POLICIES AND PROCEDURES

Section A – College Organization and Governance

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| B-6 | BA   | Payment of Student Fees                                            |
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Williamsburg Technical College
STATEMENT OF POLICY

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Williamsburg Technical College, a two-year postsecondary institution located in the Atlantic Coast region of South Carolina, began its educational function in 1969 (Act 58) as "Williamsburg Regional Manpower Training Center" largely through endeavors made by local leaders and officials within Williamsburg County. It was stated at the inception of the institution that the greatest single need in Williamsburg County during the late 1960's was a comprehensive manpower training center to provide job training, attract industry and, as a result, attack the poverty, out-migration, and unemployment which plagued the county.

Williamsburg Technical College opened its doors to students during late 1969 and represented a new concept in comprehensive education coupled with various supportive services. For the first time in South Carolina, all the following capabilities and services were available in one concentrated area: technical education, adult education, vocational education for high school students, continuing education for personal enrichment, offices of state Job Service, and state Vocational Rehabilitation.

Williamsburg Technical College, on January 31, 1975, by Act 2 of the South Carolina Legislature changed the name of the institution from the "Williamsburg Regional Manpower Center" to the "Williamsburg Technical, Vocational, and Adult Education Center," a name which at that time more accurately reflected its purpose. In February 1979, following full accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools and with approval of the South Carolina State Board for Technical and Comprehensive Education, the institution changed its name to Williamsburg Technical College.
Williamsburg Technical College, a member of the South Carolina Technical College System, is a public, two-year, associate degree, diploma, and certificate granting institution serving Williamsburg County. The mission of Williamsburg Technical College is to offer quality, affordable and accessible educational opportunities and experiences that enable students to acquire the knowledge and skills to achieve their goals and to encourage economic development in Williamsburg County. The College offers to residents of Williamsburg County with varying academic skill levels the opportunity for postsecondary vocational, technical, and occupational programs leading directly to employment or maintenance of employment in any of the area's manufacturing firms specializing in textiles, plastics, or metal fabrication. Additionally, Williamsburg Technical College offers postsecondary vocational programs leading directly to employment or maintenance of employment in many of the county's service industries to include cosmetology, nursing, and automotive repair. Associate degree programs are also offered which enable students to gain access through transfer to other postsecondary education. Through curricular programs and extensive continuing education and special programs, and in cooperation with business and industry, the College attempts to produce ethical and skilled employees with leadership abilities who are also competent in their fields, capable of adjusting to change, and knowledgeable of current technological advances.

Williamsburg Technical College affirms the following values as guides for the institution to fulfill its mission, goals, philosophy, and operational procedures. The College is committed to:

Students: belief in the capacity of individuals to be productive, to grow, and to achieve their highest potential.

Quality Education: commitment to high standards for educational programs that enhance the personal, social, and economic potential of the individual.

Access: commitment to educational access for all who are eligible and who have the desire and ability to benefit from program offerings.
**Title** | **MISSION**
--- | ---
Division of Responsibility | President

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Contribution to Community: recognition of a partnership with and respect for cultural diversity in the community which supports local civic, economic, educational and cultural needs, and enriches the quality of community life.

Quality Work Environment: commitment to instructional and organizational development which results in open communication and involvement in planning and decision making in an ethical environment.
As a member of the South Carolina Technical College System, Williamsburg Technical College is fully committed to the system-wide philosophy expressed by the State Board for Technical and Comprehensive Education. This policy stresses the need for each institution to offer high quality education that "minimizes geographic, economic, academic and other barriers to postsecondary education." Williamsburg Technical College recognizes the importance of an "open-door" admissions policy and stresses that adoption of this policy entails an "obligation to respond to the needs of each student at his/her level of ability and development." Williamsburg Technical College is committed to helping students discover their abilities and interests and develop them to the fullest extent consistent with their own goals and the needs of society.
The vision of Williamsburg Technical College is to:

Provide innovative instruction and learning of the highest caliber to be the first educational choice of area citizens;

Provide exceptional lifelong learning opportunities to meet the continuing educational challenges of the future;

Make a dramatic impact on the economic development of our community by providing a highly skilled and well-trained workforce to meet the progressive needs of business and industry;

Exemplify a respect for cultural diversity in a student-oriented environment;

Increase educational opportunities for all eligible area citizens by providing maximum accessibility to all college programs;

Support and encourage continued professional growth so that faculty members are equipped to deliver the highest quality teaching and so that college staff can excel in performing their duties;

Maximize awareness of the college as a dynamic center of learning and achieve the utmost respect and support of our community;

Enhance the learning environment by providing the best buildings, facilities, and state-of-the-art equipment.
It is the policy of Williamsburg Technical College to maintain a comprehensive institutional improvement process which:

1. is driven by the College's mission, goals, and outcomes;
2. involves faculty, staff, and administration;
3. provides opportunity for input from students, program advisory committees, and other constituent groups;
4. is supported by the institutional effectiveness process;
5. complies with external oversight requirements; and
6. results in continuous improvement in the quality of the College’s programs, services, and graduates and also in increased satisfaction of students, employees, and other College constituents.

The system is rooted in two assumptions: that the College operates in a dynamic environment, and that institutional effectiveness must be included in all areas of the College’s endeavors.
I. Williamsburg Technical College is committed to institutional improvement with an aspiration to achieve the highest levels of quality possible. To attain continuous quality enhancement with the broadest levels of input from a variety of stakeholders, the President will appoint an Institutional Effectiveness Committee biennially, comprised of representatives throughout the college.

II. The IE Committee will be charged with overseeing the Institutional Effectiveness process, including the review, revision, and publication of the IE Process Manual which will detail the procedures and steps involved in achieving continuous institutional improvement at the college. The committee will provide guidance throughout the IE process while monitoring the stages, recording assessments and disseminating the data collected. The President will also appoint a liaison from the Administrative Staff to serve on the IE Committee. This liaison will brief the President and Administrative Staff on the recommendations forwarded from the committee.

