing maintenance and annual licensing costs.

B. Faculty needing software installation in one or more of the College's classroom spaces must submit a request via the OIT work order system no less that two week days prior to the required installation date. OIT staff will not install software without supporting license documentation.

C. The College will uninstall any software title requiring annual licensing upon termination of the license agreement. Departments electing to terminate vendor support or utilizing older software titles may be required to purchase support, adopt

replacement applications, or uninstall software applications should OIT staff be unable to resolve ongoing technical issues with adopted software applications.

5.32 College Web Site

Chapter Five: Fiscal Affairs

Procedure Title: College Web Site
Based on: Board Policies
Procedure Number: 5.32
Date Adopted/Revised: May 17, 2010; March 26, 2015

The SouthArk Web site is one of the college's primary communication methods for potential students, current students, employees, and the public. As such, it is the policy of the college to set standards and procedures which maintain website accessibility in accordance with federal guidelines, provide mobile and non-mobile access, and ensure the accuracy and timeliness of the content.

Procedure:

Design

- All SouthArk web pages to have a common look, mobile compatibility, and meet federal accessibility guidelines. To accomplish this uniformity, a cascading style sheet (CSS) has been developed that is mobile compatible as well as Section 5081 and WAI Level A compliant in accessibility. The details of the CSS may be viewed at:
- Significant deviation from the CSS may result in reduced accessibility or may compromise the user experience. If significant change is desired, it must be requested through the significant change form **with** the signature of the **requestor's** respective cabinet member.

Web Content Management

- The SouthArk Website Administrator is charged with ensuring the continuous operation and hosting of the website as well as the overall design of the website within the specifications of the college's style guide.
- The Website Administrator develops and maintains core pages for the SouthArk Web site including, but not limited to the home page, the college calendar, current press releases and schedules.
- To ensure the accuracy and timeliness of the web content on SouthArk's website, web editors and web content managers will be assigned by the departments and divisions to their respective webpages. Web editors will be deans or directors unless special permission is requested by a dean, director, or cabinet member. These web editors will be required to create or update the content on the designated pages and respond to any error reports from the Website Administrator. Web content managers will be required to periodically check the designated content and certify it with their web editor on the first Monday of October and the first Monday of March.

- All web editors will be required to attend an initial training session. Upon completion, the web editors will receive a username and password.
- Deans and Cabinet members are responsible for the supervision of their reports in these roles and will be the final point of accountability for the web content. Dean and directors will also assign a temporary web content manager in the event of an unfilled position or prolonged absence.
- The Website Administrator will provide training for the college's web editors and to assist with nonstandard content editing or additions to non-core webpages.
- If the Website Administrator finds any college webpages to be out of compliance with federal accessibility requirements, he will notify the page's web editor of the necessary action.
- Copyright-Information created by a government agency is largely considered to be in the public domain. "Found" graphics or outside information must not be used on web sites without proper attribution. Copyright laws and college copyright policy must be followed.

Other

- Privacy-Specific Web-based forms that require personal information from a visitor must post a privacy policy or a link to the policy indicating how the information, including information collected in server logs or cookies, will be used and under what conditions the information may be shared or released to another party.
- The SouthArk website is not to be used for advertising or commercial purposed that are not related to the mission of the college.
- All official SouthArk events are to be listed on the website calendar; it is incumbent on all college organizations, faculty, and staff to assist in this effort. Event sponsors are expected to forward a description of their event to news@southark.edu so it can be publicized by the college.

5.33 Laptop Computers

Chapter Five: Fiscal Affairs

Procedure Title: Laptop Computers
Based on: Board Policies 4 & 21
Procedure Number: 5.33
Date Adopted/Revised: May 17, 2010; November 30, 2015; July 25, 2016; August 9, 2017

I. Overview

A. South Arkansas Community College is committed to providing an appropriate office desktop computer system for each full-time faculty and staff member. This policy generally addresses the need by some faculty and staff members to have a laptop computer.

B. A decision to provide a laptop will be based upon a documented need, the President / supervising Executive Cabinet member approval, and available funding.

C. A laptop is intended for use for College-related business as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for any computers that may be owned personally. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with the College's published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements. The laptop program will enable faculty or staff of South Arkansas Community College to conduct College business from various off-campus locations. This program does not change faculty expectations related to teaching, service or research.

II. Eligibility

A. Laptops will be authorized based upon job responsibilities, demonstrated need, and school/department approvals. The laptop replacement option will be available to eligible faculty and staff members at the time their current SouthArk-owned desktop computer is due for replacement under the replacement cycle program.

B. Criteria for Selection

1. Faculty and staff who travel frequently (on and off campus) as part of their job

2. Faculty who heavily use computers in the teaching of their classes, particularly online and hybrid classes

3. Faculty and staff who need to make frequent software installations for use in multiple locations

4. Faculty and staff who that require a particular software for research needs

III. Approval Process

All requests for faculty and staff laptops must be approved by the requestor's supervising Executive Cabinet member. If the laptop is being purchased as part of the replacement cycle, costs above the standard College allocation for a similar desktop will be paid by the requesting department. Otherwise, the department bears the whole cost.

IV. Approval Process Requirements

A. Faculty and staff will need to apply for a laptop stating the reason(s) they are requesting a laptop and outline their software and hardware needs. While criteria are indicated above, it is the responsibility of each supervising Executive Cabinet member to determine whether requests are in the interest of the College.

B. All orders for laptops (as for any technology equipment or software) must be processed through the Office of Information Technology (OIT).

C. Ownership of the laptop computer will reside with the College and the laptop must be returned when employment ends.

D. The department is responsible for the purchase of additional peripherals such as monitor, keyboard, and mouse, docking station, batteries or other consumables.

E. Computers are maintained on a common replacement cycle, whatever the source of funding. SouthArk may upgrade operating systems and/or application software during that period, laptop users may not be able to benefit from these upgrades due to hardware limitations as the laptop ages. At the beginning of each replacement cycle, laptop users must re-apply to the supervising Executive Cabinet member *for* a laptop and if approved, the department will continue to cover the differential costs.

F. Information Technology support of College owned laptops will be equivalent to that provided for college owned desktop computers. Direct support (with a technician physically present) will be provided while laptops are on campus.

V. Responsibility

A. It is the responsibility of faculty/staff members to take appropriate precautions to prevent damage to or loss/theft of laptop computers in their care. The faculty/staff member or department may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct. Policies for appropriate use of College property as identified in the faculty/staff

handbooks or elsewhere may be used to determine whether liability due to negligent behavior exists.

B. Data files containing social security numbers, student ID numbers, or student names and addresses must be encrypted when stored on a laptop or removable media being transported off campus.

VI. Theft or Loss

If the laptop is lost or stolen it must be reported to Public Safety immediately. For theft or loss off-campus, it should also be reported to local police. The police report should include the serial number for the lost computer. Failure to secure and submit a police report may result in personal liability for replacement cost.

VII. Upgrades and Troubleshooting

Should a laptop require hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, or have problems that cannot be resolved over the telephone, the computer will need to be brought to campus for hardware service, software installation, or problem diagnosis. Information Technology staff will not go to off-campus locations to provide services.

VIII. Software Licensing

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer. It is also possible that other applications will be provided to you by the College, based upon your professional needs or the requirements of the laptop. The College policies for appropriate use of software, including the requirement to demonstrate legal license to a program before it can be installed on a college-owned computer will be applied. Users are given administrative rights to the College-owned computers they use, whether the computer is a desktop or a laptop, based on need.

IX. Off Campus Internet Access

A. You should feel free to use your laptop to connect to the Internet from locations other than campus, such as through an Internet service provider (ISP) at your home. Your laptop will typically be configured with both wireless and wired Ethernet, the common ways to connect to the Internet through an ISP.

B. Information Technology will neither provide Internet access to you from off campus nor configure your laptop to work with your ISP. Although Information Technology may offer some tips or advice about best practices for off campus use, it will be up to you and your ISP to make remote connections work.

X. Backup

You are responsible for maintaining an appropriate backup of your laptop, especially of the work-related documents and data files you create that are not restored when

reinstalling the operating system and programs. Depending upon how you intend to use the laptop, you may need to store some of your documents and data files on the laptop's hard disk drive. It would be prudent to establish a process of copying the data files you use on the laptop to your central data storage area (i.e., your “L” drive) as an added precaution against data loss. You should not use central data storage to backup personal documents or data files.

XI. Virus, Hacking, and Security Protection

To ensure that virus protection and other security patches are current, laptops must be connected to the College's network on a regular basis and users must take responsibility for ensuring that security updates take place on laptops in their care. In the case of a significant security alert, users may be contacted by e-mail and/or voicemail to bring in their laptops to ensure proper security is enabled on the laptop. Although Information Technology pushes updates to College computers, laptops that are frequently off the College network may require manual updating.

XII. Inventory Control

A. OIT staff are required to inspect all College laptop equipment annually; this inspection will verify compliance with the software update and security policies outlined above. In addition OIT staff will make recommendations for upgrades or replacement as appropriate. Finally, they shall verify the presence of the required SouthArk inventory control tag and report any untagged equipment to the Inventory Control Officer so they may update the College’s list of assets.

B. Employees receiving a laptop computer must sign a hand receipt, issued from the Information Technology Department, for the device at the time of issuance. Tablets or laptop computers purchased with College or Foundation funds must be clearly marked as South Arkansas Community College property (tablets should be ordered with "South Arkansas Community College" and the OIT inventory control number engraved on them).

5.33a Electronic Tablets

Chapter Five: Fiscal Affairs

Procedure Title: SouthArk Wireless Network Policy
Based on: Board Policies
Procedure Number: 5.33a
Date Adopted/Revised: September 14, 2012; September 24, 2015; August 9, 2017

I. SouthArk seeks to provide its faculty and staff with technology appropriate to their assigned tasks; this may include an electronic tablet with Wi-Fi capability (herein referred to as a tablet) and/or a laptop designed for business travel. A tablet or laptop computer may be requested by employees whose official duties are such that the use of the device significantly enhances the job performance of the faculty or staff member. Individuals requesting a tablet or laptop computer must submit a written justification for the purchase and agree to participate in subsequent College professional development activities demonstrating the usefulness of tablets or laptop computers. Tablets are not substitutes for more versatile laptop computers and should not be purchased as such.