III. A brief overview and timeline of the process will be as follows:

A. In June of each year, The President’s administrative staff will conduct a strategic planning retreat where they will review the use of results from the prior year’s planning cycle, data and input from college-wide or departmental SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, along with the mission statement, purpose statement, vision, and institutional effectiveness process. The data and use of results collected from the prior year’s cycle will drive the staff’s establishment of strategic planning initiatives in the preparation of a Strategic Plan draft.

B. In July, the Area Commission will be presented for approval the proposed Strategic Plan initiatives as well as any proposed changes to the mission statement. When affirmed by the Area Commission, the Administrative Staff will begin development of the detailed three-year Strategic Plan, including the current year’s operational plan. This phase in the IE process is completed in two steps.

1. First, the President, Deans, and Directors will establish measurable goals and outcomes in support of the Strategic Plan Initiatives, spanning a three-year implementation phase.
2. Second, each division of the college will develop an annual *Operational Plan* by establishing individual or program specific goals and outcomes to be achieved in the coming year which support the Strategic Plan.

C. In August, all *Operational Plan* outcomes are routed to the IE Committee which ensures that results from the previous cycle are used in the development of outcomes for the current cycle, if appropriate, and recommend changes where necessary. In this step the committee also coordinates research efforts needed to assess stated outcomes. Additionally, the IE Coordinator will develop survey instruments, in concert with Institutional Research, for data collection needed for assessment. Coordination of data collection activities, if needed, will be communicated to the whole college, and the IE Coordinator will maintain a record of all data analyzed.

D. In May, the college divisions collect and submit their (and their departments’) completed assessments and use of results, demonstrating improvement or quality enhancement to the IE Committee for review. The IE Committee will assemble all records and documents including the annual goals, the assessment of outcomes and the use of results into a single three-ring binder as the *Assessment Record Book* for 20__. Copies of the book will be given to the President and the Administrative Staff. The Administrative Staff will review the completed *Assessment Record Book* for the current cycle, focusing on the Use of Results to prioritize funding and resource management issues for the subsequent cycle.

E. In June, the cycle begins at Step 1.
Williamsburg Technical College
STATEMENT OF POLICY

SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE

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Williamsburg Technical College does not discriminate on the basis of handicap in admission or access to its programs and activities and is in compliance with Section 504 of the Rehabilitation Act of 1973.

Williamsburg Technical College does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX or the 1972 Educational Amendments.

An individual is admitted to Williamsburg Tech without regard to race, color, or national origin in compliance with Title VI of the Civil Rights Act of 1964. The College complies with its Affirmative Action Plan by not discriminating in employment on the basis of race, color, sex, age, national origin, religion, or disability (See policy C-1).
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The College is governed by an Area Commission composed of eleven members who are appointed by the governor upon the recommendation of the Williamsburg County Legislative Delegation. Members are appointed for staggered three-year terms. The Chairman, Vice Chairman, and Secretary-Treasurer are elected annually by the Commission members.

The Commission meets monthly. It sets policy for the College consistent with the policies established by the State Board for Technical and Comprehensive Education. The Commission has established the first Monday of each month as the set meeting date unless there is a conflict with a holiday. Commission meetings are open to the public and can only be transacted by a majority of the commission membership.

An area commissioner who has three consecutive unexcused absences from regularly scheduled meetings held by commission is considered removed from commission and a vacancy is created. The chairman of the commission shall notify the Governor or appropriate appointing authority of the member’s three consecutive unexcused absences and of the resulting vacancy. An unexcused absence is defined in the Area Commission bylaws.

Persons appointed to the area commission may be removed by the Governor for malfeasance, misfeasance, incompetence, absenteeism, conflicts of interest, misconduct, persistent neglect of duty in office, or incapacity.
I. The Commission and its members will at all times act in an ethical and professional manner in the
discharge of their duties in compliance with the South Carolina Ethics, Government Accountability
and Reform Act of 1991, and applicable laws. This commitment includes proper use of authority
and appropriate decorum in group and individual behavior when acting as Commission members.
Specifically:

A. Commission members must maintain strict loyalty and accountability to the college. This
commitment must supersede any conflicts, i.e. to advocacy or interest groups or memberships
on other boards or staffs. Commission members’ loyalty and accountability to the college
must also supersede any personal interest when the Commissioner is acting as an individual
customer of the college’s services.

B. Commission members must avoid any conflict of interest with respect to their fiduciary duties
to the college and must complete an Annual Conflict of Interest Statement for Area
Commissioners provided by the President’s Office in January each year. Specifically, conflict of
interest means that:

1. There must be no self-dealing or any conduct of private business or personal services
between a Commission member and the college except as provided for by law.

2. Commission members must not use their positions to obtain an economic interest or
employment at the college for themselves, family members, or close associates.

3. Should a Commission member be considered for employment, he/she must temporarily
withdraw from Commission deliberation, voting, and access to applicable Commission
information.
C. Commission members may not attempt to exercise individual authority over the college except as explicitly set forth in Commission policies. Specifically, Commission members’ interaction with the President, the college faculty and staff, the public, press, or other entities must recognize the absence of authority of any individual Commission member or group of Commission members to act or speak for the Commission unless so authorized in Commission policies.

D. Commission members shall be given an opportunity to participate in education activities, including state, regional, and national meetings, to enhance their ability to serve effectively. Requests for participation in such activities at the college’s expense will be presented to the commission for approval.

E. Commission members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for handling complaints or grievances.

F. Commission members will not waive Commission rights to confidentiality including discussions that occur at legally held executive sessions of the Commission and other privileged communications such as attorney-client privileged communications.

G. Commission members will enforce upon themselves whatever discipline is needed to govern with excellence and to ensure compliance with this code of conduct, including a resolution of censure.

II. Commission members recognize the importance of faithful attendance at all Commission meetings as well as at college events where their presence has been requested by the President. Commissioners’ attendance is critical to the mission and operation.

A. If a Commissioner is unable to attend a regular or called meeting, he/she should inform the chairperson or the President, providing as much advance notice as possible and providing the reason for the absence.

B. If a Commissioner misses three consecutive meetings or one-half of the meetings within a six-month period, without an excused absence for good and reasonable cause, he/she shall be censured by the Commission. An excused absence for good and reasonable cause must be determined by the full Commission by majority vote. If censure is imposed, the chairperson shall forward the censure to the appropriate recommending and appointing authorities with a recommendation for removal from the Commission.
DUTIES OF ADMINISTRATIVE OFFICERS

PRESIDENT

The President, as the chief executive officer, is responsible for the total program of the institution. This includes instruction, personnel, plant and facilities, student affairs, fiscal management, and budget. In addition to his role as chief institutional administrator, the President is the educational leader of the institution.

1. Responsible for the overall organization, management, and operation of the college.

2. Responsible for continuing clarification of institutional purpose, educational program objectives, and support services.

3. Responsible for the implementation of institutional policies and procedures.

4. Responsible for development of institutional budget for approval by the area commission and execution of approved budget in accord with policies and procedures.

5. Responsible for timely and accurate reporting to area commission and appropriate local, state, and federal agencies on all institutional matters.

6. Responsible for approval of all official institutional publications; is the official college spokesman; responsible for the college image.

7. Responsible for the planning, research, and development of state and federal grant/contract proposals to procure external funds for enrichment of educational and support services.

8. Establish and maintain positive and active involvement in the college’s service community which brings enhancement to the college’s image.
9. Responsible for recruiting, appointing, assigning, promoting, disciplining, evaluating, and releasing employees in accord with college and state policies and procedures.

10. Responsible for developing and implementing a system of planning, evaluating, and assessment of educational programs and support services.

11. Plan, research, and develop additional external funds through contracts, grants, and foundation.

12. Plan and implement a process which prepares the college for reaffirmation of accreditation through measurement of institutional effectiveness.

13. Undertake the necessary plans and procedures to ensure that the college is meeting the needs of the service area.

14. Perform other duties as assigned by the Area Commission.

15. Serve as liaison to the College Council committee.

CHIEF BUSINESS OFFICER

Responsible to the President for all fiscal affairs including budget compilation and preparation, budget control, supervision of accounting functions, bookstore operations, plant operations and maintenance, security, and inventory and equipment control.

1. Coordinate total budgeting process which includes providing appropriate forms, historical cost data, assistance to deans, compiling and summarizing total budget request, preparation for budget in form required by the State Board for Technical and Comprehensive Education (SBTCE), and presenting the budget to the President for Area Commission approval prior to submitting to SBTCE. Coordinate institutional functions to facilitate audits as required by state and federal agencies.

2. Prepare allocation of funds to various departments upon receipt of approval budget in accordance with budget request and long range plans; supervise implementation of budget into system.

3. Manage approved budget, revise and amend as required throughout the year. Respond to budget requests as appropriate.

4. Coordinate with grants and project directors the budgets for areas.

5. Coordinate with MIS to verify that reporting documentation is correct and coordinate with other areas of the college on fiscal issues.
6. Serve as liaison to the Physical Facilities Committee.

7. Supervise purchasing function, approving all purchases based on availability of funds and in accordance with state and local policies and procedures.

8. Supervise the accounting function of the college utilizing the accounting manager for daily activity. Establish procedures to assure compliance with state, local, and federal regulations. Establish proper documentation and audit trails for all auditing bodies. Coordinate and supervise the payroll function of the college.

9. Supervise computer operations for fiscal affairs with emphasis on scheduling for timely reports and workload, assuring completion of financial reports for various agencies and for presentation to the President and Area Commission members.

10. Assure safeguarding of institutional funds through adequate control in collection of revenues, cashiering procedures, and timely bank deposits.

11. Supervise equipment inventory and control in accordance with state, federal, and local policies and procedures.

12. Direct buildings and grounds maintenance and security.

13. Direct bookstore operations. Coordinate inventory in accordance with instructional requirements.

14. Assure maintenance of adequate insurance on buildings and equipment.

15. Verify and approve all checks prior to being issued by the institution.

16. Perform liaison function with Tech System Office on personnel and fiscal affairs.

17. Manage capital funds in accordance with Area Commission investment policy with President’s approval.

18. Consult with and make recommendations to the President on a timely basis regarding personnel and fiscal matters.

19. Establish and maintain positive and active involvement in the college’s service community which brings enhancement to the college’s image.

20. Perform other administrative duties as assigned by the President.
DEAN OF INSTRUCTION

The function of the Dean of Instruction is to plan, schedule, implement, and evaluate all postsecondary credit-granting courses and programs at the college as well as high school programs of a vocational nature. The Dean of Instruction has authority to make decisions and to take action necessary in carrying out the duties as established by this guide. The Dean of Instruction is responsible for all the duties listed below within the limits of approved policies and procedures of Williamsburg Technical College, the area commission, the State Board for Technical and Comprehensive Education, and the State Department of Education.

1. Study and recommend academic policies and procedures designed to improve the achievement of the objectives of the college, be responsible for coordination of the work of the academic departments of the college, be responsible for the orientation, evaluation, and professional development of faculty and other personnel within the instructional area, make recommendations to the President for the appointment, reappointment, nonrenewal, dismissal, and promotion of personnel in the academic area of the college, and provide leadership for the faculty, encouraging professional development and excellence and innovation in technology.

2. Conduct studies and make recommendations for the improvement of teaching/learning procedures, curricula, courses, academic record-keeping, the use of educational media, educational programs, and all other elements of the academic life and work of the college; be responsible for the overall development and management of the academic area budgets; and study ways and means by which the quality of instruction may be assessed and improved and make recommendations to the President, to the college faculty through appropriate committee, and to the faculty of the departments toward this end.

3. Prepare the academic and college calendar; coordinate the preparation of the schedule of classes by the department heads and prepare the master schedule for publication; assign instructional spaces, facilities, and equipment of the college; and conduct studies of and recommend improvements in the acquisition and use of same.

4. Coordinate and approve advisor to program assignments; be responsible for scheduling and conducting appropriate advisement of students to accommodate early registration, regular registration, and late registration; and be empowered to make exceptions, after consultation with the President and appropriate persons or committee concerned, to the academic regulations and requirements as seem to be in the best interest of the student and/or the college; perform transcript evaluations of students transferring to the college and serve as the approval authority for students desiring to take an overload.