II. Users are strongly encouraged to secure laptops and tablets with passwords/pins and to avoid keeping College confidential information and/or privacy protected data on them. Users should not have browsers retain login information. Tablets must be registered with a vendor's location service, when available. Laptops and tablets are for employee use and job related official use only.

III. Employees with College issued tablets or laptops must schedule an annual equipment inspection with the Office of Information Technology. Tablet devices and laptop computers are not included in the College's lifecycle budget and will not be automatically upgraded or replaced. Users should remain aware that funds are not generally available to replace lost, damaged, or stolen tablets or laptops. Employees may be responsible for lost, damaged, or stolen tablets or laptops.

IV. Departmental allocation of supply monies for these purchases must be endorsed by the supervising Executive Cabinet member. Approval of a tablet or laptop purchase will be on a case-by-case basis upon recommendation of the supervising Executive Cabinet member and concurrence of the President. Approval of requests is contingent upon sufficient funds being available and may result in a reduced supply budget allocation in subsequent years. Executive Cabinet members will not approve any unbudgeted technology

purchases sixty (60) days prior to the end of the fiscal year.

V. Purchase of tablets or laptops without IT approval with College funds is prohibited. The Office of Information Technology cannot support nor train end users on devices that it does not have in inventory. Users who plan to use the device primarily as a paperless document organizer and reader may wish to purchase wireless models without the added cost of broadband and monthly data plan capabilities. College funds may only be used to purchase Wi-Fi or cellular capable tablets that are compatible with the College's cellular carrier (irrespective of the end user's personal cellular carrier choice). College funds may not be used for data plan charges associated with cellular capable tablets. The individual user is responsible for any such charges.

VI. When approved by the President, College funds may be used for data plan charges associated with cellular Wi-Fi hotspot devices. Use of such devices is limited to events in direct support of the College's mission and goals, and must be authorized by the supervising President's cabinet member.

VII. Users requesting advanced capacity tablets or laptops must be able to directly link the need for enhanced capabilities to their assigned duties. Alternatively, users may use personal funds to pay for the desired additional functionality – the tablet or laptop, however, remains state property and the user will not be compensated for any expenditure should they leave the College.

VIII. Arkansas state credit cards (p-cards) cannot be used to purchase applications from vendor stores, such as the Apple App or iTunes stores. Users must retain receipts until their aggregate value is twenty-five (25) dollars or more and then submit a reimbursement request via the normal Business Office procedures. Purchases with grant funds are also governed by grant restrictions and requirements. The use of volume purchase vouchers is encouraged.

IX. Individuals receiving College issued tablets or laptops commit to make themselves available to act as peer tutors and recognize that they may be required to demonstrate innovative tablet/laptop uses as part of the College's internal professional development efforts.

X. Employees receiving a tablet computer must sign a hand receipt, issued from the Office of Information Technology, for the device at the time of issuance. Tablets computers purchased with College, grant, or Foundation funds must

be clearly marked as South Arkansas Community College property (tablets should be ordered with “South Arkansas Community College” and the OIT inventory control number engraved on them).

5.33b Data Management, Use, and Protection

Chapter Five: Fiscal Affairs

Procedure Title: Data Management, Use, and Protection
Based on: Board Policies 7 & 21
Procedure Number: 5.33b
Date Adopted/Revised: March 7, 2019

I. **Rationale and Background**

Data, in their many forms, are one of the College's most important assets. In every area, and at every level of the campus, members of the campus community (i.e., faculty, students, staff, and agents or affiliates of the College) are managing or using campus data. Sensitive data is a vital resource of which is made available to all employees who have a legitimate need for it, consistent with the College's responsibility to preserve and protect such information by all appropriate means.

The purpose of this policy is to highlight specific requirements that must be met by all who handle, use, store, or otherwise manage sensitive College data.

II. **Procedure**

A. General Statements

1. It is the responsibility of each individual with access to sensitive data resources to use these resources in an appropriate manner and to comply with all applicable federal, state, and local statutes. Additionally, it is the responsibility of each individual with access to sensitive data resources to safeguard these resources.
2. As noted earlier, it is the responsibility of each individual to determine if they have sensitive data on their individual-use device(s) and media and, if so, to ensure compliance with this policy. Failure to comply with requirements of this policy will result in loss of access to the data. The Chief Information Officer enforces this policy at the direction of the Vice President for Finance and Administration.

B. Sensitive Data Handling

Methods of safeguarding sensitive data include:

1. Sensitive data should not be stored on personal devices or departmental desktop or laptop computers as these devices are inherently less secure than central servers.
2. Sensitive data should not be stored on individual-use, removable media, including but not limited to external hard drives, magnetic tapes, diskettes, CDs, DVDs, and USB storage devices (e.g., thumb drives).

3. Access to computers that are logged into central servers storing sensitive data should be restricted (i.e. authenticated logins and screen savers, locked offices, etc.)
4. Access to sensitive data resources stored on central servers should be restricted to those individuals with an official need to access the data.
5. All servers containing sensitive data must be housed in a secure location and operated only by authorized personnel.
6. All servers containing sensitive data must be protected by appropriate firewall rules and must undergo a regular vulnerability assessment.
7. Copies of sensitive data resources should be limited to as few central servers as possible.
8. Sensitive data should be transmitted across the network in a secure manner (i.e., to secure web servers using data encryption with passwords transmitted via secure socket layer, etc.)

C. Sensitive Data Storage

1. All individuals must routinely inventory their respective electronic devices for sensitive data using processes or procedures recommended by the Office of Information Technology.
2. Individuals must seek written approval of the data owner and the Chief Information Officer to electronically store sensitive data on individual-use electronic devices or electronic media in order to meet an essential business need of the college or department.
3. Sensitive data must be securely encrypted on the electronic device or media, according to encryption methods recommended by Information Technology Services.
4. A log-in password must be enabled for the electronic device and, if available, the electronic media. The password must meet or exceed appropriate complexity levels. The password must not be shared with anyone.
5. A password-protected screen saver, if available, must be enabled on the electronic device and set to activate after a maximum of ten minutes of user inactivity. The password must meet or exceed appropriate complexity levels. The password must not be shared with anyone.
6. At a minimum, the electronic device must employ the basic security requirements described in the “Securing Electronic Devices” process and procedures published by Information Technology Services.
7. The data must be deleted from the individual-use device or media as soon as they are no longer required using secure methods according to the Electronic Data Removal section of this policy and the Records Retention and Disposition Policy.
8. Management of the electronic device may not be outsourced to any party external to the College without written approval from the data

owner and the Chief Information Officer. This written request and approval/disapproval must be filed in a secure location for subsequent audit purposes.

D. Electronic Data Removal
    1. All software and data files must be removed by College-approved procedures from electronic devices and electronic media that are decommissioned, returned to a leasing company, or transferred from one College employee to another employee having different software and data access privileges. When electronic devices are sent outside the College for repair, all data must be either encrypted or removed to the extent possible.
    2. Electronic devices must be routinely scanned for sensitive data that is not stored on College-approved secured servers and storage. Any data found must be reported to the Chief Information Officer. This data must be moved to a secured location or removed.

E. Data Breach Reporting
    1. Any accidental disclosure or suspected misuse of sensitive data must be reported immediately to the appropriate College officials. The appropriate College Officials include the data owner (as defined in the appendix of the Freedom of Information Act policy), the President, the Vice President for Finance and Administration, and Information Technology Services - Security Office.

F. Compensating Control and Exception Request
    1. It is imperative that South Arkansas Community College faculty, staff, and students comply with this policy and any related procedures or guidelines. However, there are circumstances that fall outside the ability to comply with and/or conform to the standard. In such instances, an exception must be documented and approved by the cabinet, and Information Technology Services - Security Office.
    2. Requests for exception must include: a valid business justification; a risk analysis; compensating controls to manage risk; and technical reasons for exception.
    3. Requests for exception that create significant risks without compensating controls will not be approved.
    4. Requests for exceptions are reviewed for validity and are not automatically approved.
    5. Requests for exceptions must be reviewed frequently to ensure that assumptions or business conditions have not changed. Exemption renewals are not automatically approved.

III. **Responsibility**

This policy is applicable to all College departments. The Chief Information Officer, at the direction of the Vice President for Finance and Administration, is responsible for establishing appropriate information and data protection policies as well as implementing mechanisms to ensure that protection. This policy, as

well as any other information technology, data protection and management, and security policies, will be updated on a regular basis and published as appropriate.

Specifically, the Chief Information Officer should ensure that there is:

- Appropriate awareness among data owners, data custodians, and, insofar as possible, all data users of security processes and procedures,
- Guidelines and mechanisms for data protection practices are available to College constituencies, and
- College schools, colleges and other units responsibility and responsiveness to ensure that security is effectively accomplished.

IV. Definitions

Individual-Use Electronic Devices: Computer equipment, whether owned by the College or an individual, that has a storage device or persistent memory, such as desktop computers, laptops, tablet PCs, cameras, personal digital assistants (PDAs), and smart phones. For purposes of this policy, the term does not include shared purpose devices, such as servers (including shared drives), printers, routers, switches, firewall hardware, etc.

Individual-Use Electronic Media: All media, whether owned by the College or an individual, on which electronic data can be stored, including but not limited to external hard drives, CDs, DVDs, and USB storage devices (e.g.,thumb drives).

Sensitive Data : Sensitive data is defined as information that is protected against unwarranted disclosure.

Sensitive Information includes all data, in its original and duplicate form, which contains:

- Information, as defined by the document number SS-70-001 published by the Office of the State ECIO
- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Student education records, as defined by the Family Educational Rights and Privacy Act (FERPA)
- Customer record information, as defined by the Gramm Leach Bliley Act (GLBA)
- Card holder data, as defined by the Payment Card Industry (PCI) Data Security Standard

5.34 Faculty and Staff Housing

Chapter Five: Fiscal Affairs

Procedure Title: Faculty and Staff Housing
Based on: Board Policy
Procedure Number: 5.34
Date Adopted/Revised: February 3, 2014

In certain instances, for the convenience of the College and as an immediate assistance to the effectuation of its functions, the interest of the College is furthered through assigning or allowing College personnel to reside on campus in College dwelling unit facilities.

At times, such dwelling units offer temporary residency for new full-time faculty and/or non-classified professional staff; however, residents are requested to relocate as soon as possible. The maximum time allowed for occupancy of faculty and/or non-classified professional staff is two years from the move-in date. At other times, such dwelling units are utilized relative to particular job assignments or functions for the College which will be facilitated by affected personnel living on campus.