5. Maintain professional growth and development in education and in the specialized area for which responsible; actively participate in self-development courses, seminars, workshops, or self-directed growth activities.
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6. Coordinate with MIS to verify that reporting documentation is correct and coordinates with Business Office on fiscal issues.

7. Oversee the institutional effectiveness/research function of the college, including the planning/institutional effectiveness process and serving as liaison to the Institutional Effectiveness Committee.

8. Perform other duties as assigned by the President.

9. Serve as liaison to the Curriculum Review Committee.

10. Establish and maintain positive and active involvement in the college’s service community which brings enhancement to the college’s image.

DEAN OF STUDENT SERVICES/FINANCIAL AID

The function of the Dean of Student Services/Financial Aid is to develop and maintain a comprehensive student services program which is dedicated to the premise that students come first. The Dean of Student Services/Financial Aid has authority to make decisions and to take action necessary in carrying out the duties as established by this guide. The Dean of Student Services/Financial Aid is responsible for all the duties listed below, within the limits of approved policies and procedures of the college, the area commission, and the State Board for Technical and Comprehensive Education.

1. Organize, develop, and maintain services for students which include, but are not limited to, recruitment, retention, counseling, and job placement.

2. Plan, organize, and direct the admission process.

3. Set up, maintain, and safeguard student records, and establish procedures for disclosing information from these records which conform to statutory requirements.

4. Coordinate with MIS to verify that reporting documentation is correct and coordinates with Business Office on fiscal issues.

5. Prepare enrollment and statistical reports for internal, state, and federal reports.

6. In conjunction with the Director of Development and Public Information oversee the recruitment and marketing process of students for the degree, diploma, and certificate programs at the college.

7. Provide general supervision of all forms of financial assistance administered by the Student Services Division.
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8. Supervise all Student Services personnel.

9. Ensure that the college has a viable veterans and financial assistance program.

10. Prepare and submit annual budget for the Student Services Division.

11. Oversee the advisement of the Student Government Association and other student activities.

12. Supervise student publications.

13. Coordinate disciplinary actions when students are suspected of infraction of institutional regulations, including concerns with students from local high schools.

14. Maintain placement records on all students who request the use of placement services.

15. Perform counseling services, and refer students for professional assistance as needed.

16. Ensure that due process is followed in cases involving any student discipline case.

17. Oversee administrative compliance to Title IX.

18. Perform other duties as assigned by the President.

19. Serve as liaison to the Committee on Services to Students.

20. Establish and maintain positive and active involvement in the college’s service community which brings enhancement to the college’s image.

DIRECTOR OF CONTINUING EDUCATION

The function of the Director of Continuing Education is to administer the Continuing Education program of the college throughout the service area of the institution. The Director has authority to make decisions and to take action necessary in carrying out the duties as established by this guide. The Director is responsible for all the duties listed below, within the limits of approved policies and procedures of Williamsburg Technical College, the area commission, State Board for technical and Comprehensive Education, and the State Department of Education.

1. Develop and maintain a Continuing Education program that is dynamic and accountable and which maximizes meeting the aims of Continuing Education within the limits of available funds.

2. Prepare and submit an annual budget for the Continuing Education program.
3. Hire individuals to teach in the program, and ensure that the personnel files of those employed are complete and current.

4. Coordinates with MIS to verify that reporting documentation is correct and coordinates with Business Office on fiscal issues.

5. Maintain liaison with the business, industrial, and agricultural communities to determine their educational and training needs.

6. Maintain liaison with the citizens of the county to determine what courses of an avocational nature should be offered.

7. Organize, develop, schedule, and evaluate short courses, seminars, and classes to meet the needs listed above.

8. Recruit, interview, and determine salaries for faculty to conduct short courses, seminars, and classes.

9. Recommend to the President and Dean of Instruction any curriculum courses or programs which should be considered to meet local needs.

10. Enter appropriate data regarding student course performance and completion in the college’s database.

11. Determine equipment and supplies required for those Continuing Education programs, and submit these requirements to the Chief Business Officer in a timely manner.

12. Together with the Dean of Instruction, determine the classroom needs of the programs to ensure maximum utilization of available space.

13. Oversee WorkKeys® including the coordination of assessment administration.


15. Perform other duties as assigned by the President.

16. Serve as liaison to the Committee for Activities and Recognition of Employees (CARE).

17. Establish and maintain positive and active involvement in the college’s service community which brings enhancement to the college’s image.
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STATEMENT OF POLICY

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Approval
Commission Chair
President

Supersedes Policy No. F-1
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All policies and procedures which continue in effect for a substantial period of time, and which the employees of Williamsburg Technical College need to know in order to perform their assigned duties, or which affect conditions of their employment, will be published for reference by WTC employees. WTC Policies and Procedures are available electronically via the college’s website, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. These publications will be maintained on a current basis.

For specific procedures related to this policy, refer to WTC Procedure A-10.1.
I. POLICY FORMATION

The Williamsburg Technical College Area Commission is the legal entity, in conjunction with the State Board for Technical and Comprehensive Education (SBTCE), responsible for the development and review of all college policy in accord with Act 58 of 1969. The Commission may choose to charge the WTC administration with the responsibility for reviewing, evaluating, and making appropriate recommendations to the Area Commission concerning new or existing policies.

All policies and related procedures will be reviewed as needed. To keep policies and procedures current, the following policy/procedure review schedule will be implemented in 2009 and followed thereafter.

Policies and Related Procedures to be Reviewed:
Year 2 – A5-A9, B8-B13; C11-C21, D16-D29, E9-E16, F5-F7
Year 3 – A10-A13, B14-B19, C22-C31, D30-D44, E17-E22, F8-F11

II. PROCEDURE FORMATION

A. Procedures cover the normal and routine activities that are necessary to implement or accomplish an objective or policy at a specific managerial level. Procedures should spell out the responsibilities, relationships, and activities necessary to accomplish the objective. When deemed necessary, the detailed method of carrying out the activities may also be included.

B. Procedures should be developed by personnel at the level at which the procedures will be carried out. The administrator responsible for accomplishing the objective is responsible for developing the procedures.

C. Procedures should be worded broadly enough to allow for individual differences among those who will be implementing the procedures. Procedures should not have to be rewritten every time there is a personnel change.
D. The following sequence covers the development, dissemination, and implementation of new procedures:

1. Identification of the need for a new procedure or a change in an old one. This may come from any level of personnel from custodial staff to the President.

2. Determination of person responsible for implementation of the proposed procedure.

3. Research to determine the responsibilities, relationships, and activities necessary for inclusion in the procedure. All persons having any relationship to the proposed activities, and most especially those who are responsible for carrying out the activities, should be involved in the process.

4. Development of a proposed procedure.

5. Upon completion of development of the procedure, the administrator of the originating division must submit the procedure to the administration. The administration will review the procedure and recommend approval or disapproval to the President.

6. The procedure will be formatted by the President’s Office showing approval date and date of the procedure being revised or superseded (if applicable). The President’s Office will update the master index and post the changes and the procedure to the college’s server where it can be accessed by WTC employees at any time. The President, Administrative Team members and Library will maintain a current, hard copy of the WTC Policies and Procedures Manual in their divisions. Employees may print policies and procedures from the server as needed.

III. PUBLICATIONS IN THE SYSTEM

A. Institutional policies and procedures

B. State Board for Technical and Comprehensive Education policies are considered a part of the institutional policies and procedures system. In some cases, institutional procedures will be issued to interpret local application of state policies. The following State manuals are available in the locations noted and include:

1. SC State Board for Technical and Comprehensive Education Policy Manual (President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Learning Resources Center)

2. SC State Board for Technical and Comprehensive Education Fiscal Manual (Chief Business Officer)
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4. The Student Code for the South Carolina Technical College System (Student Services, President, Library, State Board Policy Manual)

C. Since these state manuals have limited use by employees for the day-to-day operation of the College, copies will be available in the appropriate offices and the Library. The manuals may not be removed from these offices, and users are urged to confirm that the manuals are current. Copies may be made. In addition, the State Board Policy Manual is located on the Tech System’s website, and copies may be printed from this location as well.

IV. FORMAT FOR INSTITUTIONAL POLICIES AND PROCEDURES

The following guidelines are suggested for preparation of institutional policies and procedures:

A. The term "Section" together with the designated letter will be located as shown on Attachment 1. The name of the section will follow at the top of the page. The approved sections are:

1. Section A: College Organization and Governance
2. Section B: Business and Financial Affairs
3. Section C: Human Resources Management
4. Section D: Educational Affairs
5. Section E: Facilities Management
6. Section F: Development and Public Relations

D. Each policy should have one principal subject, and the title or subject will be placed in the "Title" area of the form.

C. The first position of the policy/procedure number is an alpha character which identifies the section area in which the policy/procedure is placed, and the second position following the hyphen is a number which represents the number of the policy/procedure within the section area. If the document is a “procedure,” a third position will be added by placing a “.1” (period and number one) after the number to identify that it is a “procedure” and not a “policy.” This complete number is placed in the area designated as "Number."

D. Date of policy is date of publication.

E. The "Division of Responsibility" denotes the office of the College that will implement and/or enforce the policy. This office will be so designated in the area marked as such.
F. Conventional outline form should be observed, e.g., I.A.I.a.(I) (a) \( \text{\ldots} \) a. when appropriate.

G. Paragraphs should begin with a descriptive term. Other comprehensive terms may be used as applicable.

H. Forms which are used in the course of implementing the procedure should be referenced at the logical place in the procedure at which their use is stipulated, and copies of the forms should be included in the appropriate place in the manual.
All employees are expected to serve on College committees. Normally, an employee will not serve on more than two committees simultaneously. (Employees may volunteer to serve on more than two committees.)

Any employee may recommend the establishment of a standing or an ad hoc committee. Such recommendations will be forwarded through line channels to the appropriate institutional officer who will further submit the proposal to the President. The President will appoint all standing committees and institution-wide ad hoc committees.

The appropriate officer of an organizational unit may appoint ad hoc committees within the unit as required to carry out the responsibilities of the unit. Normally, these committees will not be included on the committee roster unless authorized by the President.

Committee decisions or recommendations are advisory in nature unless specific authority is delegated in writing by the President.
It is the policy of Williamsburg Technical College to provide a vehicle for student communication and involvement in college-related interests and concerns. The Student Government Association may have specific policy items placed on the Administrative Team Meeting agenda by the Dean of Student Services/Financial Aid for consideration and discussion. Students serve on the following college committees: College Council; Physical Facilities; Recruitment, Retention, and Marketing; and the Committee on Services for Students. For specific procedures related to this policy, refer to WTC Procedure A-12.1.
The Student Government Association (SGA) is recognized as the prime liaison between the student body and the administrative staff. SGA officers will submit agenda items to the Dean of Student Services/Financial Aid for counsel, approval, and inclusion on the Administrative Team Meeting agenda. The Dean of Student Services/Financial Aid will advise and assist the SGA on those matters brought for consideration and/or discussion.
It is the policy of Williamsburg Technical College that all public employees of the college, as well as Area Commission members, perform their duties and conduct themselves in an ethical and accountable manner in keeping with applicable provisions of the State Ethics, Government Accountability, and Campaign Reform Act, and all related policies, procedures, regulations, or interpretations thereof. Failure to adhere to the provisions of the State Ethics Act may result in personal liability, other penalties as outlined in the law, and/or agency disciplinary action.

In compliance with this Act, the college shall provide all new hires and newly elected or appointed public officials with a publication prepared by the State Ethics Commission describing the general application of the ethics law.