A limited number of dwellings are maintained by South Arkansas Community College for these purposes. The College is not obligated to provide housing for any employee. Employment appointments do not include any right to College owned housing. Children are not allowed to reside in dwelling units. Smoking and pets are prohibited in the dwelling units or on the College premises.

Where a dwelling unit is assigned to a College employee, the tenancy is for a month-to-month period only. All agreements for such housing shall provide that the College has a right to terminate the agreement and to retake possession of the facility upon giving advance notice of thirty (30) days. The maximum time allowed for occupancy of faculty and staff housing is two years from the move-in date unless approval has been granted resulting from the following.

A. The employee is required by the President or his/her designee to reside on campus and provides certain benefits to the College while on campus.

B. The employee may submit an appeal to the Executive Cabinet justifying his/her need to reside on campus more than two years and explain how the College will benefit.

Requests for such dwellings shall be made in writing to the Vice President for Finance and Administration who will maintain a list of requests and assign housing as it becomes available. Dwelling unit rental agreements shall be executed prior to taking possession of the facility. All notices of termination of housing assignments shall be initiated by the President or his/her designee.

The President or appointed designee will determine whether a request shall be granted or denied. Dwelling rental agreements shall be executed prior to taking possession of the facility. All notices of termination of housing assignments shall be initiated by the President or his/her designee.

Faculty and non-classified professional staff are required to pay rent for College-owned housing through payroll deduction. The employee is responsible for utilities.

5.40 Using Personal Devices to Access the SouthArk Network

Chapter Five: Fiscal Affairs

Procedure Title: Using Personal Devices to Access the South Arkansas Community College Network
Based on: **Board Policies**
Procedure Number: 5.40
Date Adopted/Revised: March 16, 2015

Purpose:

The purpose of the policies herein is to secure and protect the information assets owned by South Arkansas Community College (SouthArk) when accessed by personal devices. SouthArk provides computer devices, networks, and other electronic information systems to meet its mission, goals, and objectives. SouthArk grants access to these resources according to an individual's role and must manage them responsibly to maintain the confidentiality, integrity, and availability of all information assets.

This policy specifies the conditions that personal devices must satisfy in order to connect to the SouthArk network. Only those devices that meet the standards specified in the policies herein or are granted an exception by Information Technology Services are approved for connection to the SouthArk network.

Scope:

The policies herein address the requirements of devices other than the officially deployed workstations to gain network access. All employees, students, contractors, consultants, temporary workers, and others who use the SouthArk network, including all personnel affiliated with third parties that maintain a network device on behalf of SouthArk, must adhere to the policies herein. This includes any form of communication device capable of transmitting packet data connecting to the SouthArk network.

5.40a SouthArk Remote Access Services (VPN)

Chapter Five: Fiscal Affairs

Procedure Title: SouthArk Remote Access Services (VPN)
Based on: Board Policies 4 & 7
Procedure Number: 5.40a
Date Adopted/Revised: March 16, 2015; November 30, 2015, August 9, 2017

I. The purpose of this procedure is to state the requirements for remote access to computing resources hosted at South Arkansas Community College (SouthArk) using remote access technologies.

II. In order to access computing resources hosted at SouthArk from off-campus, use of SouthArk remote access services (VPN) is required. A remote access connection is a secured private network connection built on top of a public network, such as the Internet. Remote access provides a secure, encrypted connection, or tunnel, over the Internet between an individual computer (such as a computer off campus) and a private network (such as SouthArk's). Use of remote access allows authorized members of the SouthArk community to access SouthArk network resources securely as if they were on campus.

III. Allowing such connections is not entirely without risk. Remote access connections, by definition, allow an outside computer to connect directly to the College's network. This arrangement provides convenience for the remote worker, but bypasses any firewall restrictions that may be in place. This risk is particularly pronounced for remote access connections from privately owned computers, as the College cannot ensure the computer has sufficient protection configured (e.g. anti-virus, anti-spyware). The risk posed by SouthArk-owned computers is still present, but to a lesser degree.

IV. The Office of Information Technology (OIT) is responsible for implementing and maintaining the College's remote access services. Therefore, OIT is also responsible for activities relating to this policy. Accordingly, OIT will manage the configuration of the College's remote access service.

V. SouthArk employees, and authorized third parties (i.e. vendors) may, under some circumstances, use remote access to access SouthArk computing resources for which they have been granted access.

Regular, full-time SouthArk faculty or staff employees that have a valid SouthArk Domain User Account may request remote access to the SouthArk network by completing a letter of justification. The letter should address, in sufficient detail, what resources will be accessed and how they cannot be accessed by conventional means (i.e. web services). Finally, the letter should include details about the accessing system's operating system, patch level, and anti-virus and anti-malware software.
Requestor should indicate the date remote access should take effect and the date access should expire.

VI. Guidelines for Access:

A. Temporary accounts shall not be granted remote access

B. Student accounts shall not be granted remote access

C. Clerical or support accounts shall not be granted remote access without prior telecommuting approval (vice president/cabinet endorsement required)

D. Faculty and administrative accounts may be granted remote access

E. Vendor accounts are set up specifically for vendors to access SouthArk resources for support purposes. Vendor accounts must be sponsored by a SouthArk employee. The account sponsor bears responsibility for the account and its use by the vendor. If the vendor account does not already exist, a request to establish one must be made at the same time remote access is requested.

VII. Operational Procedures:

SouthArk currently implements the following remote access solutions:

A. Juniper Junos Pulse (VPN)
   1. Allows user to connect to the SouthArk network from off-campus
   2. Requires software installation
   3. Restricted through NPS network policy
   4. Must be authorized by the President or a member of the Executive Cabinet

B. Microsoft Remote / RealVNC Desktop
   1. Allows connection to ~~the~~ a specific computer on the SouthArk network from off-campus
   2. May require software installation
   3. Limited to vendor access with defined IP address source

C. Real-time collaboration (LogMeIn, Bomgar, GoToAssist)

1. Allows SouthArk personnel to temporarily grant access to a specific computer on the SouthArk network from off-campus (this is the preferred method for granting vendor access as the SouthArk employee is present and monitoring the session)
2. May require software installation

VIII. In order to use remote access, one needs a connection to the Internet from an off-campus location. SouthArk does not provide remote access users with an Internet connection, their Internet Service Provider does. While dial up Internet connections may use a remote access connection, performance is very slow and is not recommended or supported.

A. Remote access users will be automatically disconnected from the SouthArk network after thirty (30) minutes of inactivity. The user must then log on again to reconnect to the network. Pings or other artificial network processes to keep the connection open are prohibited.

B. Support will be provided only for remote access clients approved by SouthArk's Office of Information Technology.

IX. Remote Access Terms of Use:

Any user found to have violated the terms of use may be subject to loss of privileges or services and other disciplinary action.

A. It is the responsibility of all SouthArk employees and authorized third parties with remote access privileges to ensure that unauthorized users are not allowed access to internal College networks and associated content.

B. All individuals and machines, including college-owned and personal equipment, are a de facto extension of SouthArk's network, and as such are subject to the College's Acceptable Use Policy.

C. All computers connected to SouthArk's internal network via remote access or any other technology must use a properly configured, up-to-date operating system and anti-virus software; these include all personally-owned computers. Antivirus software may be available for SouthArk faculty and staff.

D. Redistribution of the SouthArk remote access installers or associated installation information is prohibited.

E. All network activity during a remote access session is subject to SouthArk policies.

F. All users of the SouthArk remote access services shall use only resources for which they have been granted permission and rights to use.

X. The Chief Information Officer is charged with the responsibility to review periodically the procedure and propose changes to the Executive Cabinet as needed.

5.40b SouthArk Wireless Network Policy

Chapter Five: Fiscal Affairs

Procedure Title: SouthArk Wireless Network Policy
Based on: Board Policie 4 & 7
Procedure Number: 5.40b
Date Adopted/Revised: March 16, 2015; November 30, 2015; August 9, 2017

I. The purpose of this *procedure* is to secure and protect the information assets owned by South Arkansas Community College (SouthArk). SouthArk provides computer devices, networks, and other electronic information systems to meet its mission, goals, and objectives. SouthArk grants access to these resources according to an individual's role and must manage them responsibly to maintain the confidentiality, integrity, and availability of all information assets.

A. This procedure specifies the conditions that wireless ~~infrastructure~~ devices must satisfy in order to connect to the SouthArk network. Only those wireless ~~infrastructure~~ devices that meet the standards specified in this procedure or are granted an exception by Information Technology Services are approved for connection to the SouthArk network.

B. All College computing and networking facilities are provided for use by faculty, staff, and students for relevant academic, research, or administrative pursuits. As with all other College facilities, private use must be approved in advance in keeping with policies expressed in the South Arkansas Community College Employee Handbook and the South Arkansas Community College Catalog. These resources may not be used for commercial purposes. Any traffic traversing this network is subject to the acceptable use policies of the College. Data files and messages traversing the College network are not private communications. The College reserves its right, as owner, to examine, *limit*, log, capture, archive, and otherwise preserve or inspect any messages transmitted over the SouthArk network.

C. SouthArk makes absolutely no warranties of any kind, either expressed or implied, for the services it provides. The College will not be responsible for any damages suffered by users. Such damages include, but are not limited to, any loss of data that results from delays, non-deliveries, mis-deliveries, or service interruptions caused by either its own negligence or by user errors and/or omissions. Any and all use of any of the information obtained via the Internet is at the user's own risk. SouthArk specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services.

II. This procedure addresses the requirements of wireless deployments, wireless use, and wireless airspace use. All employees, students, contractors, consultants, temporary workers, and others who use the SouthArk network, including all personnel affiliated with third parties that maintain a wireless infrastructure device on behalf of SouthArk, must adhere to this procedure. This procedure applies to all wireless devices that connect to the SouthArk network or reside at a SouthArk owned, leased, or rented site that provide wireless connectivity to endpoint devices including, but not limited to, laptops, desktops, cellular phones, and tablets. This includes any form of wireless communication device capable of transmitting packet data.

III. Service Set Identifier (SSID)
These SSIDs will be broadcast by the wireless deployment:
Conference – For visitor Internet access.
SouthArk – For college owned devices or devices needing access to broadcast traffic in the College's academic network. SouthArk Hotspot – For Faculty, Staff, and Student Internet and SouthArk network access.