Where there are conflicts or inconsistencies between other agency policies/procedures and the Ethics Act of 1991, the provisions of the Ethics Act will prevail.
Title ETHICS COMPLIANCE
Number A-13.1
Division of Responsibility President – Human Resources
Approval Date 5/24/10
Page 1 of 4
Supersedes Procedure No. A-13.1
Date 9/1/92

The State Ethics, Government Accountability, and campaign Reform Act was enacted in 1991 to restore public trust in governmental institutions and the political governmental process. The Act recognizes that public employment is a public trust, and an effort to realize personal gain through official conduct is a violation of that trust. All employees of Williamsburg Technical College are public employees. Violations of the rules of ethical conduct are investigated and punished where appropriate. The State Ethics, Government Accountability, and Campaign Reform Act applies to all public officials and public employees of the state and political subdivisions, with exception of members of the judiciary. The law:

1. Provides a code of conduct to prohibit public officials and employees from being involved in certain conflicts of interest;
2. Provides for the filing of Statements of Economic Interest by certain designated public employees and public officials;
3. Prohibits offering, solicitation, or receiving money in addition to that received by the employee in their official capacity for advice or assistance given in the course of their regular employment (honorariums and gratuities, whether in-state or out-of-state for services rendered on state time or at state expense, cannot be received by individuals but may be received by the College/System Office);
4. Prohibits the use or disclosure of confidential information for personal financial gain;
5. Prohibits employees from membership on or employment by a regulatory commission or agency that regulates any business with which the employee is associated;
6. Provides for actions to be taken by employees where a decision would affect the employee’s personal financial interest;
7. Prohibits employees from appearing before certain regulatory commissions; and
8. Calls attention to breaches of ethical standards.

Section 8-1-170 of the South Carolina Code of Laws authorizes state agencies to develop group productivity incentive programs for the recognition and award of team accomplishments through group performance. Employees of any organizational unit within each of the various agencies are eligible to share equally twenty-five percent of the identified savings resulting from reduced operational costs in the unit up to a maximum of two thousand dollars per employee in a fiscal year.
SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE

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Division of Responsibility
President – Human Resources

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Section 8-1-180 of the South Carolina Code of Laws allows state agencies and institutions to spend public funds on employee plaques, certificates, and other events including meals and similar types of recognition to reward innovations or improvements by individual employees or employee teams that enhance the quality of work or productivity or as a part of employee development programs of their agency or institution. Awards shall be limited to fifty dollars for each individual.

Violation of the State Ethics, Government Accountability, and Campaign Reform Act is punishable by a fine up to $10,000, up to twenty years imprisonment, or both. In addition to disciplinary action which may be taken by the college/System Office, the State Ethics Commission may recommend administrative or disciplinary action, impose oral or written warnings or reprimands, require civil penalties, require forfeiture of anything received, or refer the matter to the Attorney General for criminal prosecution.

Any employee needing further information concerning the applicability of the State Ethics, Government Accountability, and Campaign Reform Act should contact the Human Resources Office or the State Ethics Commission.

WTC employees are provided and sign a statement acknowledging receipt of a copy of the South Carolina State Ethics Commission Rules of Conduct which are included here as follows:

South Carolina State Ethics Commission
Rules of Conduct

General Information

All public employees, public officeholders, and public members are expected to adhere to and follow the Rules of Conduct as outlined in the Ethics Reform Act. Anyone who is found guilty of violating these rules is subject to prosecution by the State Ethics Commission and the Attorney General's Office.

A public official, public member, or public employee may not knowingly use his official office, membership, or employment to influence a government decision to obtain an economic interest for himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.

A person may not directly or indirectly give, offer, or promise anything of value to a public official, public member, or public employee with intent to influence the public official's, public member's, or public employee's official responsibilities, nor is the public official, public member, or public employee to ask, demand, solicit, or accept anything of value for himself or for another person in return for fulfilling his official responsibilities or duties.

A public official, public member or public employee may not receive anything of value for speaking before a public or private group in his/her official capacity. A meal can be accepted if provided in conjunction with the speaking engagement where all participants are entitled to the same meal and the
meal is incidental to the speaking engagement. A public official, public member or public employee may receive payment or reimbursement for actual expenses incurred.

Public officials, public members, or public employees may not receive money in addition to that received by the public official, public member, or public employee in his official capacity for advice or assistance given in the course of his employment as a public official, public member, or public employee.

No public official, public member, or public employee may disclose confidential information gained as a result of his responsibility as a public official, public member, or public employee that would affect an economic interest held by himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.

No person may serve as a member of a governmental regulatory agency that regulates any business with which that person is associated.

No person shall serve on the governing body of a state; county; municipal; or political subdivision, board, or commission and serve in a position of the same governing body which makes decisions affecting his economic interests.

A public official occupying a statewide office, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated may not knowingly represent another person before a governmental entity.

No member of the General Assembly or an individual with whom he is associated or business with which he is associated may represent a client for a fee in a contested case before an agency, a commission, board, department, or other entity if the member of the General Assembly has voted in the election, appointment, recommendation, or confirmation of a member of the governing body of the agency, board, department, or other entity within the 12 preceding months.

A public member occupying statewide office, an individual with whom associated, or a business with which associated may not knowingly represent a person before the same unit or division of the governmental entity for which the public member has official responsibility.

A public official, public member, or public employee of a county or municipality, an individual with whom associated, or a business with which associated may not knowingly represent a person before any agency, unit, or subunit of that county or municipality.

A public employee, other than of a county or municipality, an individual with whom associated, or a business with which associated may not knowingly represent a person before an entity of the same level of government for which the public employee has official responsibility.
SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE

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No public official, public member or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member or public employee supervises or manages. A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's or public employee's family member.

A former public official, former public member, or former public employee holding office, membership, or employment may not serve as a lobbyist or represent clients before the agency or department on which the public official, public member, or public employee formerly served in a matter in which he directly and substantially participated for one year after terminating his public service or employment.

It is a breach of ethical standards for a public official, public member, or public employee who participates directly in procurement to resign and accept employment with a person contracting with the governmental body if the contract falls or would fall under the public official's, public member's, or public employee's official responsibility.

No person may use government personnel, equipment, materials, or an office building in an election campaign. A person may use public facilities for a campaign purposes if they are available on similar terms to all candidates and committees. Likewise, government personnel may participate in election campaign on their own time and on non-government premises.

A public official, public member, or public employee may not have an economic interest in a contract with the state or its political subdivisions if the public official, public member, or public employee is authorized to perform an official function (including writing or preparing the contract, accepting bids, and awarding of the contracts) relating to the contract.