IV. Wireless Service Considerations:

A. Wireless networking has bandwidth limitations compared to the wired network. The wireless network should be viewed as augmenting the wired network, to provide more flexible network use. Applications that require large amounts of bandwidth, or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

B. Wireless technology is (and will for the foreseeable future be) a shared bandwidth technology. Some protocols and services will not effectively work in, or may be inappropriate for, a wireless environment.

C. DHCP (Dynamic Host Configuration Protocol) is the standard addressing method for the SouthArk wireless networks, and it is expected to meet the majority of client requirements.

D. Wireless is a dynamic service. Because of the dynamic nature of wireless, IP space serving the campus will change over time as a result of capacity re-engineering.

V. Restrictions:

SouthArk requires that all deployments of wireless infrastructure be installed and maintained by Office of Information Technology (OIT) staff. Installing departmental or do-it-yourself wireless access points is prohibited to avoid possible interference with the SouthArk wireless network, unnecessary impact to the wired network and undue security risks to the College. Instances in which academic instruction or business practices require

departmental wireless access points may be permitted under the guidance of the Office of Information Technology but only after project review. OIT staff must have full administrative access to all equipment permitted; continuing authorization is not guaranteed and may be revoked without notice.

A. Use of the wireless network is subject to the established policies for use of SouthArk network services.

B. Only devices authenticated via SouthArk account credentials may access network resources.

VI. Role-based access to the network shall be established using the user's SouthArk account credentials. Services allowed through the wireless network should be substantially identical to those for wired access. Role based users will be limited to those same services they are permitted to access via wired network controls.

VII. Visitors:

Individuals attending scheduled Conference Center, Workforce, or Library events will be provided login credentials when registering for their event. Temporary access credentials may be obtained by other parties by direct application to the Office of Information Technology. Temporary credentials will be modified weekly or following any event with (6) six or more users. Finally, local residents may obtain wireless access by applying formally for SouthArk library privileges and receiving login credentials.

VIII. Device Support:

SouthArk does not guarantee support for all wireless devices. OIT staff will assist individuals seeking access to the College's wireless network as part of support for Conference Center events, student services, or as workload permits. Users seeking support must have sufficient knowledge of their devices to navigate to the software required to initiate wireless connections and/or access network resources.

IX. Wireless Airspace:

To provide wireless access, the radio frequency airspace of the campus serves as the transport medium for this technology. Wireless networks operate on the campus's shared and finite airspace spectrum. Therefore, Office of Information Technology (OIT) staff will regulate and manage this airspace centrally to ensure its fair and efficient allocation and to prevent collision, interference, unauthorized intrusion, and failure. In addition, central management will facilitate the adoption of new features. Persons using wireless devices to connect to the College's network must comply with this procedure and any other related policies.

X. OIT staff will approach the shared use of the wireless radio frequencies in the same way that it manages the shared use of the wired network. Specific issues pertaining to wireless network devices are outlined below:

A. All access points will be installed and configured in such a way as to comply with all security features of the wireless network, including restrictions to provide connections only to those users who are entitled to access.

B. The College reserves the right to remove, disconnect, or electronically limit any access point not installed and configured by OIT staff or specifically covered by prior written agreement and/or arrangement with the OIT.

C. Other devices such as portable phones, and wireless devices using "Bluetooth" (a competing wireless technology), that broadcast and receive information on the same frequency as wireless Ethernet devices, may cause interference with wireless network operations. If disruptions in wireless service are reported, OIT staff will investigate and can remove any devices it deems, in its sole discretion, to be interfering with proper network operation.

D. Only users affiliated with SouthArk are authorized to use wireless networking on campus. To help protect these affiliated users from unauthorized access to their computer resources, OIT staff may implement data encryption and authentication security measures that must be followed by all users. These measures *may* require the use of specific SouthArk wireless LAN product types and are designed to meet emerging wireless encryption and security standards.

5.50 Fiscal Policies and Procedures

Chapter Five: Fiscal Affairs

Procedure Title: Fiscal Policies and Procedures
Based on: Board Policies
Procedure Number: 5.50
Date Adopted/Revised: September 20, 2011

Fiscal Policies and Procedures Manual (.pdf)

6.01 Equity/Equal Opportunity

Chapter Six: Statutory Compliance

Procedure Title: Equity/Equal Opportunity
Based On: Board Policies 3 and 29
Procedure Number: 6.01
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; November 2, 2016

SouthArk does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

The college is in compliance with titles VI and VII of the Civil Rights Act of 1964; title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA), and all other federal and state laws related to equal opportunity practices.

Those having questions or seeking information regarding the college's compliance with and implementation of the aforementioned regulations should contact:

Equal Opportunity Officer c/o
Human Resources
South Arkansas Community College
300 South West Ave.
El Dorado, AR 71730
(870) 862-8131, 1-800-955-2289

6.02 Americans with Disabilities Act

Chapter Six: Statutory Compliance

Procedure Title: Americans with Disabilities Act
Based On: Board Policies 1, 3, and 29
Procedure Number: 6.02
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

Whereas, the Congress has enacted the Americans with Disabilities Act, and whereas, providing access to persons with disabilities is a part of the mission of this institution, South Arkansas Community College resolves that compliance with the Americans with Disabilities Act is a priority of the College.

I. Administrative Responsibility

The Administration is responsible for preparing and publicizing policy statements and procedures to comply with the letter and the intent of the Americans with Disabilities Act and to take action to implement the requirements of the act. Specifically, the Administration will:

A. Appoint an individual to serve as the ADA Coordinator;

B. Provide for continuous self-evaluation of the institution's programs and activities;

C. Recommend priorities for institutional compliance; and

D. Prepare cost estimates for institutional compliance and for the provision of reasonable accommodations and services for persons with disabilities.

II. Dissemination of Information

In order to assure broad dissemination of information regarding the College's commitment to the ADA, the following statement will be included in the College Catalog and Student Handbook, and may be disseminated in other ways: South Arkansas Community College does not discriminate on the basis of a person's disability in the admission or access to, or treatment or employment in, its programs or activities.

III. Grievance Procedure

The following Grievance Procedure is provided to facilitate the prompt and equitable resolution of any complaint alleging a violation of the ADA.

A. It is the intent of South Arkansas Community College that “No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by the College.

B. This procedure may be followed by any student, employee, visitor, or other member of the public for whom the College’s general Grievance Policy does not apply or appropriately meet the need.

C. Complaints should be filed with the Vice President for Finance and Administration (the designated ADA Coordinator) at South Arkansas Community College, P.O. Box 7010, El Dorado, AR 71731-7010; according to the following guidelines:

1. The complaint will be filed in writing or verbally, and will include the name, address, and telephone number of the plaintiff as well as a brief description of the alleged violation of regulations.

2. The complaint should be filed within 15 days of the time when the plaintiff becomes aware of the alleged violation.

3. Upon receiving the complaint, the ADA Coordinator will be responsible for thoroughly investigating the allegation; and affording all interested/involved persons and their representatives, if any, the opportunity to submit evidence relevant to the complaint.

4. Upon completion of the investigation, the ADA Coordinator will submit a written report to document the validity of the complaint, and to recommend a proposal for resolution of the situation. This document will be forwarded to the plaintiff no later than 21 days after the complaint is filed, with a copy to the President.

5. The ADA Coordinator will maintain files and records of all complaints, related documentation, and resolutions reached regarding ADA issues.

6. The plaintiff may request a reconsideration of the case if he or she is not satisfied with the resolution. Requests for reconsideration must be made to the President within 30 days of receipt of the written report.

7. A plaintiff's right to prompt and equitable resolution of a complaint filed according to this procedure will not limit his/her ability to pursue other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Pursuit of remedy via this procedure is not a prerequisite to the pursuit of other remedies.

D. This procedure is to be implemented to protect the rights of interested persons, to meet appropriate due process standards, and to assure that South Arkansas Community College fully complies with the ADA.

6.03 Substance Abuse/Drug Free Workplace

Chapter Six: Statutory Compliance

Procedure Title: Substance Abuse/Drug Free Workplace
Based On: Board Policies 1 and 3
Procedure Number: 6.03
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 27, 2016

South Arkansas Community College is committed to full compliance with federal, state and local laws regarding the unlawful possession, use or distribution of illicit drugs and alcohol. Offenses that violate this policy are violations of the Arkansas and federal criminal statutes, for which the violator may be prosecuted. In addition, the Administration is authorized to impose disciplinary action up to and including dismissal or expulsion.

I. Administrative Responsibility

The Administration is responsible for preparing and publicizing policy statements and procedures to comply with the letter and the intent of these laws, and is authorized to take action when these laws are violated. Specifically, the Administration will:

A. Ensure that policies that support a drug-free work and study environment are published and publicized; and

B. Provide for continuous self-evaluation of the institution's awareness and prevention activities.

II. Dissemination of Information

In order to assure broad dissemination of the College's commitment to a drug-free work and study environment, the following statement will be included in the College Catalog and Student Handbook, and may be disseminated in other ways:

"South Arkansas Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students of the College on College property or as a part of its activities, and further prohibits the abuse of prescription drugs or alcohol by employees and students if such use impairs effective performance of their responsibilities. The Governor's Policy Directive Number Five states that "use of alcoholic beverages or any unlawful use of controlled substances is strictly prohibited during working hours and will be grounds for immediate dismissal."

In an effort to inform employees and students about the effects of drugs and alcohol, the College will provide educational programs, counseling, and activities designed to increase awareness of the dangers and consequences of substance and alcohol abuse. The College maintains a current directory of referral agencies that deal with problems related to substance and alcohol abuse, including:

A. South Arkansas Regional Health Center 862-7921

B. Prevention Resource Center 864-2497

C. Alcohol Abuse Help Line (24 hour access) 1-800-930-9329

III. Definitions

A. Drug – any chemical substance that affects living systems

B. Drug Paraphernalia -The term “drug paraphernalia” means all equipment, products and materials of any kind that are used, intended for use, or otherwise produced for introducing into the human body a controlled substance.

C. Counterfeit Controlled Substances - A “counterfeit controlled substance” is any legal or illegal substance, whether in a container or not, which is represented to be or bears a label falsely identifying it as a scheduled drug or marijuana.

IV. Procedure for Reporting Violations

Anyone who encounters violations of federal, state or local laws which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of its activities is encouraged to report such violations or suspected violations immediately. All reports should be referred to the Vice President for Academic Affairswho is the designated Grievance Officer.

V. Disciplinary Action

Disciplinary action will be taken against employees and students found guilty of violating the public laws and College policies that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on College property or as part of any of its activities. The Administration is authorized to impose disciplinary action to include, but not be limited to the following:

A. In cases involving employees: Employees found guilty of policy violation may be disciplined as follows:

1. Dismissal - termination of employment with the College

2. Probation - An official warning that the employee's conduct is in violation of College policy. Probation may be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued employment; such conditions may include drug and alcohol abuse counseling.

3. Letter of Reprimand - A letter, of which a copy will be placed in the employee's personnel file, stating that the conduct noted is not acceptable to the College.

B. In cases involving students: Students found guilty of policy violation will be subject to disciplinary action in accordance with procedures outlined in the Student Handbook.

6.04 Fair Labor Standards Act

Chapter Six: Statutory Compliance

Procedure Title: Fair Labor Standards Act
Based On: Board Policies 1 and 2
Procedure Number: 6.04
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

The College is subject to the federal Fair Labor Standards Act (FLSA).

Employees subject to the provisions of the FLSA are referred to as non-exempt employees.

The Arkansas Human Resource System manual provides detailed information pertaining to the FLSA. Section 110 explains these provisions, and can be found on the following Web site:

www.state.ar.us/dfa/opm/manual_index.html

This manual covers classified employees and is administered and maintained by the Arkansas State Office of Personnel Management. Paper copies of this section are available upon request from the South Arkansas Community College's Office of Human Resources.

6.05 Family Medical Leave Act of 1993

Chapter Six: Statutory Compliance

Procedure Title: Family Medical Leave Act of 1993
Based On: Board Policy No. 3
Procedure Number: 6.05
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; May 5, 2015

I. In accordance with the federal Family Medical Leave Act of 1993, South Arkansas Community College will grant up to 12 weeks of unpaid leave in a 12-month period if requested by an employee for the following reasons:

   A. The birth of a child and to care for a newborn;

   B. The placement of a child for adoption or foster care with the employee;

   C. To care for the employee's spouse, son, daughter, or parent with a serious health condition; or

   D. Due to a serious health condition that renders the employee unable to perform the functions of his or her job. The College will follow the definitions and procedures published by the Department of Labor in administering the Family and Medical Leave Act of 1993.

II. Procedures and Conditions for Taking FMLA Leave

   A. All FMLA leave will be taken at one time, except leave for a serious health condition, in which case leave may be taken intermittently if such a schedule is needed for medical reasons.

   B. As required by Arkansas Code, the employee must exhaust all paid leave prior to taking unpaid leave. Vacation leave, paid personal leave, or (in the case of serious health condition) paid sick leave must be used first as part or all of the 12-week period, if such leave is available.

   C. Any paid leave counted against the 12 weeks must be designated in advance as an FMLA leave by the College.

   D. The 12-month period used by SouthArk for determining eligibility is the calendar year. In the case of birth or adoption, eligibility for FMLA leave shall expire at the end of the 12-month period beginning on the date of a child's birth or placement. However, leave used for this purpose shall also be calculated on a calendar year basis.

E. The employee is expected to give the College at least 30 days advance notice of leave to the extent that advance notice is practicable.

F. If the leave is granted for planned medical treatment and will be taken on an intermittent basis or by a reduced work schedule, the employee is expected to schedule the treatment so as to create minimal disruption for the employer.

III. Procedures and Conditions for Returning to Work

A. The College will restore any employee, including highest paid employees, to his/her previous position upon return from FMLA leave.

B. The College will pay for health benefits for the employee in the same manner and amounts as were paid when the employee was not on leave.

C. Any employee contributions or non-health benefits will be paid by the employee while on leave at the time the contributions would have been paid if paid by a payroll deduction.

D. If the employee does not return to work after the leave for reasons other than health conditions or some other reason beyond the employee's control the employee will be responsible for repaying the institution for health benefits paid by the College during leave.

6.06 Privacy of Student Records

Chapter Six: Statutory Compliance

Procedure Title: Privacy of Student Records
Based On: Board Policy 1
Procedure Number: 6.06
Date Adopted/Revised: March 2, 2009; July 27, 2016

South Arkansas Community College acknowledges and respects each student's right to privacy with respect to his/her academic record. All student records are handled in confidence. The Director of Enrollment Services is responsible for maintaining security of student records, and specifically, for ensuring that the College complies with the expectations of the Family Educational Rights and Privacy Act (FERPA), and the Solomon Amendment.

I. FERPA

A. Compliance - In keeping with FERPA, a student's academic record may only be released to the student, to those whom the student has authorized release, and to certain specific third parties. The student has the right to access, understand and challenge information contained in the student record. In addition, he or she may request a hearing to receive a final determination of an issue regarding the student record.

B. Directory Information - The College is authorized to release specific Directory Information to those who request the information, unless the student specifically asks that the information not be released. Directory Information is defined as:

1. Name
2. Address
3. Telephone number
4. Place of birth
5. Academic major
6. High school attended
7. Non-academic honors
8. Dates of attendance
9. Class schedule
10. Classification

C. Restriction of Records - If a student does not wish for directory information to be released, he/she may so indicate on the Registration Form, or submit the request in writing to the Director of Enrollment Services.

II. The Solomon Amendment

A. Compliance - The Solomon Amendment provides for access to student information by recruiters of the Armed Services. According to this Amendment, College and University Records Offices are required to release information concerning currently enrolled students for the sole purpose of encouraging them to join the military.

B. Restriction of Records - If a student does not wish for information to be released to recruiters of the Armed Services, he/she may so indicate on the Registration Form, or submit the request in writing to the Director of Enrollment Services.

6.07 Weapons on Campus

Chapter Six: Statutory Compliance

Procedure Title: Weapons on Campus
Based On: Board Policy 1
Procedure Number: 6.07
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 25, 2016; November 27, 2017

I. Arkansas Statute 5-73-119 establishes the prohibition for the possession of handguns on school property. Handguns may not be carried on the person, in a vehicle, or be otherwise readily available. Furthermore, the College prohibits the possession of any weapon on College property. A weapon is defined as a firearm, knives, sword, bomb, or any substance or device designed or intended to inflict harm.

II. In pursuant of Arkansas Act 562 of 2017, as amended by Act 859 of 2017, the possession of a concealed hand gun on campus is permitted:

a. If the person has a license to carry a concealed handgun under Arkansas Statute 5-73-301, and

b. Has completed an additional endorsement training approved by the Director of the Arkansas State Police.

III. Individuals that meet the requirements in Paragraph II above are encouraged, but not required, to inform SouthArk Public Safety officers aware that they plan to carry a concealed weapon on campus. Furthermore, the individuals are highly encouraged to attend specific SouthArk active shooter training courses.

IV. Any person who carries a handgun should be aware that a law enforcement officer may lawfully inquire into that person's purpose. Determining culpability or potential culpability under Arkansas Code 5-73-120 is initially a matter for law enforcement following guidelines that routinely apply when investigating a misdemeanor involving the danger of forcible injury to persons. A law enforcement officer may stop and detain any person reasonably suspected of violating Arkansas Code 5-73-120 if necessary to identify the person or determine the lawfulness of his or her conduct. Whether an officer has reasonable suspicion will depend upon a number of circumstance-specific factors. Some of these factors are recounted in Arkansas Code 16-81-203,

including: (1) the demeanor of the suspect; (2) the gait and manner of the suspect; (3) any information received from third persons; and (4) the suspect's proximity to known criminal conduct. While merely possessing a loaded handgun completely on its own is not enough for reasonable suspicion of a violation of Arkansas Code 5-73-120(a), possessing a loaded handgun in combination with just one additional factor may, depending on the circumstance, be enough to create reasonable suspicion of intent to unlawfully employ the handgun as a weapon.

V. A concealed carry weapon may not be carried during documented grievance and disciplinary meetings on the SouthArk campus.

VI. Bona fide law enforcement officers are not subject to this regulation. Violation is classified as a Class D Felony and violators may be prosecuted. In addition, the Administration is authorized to impose disciplinary action up to and including dismissal or expulsion.

VII. Vendors for events at the El Dorado Conference Center may bring knives or similar items for display only. They will need to be secured in a manner approved by the SouthArk Director of Public Safety for the duration of the event. Guests may not, at any time, handle the items. However, guests may order any of the displayed items for delivery or pickup at the vendor's place of business. Any type of gun or rifle must be pre-approved by the SouthArk Director of Public Safety. If allowed, the weapons must meet safety and security requirements as designated by the SouthArk Director of Public Safety. Additionally, SouthArk recognizes that there are important outdoor related events where knives or other edged weapons are awarded as part of a raffle or door prize. In these instances, the recipient may only take possession of these items as they exit the facility. In addition, possession will only be transferred from the event holder to the recipient at a pre-arranged location under the supervision of a SouthArk Public Safety Officer.

VIII. Firearms are allowed on the campus for the purpose of participating in a shooting match or target practice under the auspices of the college shooting team.

IX. If an individual has a license to carry a concealed handgun, he or she may leave the weapon in his or her locked and unattended motor vehicle in a campus parking lot.

6.08 Sexual Harassment

Chapter Six: Statutory Compliance

Procedure Title: Sexual Harassment
Based On: Board Policy 3
Procedure Number: 6.08
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 27, 2016

I. Policy Statement

It is a violation of federal law as well as the rules and regulations of South Arkansas Community College for any employee or student to sexually harass another employee or student by:

A. Making unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature as a condition of any employee's employment or student's enrollment;

B. Making submission or rejection of such conduct the basis for employment decisions affecting the employee or academic decisions concerning a student; and/or

C. Creating an intimidating, hostile, or offensive working environment by such conduct.

II. Dissemination of Information

A. The policy statement on Sexual Harassment appears in both major College publications, the Catalog and the Student Handbook.

B. Seminars and workshops covering the topic of Sexual Harassment are offered to both students and employees.

III. Procedure for Reporting and Investigating Violations

A. Anyone who is subjected to offensive sexual behavior is encouraged to report the matter through established formal or informal channels. All reports should be directed immediately to the Director of Human Resources.

B. The VPSA Director of Human Resources will investigate and respond to all complaints involving sexual harassment. The El Dorado Police Department works cooperatively with South Arkansas Community College on matters pertaining to the safety and welfare of students and employees, and will work with campus security personnel and the administration to offer prompt assistance in the event that an incidence of sexual harassment is reported.

C. If charges are filed, it will be the responsibility of the Director of Human Resources to document all campus proceedings.