Employees may be reimbursed for actual and necessary expenditures involved with the presentation of speech; however, reimbursement requires prior approval of the executive director, president, or official designee.
**SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE**

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**Division of Responsibility**

- **President**

**Approval**

- Commission Chair ________________
- President ________________

**Approval Date**

5/24/10

**Supersedes Policy**

- No.  F-11
- Date  2/4/02

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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

One of the important aspects of institutional effectiveness is the development of an orderly process for gathering and disseminating data/information that is essential to effective decision making. The primary purpose of the institutional research program is the supporting of the needs assessment, planning, implementation, and evaluation activities of institutional effectiveness. Within this context, the primary assignments relating to the design and establishment of the institutional research plan rest with the President in consultation with the Administrative Council and the College Council. For specific procedures related to this policy, refer to WTC Procedure A-14.1.
I. ADMINISTRATION

While various departments of the College will occasionally be involved in “institutional research" activities, the primary responsibility will be assigned to the Director of Institutional Effectiveness and Research. This individual will be responsible for the accomplishment of two types of research: special study requests and the design, development, and implementation of studies designed to support the institutional effectiveness process.

II. SPECIAL STUDIES

Any individual or department may request the conducting of a specific study or research project relating to any area of operation of the College. Whenever possible and within the priorities established by the administration, the Director of Institutional Effectiveness and Research will attempt to respond to this request by working with the individual or group to design the appropriate instruments, conduct the survey, and provide an analysis of the results.

III. PLANNING PROCESS

A. Williamsburg Technical College currently has in place a formal planning process. Leadership and support for planning and assessment are provided by the executive staff. It is a participatory process extending involvement to the Area Commission and all levels of administration, faculty, and staff. An institutional research component provides research and data-collecting functions to support the planning, assessment, and institutional effectiveness activities.

B. The planning process involves both strategic and operational planning components. Strategic planning outlines the major direction and focus for the College. Elements of strategic planning include planning assumptions, mission, role and scope, values, and long-range objectives. The mission statement provides the framework within which institutional plans are formulated. Operational planning supports the elements of the strategic plan and provides the details for putting institutional goals into action. Measurement criteria and anticipated outcomes are included for each annual objective. Progress in achieving annual objectives is reviewed at the end of the annual planning cycle. (Refer to the WTC Institutional Effectiveness Process Manual.)
The purpose of the Substantive Change For Accredited Institutions Policy is to ensure that Williamsburg Technical College will continuously monitor all changes at the institution to ensure that any substantive changes representing a significant modification or expansion of the nature and scope of the institution will be reported appropriately and in a timely manner to the Southern Association of Colleges and Schools Commission on Colleges (the Commission). This policy is aligned with the purpose of the President’s Office of the College.

It is the responsibility of the Administrative Team (A-Team), the Academic Council (AC), and the Curriculum Review Committee (CRC) to follow the substantive change procedures established by the Commission and to collaborate with the College’s Director of Planning, Research, and Grants/SACS Liaison to ensure compliance and to inform the Commission of such changes in accordance with those procedures. The President’s Office shall be responsible for implementing the policy as well as compiling and submitting the required substantive change documentation to the Commission whenever a change at the institution requires notification and documentation.
I. The College’s Director of Planning, Research, & Grants/SACS Liaison shall review the Southern Association of Colleges and Schools Commission on Colleges (SACS COC) Policy Statement on Substantive Change for Accredited Institutions and communicate policy requirements to the Administrative Team (A-Team) and the Academic Council at least quarterly.

II. Institutional changes that may be considered substantive include:

   A. Any change in the established mission or objectives of the institution
   B. Any change in legal status, form of control, or ownership of the institution
   C. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
   D. The addition of courses or programs at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation
   E. A change from clock hours to credit hours
   F. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
   G. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
   H. The establishment of a branch campus
   I. Closing a program, off-campus site, branch campus, or institution
   J. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
   K. Acquiring another institution or a program or location of another institution
   L. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
   M. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs.

III. Substantive changes are classified by the SACS COC according to the nature of the change, and the subsequent procedure to be followed is outlined in the Commission’s Policy on Substantive Change.
Some substantive changes only require notification without a prospectus, and others require notification with the submission of a prospectus.

IV. Notification constitutes a letter from the institution’s chief executive officer or his/her designated representative to the President of the SACS COC summarizing the proposed change, providing the intended implementation date, and listing the complete physical address if the change involves the initiation of an off-campus site or branch campus.

V. If a prospectus is required for submission to the SACS COC, the College’s Director of Planning, Research, & Grants/SACS Liaison will work with the respective area(s) impacted by the change to compile the contents of the Substantive Change Prospectus. The College’s Director of Planning, Research, & Grants/SACS Liaison will compile a final draft of the Substantive Change Prospectus for review by the Administrative Team prior to submission to the SACS COC.

VI. The College’s Director of Planning, Research, & Grants/SACS Liaison will be responsible for submitting the Substantive Change Prospectus along with the required fees to the SACS COC.

VII. The College’s Director of Planning, Research, & Grants/SACS Liaison will be responsible for monitoring the SACS COC website for changes in the Policy on Substantive Change and keep the Administrative Team informed of the changes. The College’s Director of Planning, Research, & Grants/SACS Liaison will also meet periodically with the Academic Council and Curriculum Review Committee to determine if there are any institutional changes that would qualify as substantive in nature to require notification to the SACS COC to ensure compliance.

VIII. The College’s Director of Planning, Research, & Grants/SACS Liaison will maintain records both electronically and in hard copy of Substantive Change documentation for reference to support the institution’s compliance with accreditation standards.

IX. The College’s Director of Planning, Research, & Grants/SACS Liaison will be responsible for developing the policy on Substantive Change, submitting the policy for review, and revising the policy as a result of periodic evaluation of the effectiveness of the policy.

X. Compliance with the guidelines established by SACS COC for Substantive Change is mandatory at Williamsburg Technical College and contributes to the integrity of adherence to the standards of accreditation.
It is the policy of Williamsburg Technical College to provide accountability, authorization, and documentation for purchasing of supplies, services, and equipment in accordance with the South Carolina Procurement Code. When applicable, the College will also comply with all federal laws pertinent to the procurement of supplies, services, and equipment.
I. Purchasing

Business Office staff will follow guidelines as outlined in the South Carolina Procurement Code for purchasing supplies, services, and equipment.