D. In all cases, victims will be informed of their options for reporting crime and for receiving assistance if such is needed or desired.

E. Both the accuser and the accused will be made aware of the outcomes of formal proceedings.

IV. Consequences of Violation

Sexual harassment is considered a major offense punishable by both the College and the courts. The Administration is authorized to impose disciplinary for such offenses; any person who is found to have sexually harassed another person will be subject to appropriate action.

A. Employees found guilty will be subject to written warning, a suspension without pay, or a discharge, depending upon the circumstances of the sexual harassment incident.

B. Students found guilty will be subject to disciplinary action as described in the Standards of Student Conduct, up to and including suspension or expulsion from the College.

V. Due Process

A. The Director of Human Resources, when investigating reports of sexual harassment, will ensure that all rights of both the accuser and the accused are protected.

B. These rights include but will not be limited to discreet and professional handling of all matters concerning the alleged incident, and the opportunity to have others present during a campus disciplinary hearing.

VI. Victim Assistance

A. The Director of Human Resources is responsible for making referrals to victims of sexual harassment, as necessary. Referrals may be made to the following personnel or agencies (this list is not exhaustive):

1. College Counselors

2. The Victim Assistance Program, established through the local court system, offers assistance and support to victims at no cost. The Victim Assistance contact number is (870) 863-3762.

3. Assistance is also available through the Union County Rape & Family Violence Center, at (870) 863-4003.

6.09 Sexual Assault

Chapter Six: Statutory Compliance

Procedure Title: Sexual Assault
Based On: Board Policy 2
Procedure Number: 6.09
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

South Arkansas Community College will not tolerate any action involving a student or employee that is intended or perceived to be sexual assault as defined in the Arkansas Code Annotated 5-14-103 through 123. Sex crimes are considered major offenses punishable by both the College and the courts. Crimes involving sexual offenses reported through formal or informal procedures will be investigated by the Chief Student Development Officer, who will ensure that all rights of both the accuser and the accused are protected.

Sexual assault is a violation of an individual's human rights and dignity. All reports or complaints concerning crimes of this nature will be vigorously pursued in conjunction with local law enforcement authorities.

I. Dissemination of Information

A. Campus Security personnel make presentations at Orientation and as requested by faculty at the beginning of each term.

B. Campus clubs and organizations accept responsibility for increasing awareness of safety issues involving sexual assault as well as other crimes by placing posters and announcements on campus when classes are in session. These activities are coordinated through the Inter-Activity Council.

C. Workshops and seminars are offered to students and employees by counselors and/or Security staff.

II. Procedure for Reporting

Anyone who is subjected to offensive or criminal sexual behavior or assault is encouraged to take action through the established informal or formal channels within the College.

A. The formal procedure/channel - The victim should report the offense to the Director of Human Resources immediately; and investigation into the incident will follow.

B. The informal procedure/channel - The victim should seek assistance from any campus security person, faculty member, supervisor, or a counselor in the Student Support Services Office on the West Campus. Appropriate referrals and connections will be made on behalf of the victim. In all cases, efforts should be made to preserve any evidence that might be used to apprehend and convict the accused assailant.

C. The El Dorado Police Department works cooperatively with South Arkansas Community College Security Personnel and the administration to provide prompt assistance in the event that crime should occur on campus.

D. Security personnel report to the Director of Campus Safety and have the power of arrest in crisis situations security is expected to contact local authorities for assistance.

E. Specific procedures are established in order for campus security or other personnel to make immediate contact with the Police Department in cases of an emergency.

III. Confidentiality

A. In all cases involving sexual assault, the rights and privacy of victims and alleged violators will be considered and actions will be taken accordingly.

B. These rights include but will not be limited to discreet and professional handling of all matters concerning the alleged incident, and the opportunity to have others present during a campus disciplinary hearing.

C. If charges are filed, it will be the responsibility of the Director of Human Resources to arrange for due process and documentation of all campus proceedings.

D. In all cases, victims will be informed of their options for reporting crime and for receiving assistance if such is needed or desired.

E. Both the accuser and the accused will be made aware of the outcomes of formal proceedings.

IV. Disciplinary Action

A. Employees found guilty of such offenses will be subject to a written warning, a suspension without pay, and/or a discharge, depending upon the circumstances of the incident. The College will take action against any

employee or student found guilty of sexual assault. Furthermore, referral will be made to local law enforcement authorities for further action if this is appropriate.

B. Students found guilty of sexual offenses will be subject to disciplinary action up to and including suspension or expulsion from the College, depending on the circumstances of the incident.

V. Victim Assistance

The Director of Human Resources is responsible for referring victims of sexual offenses to appropriate College personnel and/or to agencies in the community that handle such situations.

A. The Victim Assistance Program, established through the local court system, offers assistance and support to victims at no cost. The Victims Assistance contact number is 863-8762.

B. Assistance is also available through the Union County Rape & Family Violence Center, at 863-4003.

C. South Arkansas Community College will change a victim's academic or work situation as necessary after an alleged sexual offense has occurred, or as requested by the victim. Such changes could include but would not be limited to a change in the student's class schedule.

6.10 Freedom of Information

Chapter Six: Statutory Compliance

Procedure Title: Freedom of Information
Based On: Board Policy 1
Procedure Number: 6.10
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 27, 2016

As delineated in the Arkansas Freedom of Information Act 93 of 1967, 25-19-101-25-19-107, the College is committed to full compliance by conducting all business in an open and public manner. It is vital in a democratic society that public business be performed in an open and public manner so that the electors shall be advised of the performance of public officials and of the decisions that are reached in public activity and in making public policy. To this end, this procedure is adopted, making it possible for them, or their representatives to learn and to report fully the activities of their public officials.

All inquiries regarding the Freedom of Information Act should be directed to the Chief Fiscal Officer. If necessary, inquirers may be charged a fee in order to fulfill the request.

6.11 Environmental Regulations

Chapter Six: Statutory Compliance

Procedure Title: Environmental Regulations
Based On: Board Policy 1
Procedure Number: 6.11
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

South Arkansas Community College is committed to the preservation and protection of our natural environment, and providing a safe and healthy workplace for employees and an atmosphere conducive to learning for students. This commitment to environmental, health, and safety reflects conscientious and proactive efforts to effectively meet or exceed applicable federal, state, and local environmental, health and safety compliance regulations.

In keeping with this commitment, South Arkansas Community College strives to meet or exceed all expectations as stated in the following federal regulations.

- 40 CFR - Federal Environmental Regulations
- 29 CFR - Federal OSHA Regulations
- 49 CFR - Federal DOT Regulations

If non-compliance of any regulation is discovered, appropriate College personnel will take immediate action to remedy the situation.

Acronyms:

- USEPA - United States Environmental Protection Agency
- ADEQ - Arkansas Department of Environmental Quality
- DOT - Department of Transportation
- OSHA - Occupational Safety and Health Administration

6.12 Whistle Blower Act

Chapter Six: Statutory Compliance

Procedure Title: Whistle Blower Act
Based On: Board Policies 1 and 3
Procedure Number: 6.12
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

I. Policy Statement

In accordance with the "Arkansas Whistle-Blower Act" (Arkansas Code Annotated §§ 21-1-601 through 609) South Arkansas Community College will not discharge or retaliate against an employee who reports in good faith the existence of any waste of public funds, property, or manpower excluding federal funds, property, or manpower; or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower. Specifically, no adverse action will be taken against an employee or a person authorized to act on behalf of the employee, in the following situations:

A. If an employee alleges a violation under this Act, and does so "in good faith";

B. If an employee alleges a violation under this Act, and does so "in good faith," and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or

C. If an employee alleges a violation under this Act, and does so "in good faith," and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

II. Definitions/Clarifications

A. An "adverse action" is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects the employee's employment, including compensation, job location, rights, immunities, promotions, or privileges.

B. "Good faith" is lacking when the employee does not have personal knowledge of the waste or violation, or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

III. Procedure for Reporting

A report of waste or violation should be made verbally or in writing to one of the following:

A. Employee's superiors or to an appropriate authority, such as any member of the President's Cabinet;

B. A state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc.;

C. A member, officer, agent, investigator, auditor, representative, or supervisory employee of the body, agency, or organization; or

D. The office of the Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or prosecuting attorney's office.

E. Reports of waste or violation must be made prior to any adverse action by the agency/institution, at a time and in a manner which gives the agency/institution reasonable notice of need to correct the waste or violation.

IV. Grievance Procedure

A. An employee who believes that the College has acted adversely towards him/her as a result of a report of waste made in good faith should file a grievance in accordance with APM 2.12.

B. If the grievance is not resolved, the employee may subsequently bring a civil action in chancery court within 180 days of the alleged violation of the "Arkansas Whistle-Blower Act." Should such civil action occur, the employee has the burden of proof in establishing that he or she has suffered an adverse action for an activity protected under the Act. Additionally, the College shall have an affirmative defense if it can establish that the adverse action taken against the employee was due to employee misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violation under the Act.

C. Grievance proceedings will be followed as outlined specifically in the Whistle Blower Act.

6.13 Copyright Act and Digital Millennium Copyright Act

Chapter Six: Statutory Compliance

Procedure Title: Copyright Act and Digital Millennium Copyright Act
Based On: Board Policies 1 and 3
Procedure Number: 6.13
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 27, 2016

I. Policy Statement

South Arkansas Community College complies, and expects its employees, students and representatives to comply, with the Federal Copyright Act (Public Law 94-553 Title 17, October 1976) and the Digital Millennium Copyright Act (DMCA, 1998). To that end:

A. The copying of materials, programs, displays, software, or other items not specifically exempted by the copyright law or DMCA, or without appropriate licenses and/or the copyright holders permission, is prohibited.

B. South Arkansas Community College will not allow or endorse circumvention of technological protection measures.

C. All works should be considered copyrighted material unless clearly stated to be in the Public Domain.

D. South Arkansas Community College will not condone, or tolerate illegal reproduction of any copyrighted item, or the circumvention of protection devices or measures by its employees, students, or other representatives of the College.

E. South Arkansas Community College reserves the right to discipline any employee or student, including termination of that employee or expulsion of the student, who may violate copyright law, infringe upon copyright, or circumvent protective measures.

II. Procedure for Reporting of Violations

Any employee with knowledge of copyright violation within the College is expected to notify his or her immediate supervisor or the Chief Academic Officer. Vice President for Academic Affairs and Student Services.

III. Exemptions

It is recognized within the Federal Copyright Law that libraries, educational institutions, researchers and teachers, and university and College faculty possess a real need to duplicate or otherwise exhibit copyrighted materials, and thus certain exemptions are allowed. Guidelines to those exemptions specifically outlined in the law, and a more complete explanation of “fair use,” may be found in the Library Media Center’s Copyright Policy or by contacting the Director of the Library Media Center. Specifically, the following circumstances/considerations have generally and historically been regarded as justifiable “fair use” by the courts:

A. The legitimate purpose and character of the use by the educational representative;
B. The nature of the copyrighted work;
C. The amount and substantiality of the work; and
D. The effect of the use upon the potential market of the work.

IV. Application to Distance Education

Distance education, broadly defined by the Conference on Fair Use, is an educational process, or event whereby instruction is delivered through a telecommunication technology to one or more students who are physically remote from a traditional classroom setting, or the point of program origin.

South Arkansas Community College recognizes that:

A. Section 106 of the Copyright Act defines the rights of the copyright holder to perform or display his or her work as an exclusive right;

B. Section 110 (1) permits performance and display of any kind of copyrighted work as part of face-to-face instruction; and

C. Section 110 (2) allows for performance of a non-dramatic literary or musical work or display of any work as part of a transmission in some distance learning contexts.

D. While it is clear that such transmissions may not result in the reproduction of a work without express permission from the copyright holder, and that the specific limitations set forth in Section 110 (2) may impose a higher burden of demonstrating that fair use permits performance or display of more than a small portion of a copyrighted work in a modern distance learning environment:

E. While it is clear that such transmissions may not result in the reproduction of a work without express permission from the copyright holder, and that the specific limitations set forth in Section 110 (2) may impose a higher burden of demonstrating that fair use permits performance or display of more than a small portion of a copyrighted work in a modern distance learning environment:

1. It does not necessarily prohibit their use, and

2. It is a reasonable reflection of the principles of fair use in combination with the specific provisions of Sections 110 (1)-(2).

V. Software Copyrighted software is protected by both the Copyright Act of 1976 and the DMCA, and its use is guided by the same restrictions and exemptions as noted above. In terms of copyright, there are four broad classifications of software:

A. Commercial

1. Covered by copyright
2. Requires a license to use it, not own it
3. Restrictions and conditions may vary

B. Shareware

1. Covered by copyright
2. Requires a license to use it, not own it
3. Restrictions and conditions may vary

C. Freeware

1. Covered by copyright
2. Derivative works must also be designated as freeware, not for profit
3. Public Domain - Must be marked as such

VI. Intellectual Property

Intellectual property is considered to be those items that reasonably qualify for protection under the patent and/or copyright laws of the United States or other protective statutes.

A. South Arkansas Community College reserves the right to ownership of intellectual property arising out of research or other sponsored programs which are supported in part or in whole by grants, gifts, contracts, or other agreements entered into by the College or the South Arkansas Community College Foundation.

B. All contracts and agreements should be reviewed by the Office of the President, and should contain a paragraph that sets forth the College's rights and responsibilities.

C. Under certain circumstances the College reserves the right to consider granting an exception to this policy. The final decision rests with the President of the College.

D. This policy applies to all full time and adjunct faculty, as well as employees and agents of the College who have made substantial use of the resources of the College.

VII. Special Conditions

Section 108 of the Copyright Act deals with limits on interlibrary loan arrangements and special library and archives exemptions and responsibilities. South Arkansas Community College acknowledges and adheres to these arrangements and responsibilities, and complies with the Copyright Act and the American Library Association's policies and agreements. Specifically:

A. Interlibrary loans are available to the College's faculty, staff and students;

B. The library staff will not request more than two articles per issue per journal (or title) from any lending library;

C. The library staff will not copy more than two articles per issue per journal (or title);

D. No more than six articles per journal (or title) will be requested per patron, per calendar year.

6.14 Faculty Evaluation

Chapter Six: Statutory Compliance

Procedure Title: Faculty Evaluation
Based On: Board Policies 1 and 3
Procedure Number: 6.14
Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007

South Arkansas Community College adheres to a system of conducting annual faculty evaluations in accordance with Arkansas Code 6-63-104. Details regarding this procedure are delineated in Chapter Two.

6.15 Procedures and Plan for Surplus Computer and Electronic Equipment

Chapter Six: Statutory Compliance

Procedure Title: Procedures and Plan for Surplus Computer and Electronic Equipment
Based On: Board Policies 1 and 5
Procedure Number: 6.15
Date Adopted/Revised: October 27, 2005; November 21, 2006; May 15, 2007; November 30, 2015

I. GENERAL PROVISIONS

Arkansas Code § 25-34-101 through 111, enacted by the General Assembly of the State of Arkansas in 2001, is an act concerning computer and electronic solid waste management for the State of Arkansas. The intent of Arkansas Code § 25-34-101 through 111 is to achieve the maximum possible benefit from use of state College owned computers, electronics, and peripherals; to achieve maximum benefit from the sale of surplus state College assets; and to protect the public health, safety, and the environment by mandating steps be taken to address the solid waste management of computers and other electronic solid waste statewide.

All state agencies are required to participate in the program and each must provide a College wide procedure for the management and sale of College surplus computer equipment and electronics and a plan for the sale of such equipment. The law allows state agencies to make choices determining the disposal process of their computer and electronic equipment, which will dictate the form of their College procedure. County, municipal, and other local government units are not mandated to comply with Arkansas Code § 25-34-101 through 111, but they may use the services of the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration if they wish.

SUMMARY OF ARKANSAS CODE § 25-34-101 THROUGH 111:

State agencies are mandated to implement a College-wide procedure that ensures the management and sale of College surplus computer equipment and electronics in accordance with the Executive Chief Information Officer's policies for review and replacement of computer and electronic equipment.

The procedure must mandate that all hard drives of surplus computer equipment be degaussed, cleared of all data, software, and be otherwise prepared for sale within ninety (90) days after replacement.

In addition, agencies may keep a back stock of computer hardware and electronics for the purpose of parts harvesting for the repair, maintenance, and upgrade of computers. However the back stock must not exceed ten percent of the number of state employee computers in the College.

Agencies are also mandated to create a plan to account for the sale of used equipment and present that plan for review to the Department of Finance and Administration, the Executive Chief Information Officer, and the Legislative Council.

If a College procedure established under § 25-34-104 provides for the preferential sale of surplus computer and electronic equipment to Arkansas public schools or local governments, or College employees that computer and electronic equipment shall be sold at a price determined by the Department of Finance and Administration.

If agencies allow state employees to purchase College computers and electronic equipment, the employees must accept the computer or equipment on an "as is" basis, without any warranty of any kind by the College.

Agencies are not mandated to utilize the services of the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration in the sale of their surplus computers and electronic equipment

II. DEFINITIONS

For purposes of this document, the following definitions apply:

COLLEGE: South Arkansas Community College

AGENT: the person(s) in agencies responsible for purchasing or maintaining computer equipment.

COMPUTER: a programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates, and otherwise processes information.

CONSUMER ELECTRONIC ITEM: a personal computer, computer component, audio player, stereo player, videocassette player, facsimile machine, copy machine, cellular telephone, wireless paging device, video game console, or any electronic item containing an intact or broken cathode ray tube. An electronic item containing a cathode ray tube includes a television, computer monitor, or any other cathode ray tube monitor or display device.

DEGAUSS: the complete removal of information from the hard drive of a computer.

DEMANUFACTURING: end of life disposition of electronic devices and computers; includes recovery of hard drives and chips with resale value, the removal of commodities, such as copper, aluminum, and gold for sale to scrap consumers, the removal and hazardous waste disposal of toxins and heavy metals, and the shredding or melting of materials that can be sold and manufactured into new products.

ELECTRONICS: devices utilizing electrons and electrical circuits including household appliances, televisions, recording and playing devices for music or video tapes, compact discs, and digital technology.

FUGITIVE AMOUNTS OF CONSUMER ELECTRONIC ITEMS: small quantities that escape the approved methods of usage, reduction, reuse, or recycling.

FUND: the Computer and Electronic Equipment Recycling Fund established by Act 1410 of 2001.

MARKETING AND REDISTRIBUTION (M&R): the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration.

PRESIDENT: the President of South Arkansas Community College

RECYCLE: the use of previously manufactured materials including metals, glass, and plastics in the manufacture of new products.

REUSE: use of electronics, computers, and equipment for harvesting of spare parts, resale or donation.

SURPLUS COMPUTER EQUIPMENT: computer components no longer in use in the College which have residual market value.

III. COMPUTER SERVICES PROCEDURES

General:

All new or used computer and electronic equipment shall be approved for purchase and shall be installed for use by employees within the College by Computer Services.

The Purchasing Agent, in conjunction with Computer Services, will maintain inventory control documentation of equipment purchased for College use. The inventory will include the inventory tag number, purchase price, date of purchase,

brand name, type of equipment, model number, serial number, and any other identifying data.

All computer and electronic equipment not in service within the College shall be returned to Computer Services.

Computer Services may keep a back stock of the used computer hardware and electronics for the purpose of parts harvesting for the repair, maintenance, and upgrade of computers in use by the College. The back stock, whenever feasible, shall not exceed ten percent (10%) of the number of State employee computers employed within the College.

Determining Surplus Computers or Electronic Equipment:

No used computer or electronic equipment shall be considered surplus, or shall be offered by the College for sale or donation, or shall be delivered to the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration (M&R) until after the equipment has met the following criteria:

A. Computer Services has thirty (30) days after the receipt of the used equipment to examine the equipment and evaluate whether or not it can be put to further use by the College in accordance with the Executive Chief Information Officer's policy on replacement of computer and electronic equipment; and

B. Computer Services has determined that the equipment is not currently needed by the College; is not anticipated to be utilized by the College within the next six (6) months; and/or that the equipment is obsolete for further College use; or

C. There is a back stock of used equipment which exceeds ten percent (10%) of the number of employee computers in the College, and the existing back stock equipment has been held by the College for more than six (6) months.

All hard drives of surplus computer equipment shall be degaussed and be otherwise prepared for sale within ninety (90) days after replacement.

All degaussing methods must be documented. One copy goes with the device if it is reassigned, sent to Marketing and Redistribution, sold, or donated, and the other copy is maintained by Computer Services.

Determining the Price of Surplus Computers and Electronic Equipment:

Once identified as surplus, Computer Services will provide the Purchasing Agent a list of surplus computer and electronic equipment available for sale.

The list shall include, but is not limited to, a description of the equipment, the purchase date, purchase price, and its inventory number.

The Purchasing Agent will submit the list to the Department of Finance and Administration in order that they may determine a market value for the equipment.

Department of Finance and Administration will communicate their evaluations to the Purchasing Agent.

Sale of Surplus Computers and Electronic Equipment:

First Priority – Agency Personnel Purchase Procedure

D. The College's procedure provides for the preferential sale of surplus computer and electronic equipment to College employees, at a price determined by the Department of Finance and Administration.

E. All equipment is sold "as is" without any warranty of any kind and without any technical support.

F. Based on the data received from the Department of Finance and Administration, the Purchasing Agent will process the sale transaction. (see process below) Second Priority – Arkansas Public Schools or Local Governments Purchase Procedure.

G. This procedure provides that surplus computer and electronic equipment, after having been offered to College employees, will be offered for sale to Arkansas public schools or local governments at a price determined by the Department of Finance and Administration.

H. All equipment is sold "As Is" without any warranty of any kind and without any technical support.

I. Based on the data received from the Department of Finance and Administration, the Purchasing Agent will process the sale transaction. (see process below)

IV. PURCHASING AGENT ADMINISTRATIVE PROCEDURES

General:

The College shall apply the administrative procedures of Marketing & Redistribution to the sale.

The College shall prepare a plan to account for the sale of used equipment and present that plan for review to the Department of Finance and Administration, the Executive Chief Information Officer, and the Legislative Council.

Sale of Surplus Computers and Electronic Equipment:

Computer or electronic equipment that has been determined by Computer Services to be surplus shall be offered for sale based on the priorities above.

Sales notices should be published so the intended audience is made aware of the sales in a timely manner. Notifications may be made via, but not limited to, campus-wide e-mail, postings on campus bulletin boards, postings on the College Intra-net, local and regional newspapers, and the U.S Postal Service.

The item pricing, invoicing, and collections of funds for the sale transaction of surplus computers and electronic equipment will be administered by the Purchasing Agent in conjunction with the Fiscal Area, or designee.

All processes and procedures including the receipt, installation, removal, storage, inventory, documentation and delivery of new, used, stored, or back-stocked computers and electronic equipment will be developed and maintained by the Purchasing Agent, in conjunction with the Fiscal Area and Computer Services.

All funds received from the sale of surplus equipment will be forwarded to the Department of Finance and Administration so they may distribute the funds according to the legislatively mandated disbursement policies. (see distribution of revenues below).

Surplus Equipment Not Sold:

Unsold surplus computer and electronic equipment will first be offered by the College's Purchasing Agent, in conjunction with Computer Services, to Arkansas Public Schools as a donation.

Any remaining computer and electronic equipment may be sent by Computer Services to Maintenance & Redistribution for sale, auction, recycling, donation, demanufacturing, or disposal.

Alternatively, if the College so desires, possession of surplus computers and electronics may be maintained by Computer Services while allowing Maintenance & Redistribution to sell or auction the computer or electronic equipment via an Internet web site.

Disbursement of Revenues:

The disbursement of revenues is set by law. Funds generated from the sale of College surplus computer and electronic equipment to state employees, public schools, or by other sale, shall be allocated as follows: If the sale of surplus computers or electronic equipment is made within the College to employees or to Arkansas public schools:

A. Sixty percent (60%) of the proceeds shall be returned to the College; and

B. Fifteen percent (15%) of the proceeds shall be deposited with the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration; and

C. Twenty-five percent (25%) of the proceeds shall be deposited in the Computer and Electronic Recycling Fund established by Act 1410.

If the sale of surplus computer or electronic equipment is outside the College and conducted by the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration, either internally or via the internet:

D. Fifty-percent (50%) of the proceeds shall be returned to the College; and

E. Twenty-five percent (25%) of the proceeds shall be deposited with the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration; and

F. Twenty-five percent (25%) of the proceeds shall be deposited in the Computer and Electronic Recycling Fund established by Act 1410.

V. SEVERABILITY

If any provision of South Arkansas Community College's Procedure and Plan for Surplus Computer and Electronic Equipment or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications herein which can be given effect without the invalid provision or application, and to this end provisions of this procedure and plan are declared to be severable.

VI. EFFECTIVE DATE

South Arkansas Community College's Procedure and Plan for Surplus Computer and Electronic Equipment and any amendment or revision thereof are dependent upon approval by the signature of the President. The official effective date is the date of the President's approval.

Should any procedure(s) in this policy be found to be inconsistent with State regulations or statutes, the procedure(s) will be considered void and the relevant State regulation(s) or statute(s) provisions will be in effect. This policy has been drafted to meet the Arkansas Department of Information Systems (DIS) guidelines (http://www.dis.arkansas.gov/policiesStandards/Pages/comp_recyc.aspx)

6.16 Email acceptable use and electronic records retention

Chapter Six: Statutory Compliance

Procedure Title: Email acceptable use and electronic records retention
Based On: Board Policies 1 and 5
Procedure Number: 6.16
Date Adopted/Revised: October 26, 2009; November 30, 2015

It is not acceptable to use the College's computer equipment or facilities

- for any illegal purpose or act;
- to transmit harassing, indecent, obscene, discriminatory, or fraudulent materials or messages;
- to transmit or receive any materials in violation of either state or federal laws (e.g. copyright laws);
- to send fraudulent or forged e-mail messages using the account of another person;
- to use the account or password assigned to another person to gain access to College's equipment, files, or the network;
- to damage, destroy, interfere with, or disrupt the operation of College owned and operated program equipment;
- for any partisan political purposes; or
- for any commercial pursuits or activities.

Messages sent or received via the SouthArk e-mail systems are public records, subject to public inspection, and are not confidential, unless specifically cited by statute. First and Fifth Amendment rights do not apply and the College reserves the right to restrict, retain, review, and distribute any message regardless of content and without notice in order to comply with all federal and state statutes, regulations, or court orders.

E-mail messages and electronic documents supporting official College business are subject to the same retention policies as written correspondence or paper documents. All substantive correspondence (implementing a rule or internal procedure, supporting a significant decision) has significant administrative importance and must be retained for four (4) years. In contrast, non-substantive correspondence is temporary and unremarkable (setting up an agency meeting, discussing matters that do not relate to state policy) and can be deleted as soon as it has served its purpose.

To comply with state regulations, all users of the SouthArk e-mail system are required to retain all substantive electronic correspondence and documents on the College’s host systems. Users should follow good filing and document handling procedures to organize these electronic records in a manner that will facilitate any regulatory or court ordered document discovery and review.

The College has implemented an e-mail archiving solution to facilitate its compliance with record retention and discovery requirements. All correspondence traversing the College's e-mail service is archived and retained on a first in - first out basis for a period exceeding current retention requirements.

Arkansas regulatory guidelines and statutes limit the use of SouthArk e-mail to the academic, administrative, and service functions of the College. Use of the SACC-ALL distribution group is limited to official College business and may only be used to solicit donations, promote events sanctioned by the College, or in direct support of College affiliated groups.

Users should avoid sending messages soliciting donations or promoting events unless the user has prior knowledge that the recipient would be interested in supporting the event, organization, or activity and it is part of the larger service role of the College within the community (i.e. an activity or service that would be included in the annual monitoring report detailing community service).

Upon separation from the College, all of a user’s e-mail and electronic documents will be archived and copies made available to the user’s supervisor (in the event of a departing member of the president’s cabinet, copies will be made available to the appropriate administrative assistant to facilitate the ongoing operations of the College). Users will lose access to the College network and e-mail systems at separation and are prohibited by state regulations from purging their e-mail prior to their departure.

Departing users may, with their supervisor’s and the President’s approval, request that the College establish an automatic reply message in their SouthArk e-mail account notifying senders of their separation from the College and their new e-mail address for a period of sixty (60) days.

6.17 Child Maltreatment Reporting

Chapter Six: Statutory Compliance

Procedure Title: Child Maltreatment Reporting
Based On: Board Policy 2
Procedure Number: 6.17
Date Adopted/Revised: August 5, 2013

South Arkansas Community College strives to maintain a safe environment for children on all college owned or occupied property.

Definitions

South Arkansas Community College - South Arkansas Community College (SouthArk) means all the campuses and site locations (including the Arboretum) within South Arkansas Community College now and in the future.

Child Maltreatment - Child maltreatment means abuse, sexual abuse, neglect, sexual exploitation, or abandonment as defined in the Arkansas Child Maltreatment Act.

School - For purposes of the System Child Maltreatment Reporting Policy, School means a technical institute or post-secondary vocational-technical school and a two-year or four-year college or university.

School Official. - School Official means any person authorized by a school to exercise administrative or supervisory authority over employees, students, or agents of the school. A volunteer exercising administrative or supervisory authority in a program conducted by a school is also considered a School Official.

Mandated Reporter - A School Official is a Mandated Reporter who must immediately notify the Child Abuse Hotline or law enforcement if he or she has reasonable cause to suspect that a child has been subjected to or died from child maltreatment, or who observes the child being subjected to conditions or circumstances which would reasonably result in child maltreatment. Other Mandated Reporters are listed in the Arkansas Child Maltreatment Act.

South Arkansas Community College (SouthArk) Child Maltreatment Reporting Policy

All employees, and all volunteers participating in SouthArk conducted programs on SouthArk owned or occupied property, will immediately report known or suspected child maltreatment to the State of Arkansas Child Abuse Hotline and the police department having jurisdiction over that campus.

Process

Report of Child Maltreatment - Any employee, or any volunteer participating in a program on SouthArk owned or operated property or on behalf of SouthArk, must immediately report known or suspected child maltreatment by contacting both the Child Abuse Hotline 1-800-482-5964 and the Campus Public Safety Department at 870-864-7125 or 870-665-1263. SouthArk will post the telephone numbers on their home web page under the heading Child Maltreatment Reporting.

Liability A School Official is subject to criminal and civil penalties for failure to report child maltreatment.

Immunity A School Official who in good faith makes a report of child maltreatment is immune from suit and civil or criminal liability.

Training Available

The website below provides a link for Arkansas Mandated Reporter training and to obtain a certificate for such training.

www.ar.mandatedreporter.org

College Supervisors shall be responsible for ensuring employees under their supervision receives the training and filing the completion certificate with the Human Resource Department.

The certificates of completion shall be maintained in the Human Resource Department.