II. Petty Cash

Petty cash is for reimbursement of supplies, etc., needed by departments within $25.00 increments. No reimbursement is made from petty cash for amounts over $25.00.

Receipts up to $25.00 should be taken to the Business Office with the account number to which it is to be billed listed on the receipt; original receipts are required. Business Office staff will reimburse the appropriate amount(s) to the requesting employee who will be required to sign the petty cash form.

Expenditures for supplies, etc., in amounts over $25.00 may be reimbursed by submitting a memo to the Business Office Accounts Payable Technician. The memo should include the account number to which the expense(s) is to be charged and have original receipt(s) attached. A check will be generated as soon as possible.

Facilities Management is the only department that will be given petty cash in advance for purchases. Business Office staff will prepare a petty cash form to be signed by the Facilities Management staff person who will promptly return the receipt(s) for purchase(s) made.

Petty cash will be balanced by Business Office staff at the end of each business day.
It is the policy of Williamsburg Technical College to establish employees' pay periods and dates and methods of payment. For specific procedures related to this policy, refer to WTC Procedure B-2.1.
It is the policy of Williamsburg Technical College to provide accountability and documentation in managing personnel activities and distributing payroll charges to appropriate accounts. For specific procedures related to this policy, refer to WTC Procedure B-3.1.
I. FULL-TIME EMPLOYEES

A. It is assumed that all full-time employees whose salaries are funded in whole or in part by federal programs spend 100 percent of their work time on the program. If a full-time employee spends time on work unrelated to his/her federal program, an exception form will be filed, and the following procedures will apply.

B. The appropriate supervisor will initiate a Salary Certification form indicating exceptions as applicable for each monthly payroll period. The form will be submitted to the Human Resources Manager’s (HRM) office with the following information provided:

1. Employee name  
2. Employee Social Security Number  
3. Position  
4. Department  
5. Salary  
6. Time period  
7. Activities  
   a. Federally-sponsored projects such as TRIO programs  
   b. Cost sharing (by project) for those projects which require matching funds from institutional funds  
   c. All other institutional activities as scheduled by the institution.  
8. Account numbers as defined by the various programs.  
9. Estimated percentage of total effort as specified in the various programs. The percentage will total 100.

C. All grant positions will work 100% on grant-approved activities unless otherwise noted in writing to the Human Resources Office.

II. PART-TIME EMPLOYEES

A. A Part-Time Employment Agreement will be executed, and time sheets will be certified on a monthly basis for part-time employees whose wages are funded by federal programs. The
part-time agreement will be signed by the employee and approved by the Vice President responsible for the program and the Vice President for Business Affairs. Time sheets will be certified by the employee, the Program Director, and the Vice President responsible for the program.

B. The Program Director will prepare a Temporary Faculty Employment Agreement or a Part-Time Employment Agreement, as appropriate, for all part-time employees.

1. Temporary Faculty Employment Agreement

   a. The Program Director, in conjunction with the part-time faculty member, will provide the following:

      (1) Employee name
      (2) Period of employment
      (3) Total number of hours
      (4) Course prefix, number, section, and title
      (5) Meeting hours
      (6) Days
      (7) Location
      (8) Beginning and ending dates
      (9) Number of hours per week
      (10) Hourly rate of pay
      (11) Total salary
      (12) Faculty member signature, date, Social Security Number
      (13) Program Director signature and date

   b. The Vice President responsible for the program will receive, review, and approve the Temporary Faculty Agreement.

   c. The Chief Business Officer will receive, review for availability of funds, and approve.

   d. The employment agreement must be signed by the President and the HR Director.

   e. The Program Director will provide a copy to the employee, retain a file copy, and forward the original to the Business Office.

   f. The Business Office will implement payroll data input.

2. Part-Time Employment Agreement

   a. The Program Director, in conjunction with the part-time employee, will provide the following:
SECTION B – BUSINESS AND FINANCIAL AFFAIRS

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(1) Employee name, address, and Social Security Number  
(2) Service to be provided  
(3) Hours  
(4) Days  
(5) Location  
(6) Beginning and ending dates  
(7) Hourly rate  
(8) Total hours  
(9) Total funds  
(10) Employee signature and date  
(11) Program Director signature and date  

b. The Vice President responsible for the program will receive, review, and approve the Part-Time Employment Agreement.  
c. The Chief Business Officer will receive, review for availability of funds, and approve.  
d. The Employment Agreement must be signed by the President and the HR Director.  
e. The Program Director will provide a copy to the employee, retain a file copy, and forward the original to the Business Office.  
f. The Business Office will implement payroll data input.

3. Timesheet  
   a. The Program Director, in conjunction with the employee, will provide the following (on part-time faculty and staff) on a monthly time sheet:  
      (1) Employee name  
      (2) Course (or program)  
      (3) Month, date, and hours of work  
      (4) Certification by employee signature and date  
      (5) Certification as administrator by Program Director’s signature and date  

b. The Vice President responsible for the program will receive, review, and initial by the Program Director’s signature.  
c. The Business Office will receive, verify information with applicable agreement, compute payroll data, and provide input to payroll system for check writing and account posting.
It is the policy of Williamsburg Technical College to provide accountability and documentation for the authorization, prepayment, and reimbursement of travel and subsistence expenses.

Travel and subsistence expenses will be authorized consistent with federal and state regulations. Reimbursement of travel and subsistence expenses will be documented and reimbursed in accordance with regulations promulgated by the State Budget and Control Board through the State Board for Technical and Comprehensive Education. For local/specific procedures related to this policy, refer to WTC Procedure B-4.1.
I. TRAVEL REQUEST/AUTHORIZATION

All employees will complete and submit for approval a Travel Request/Authorization form (attach agenda for meeting requests) as follows:

X For local, in-state, one-day travel: prior to proposed travel.

X For overnight or out-of-state travel: at least two weeks prior to proposed travel.

II. PREPAYMENT OF TRAVEL EXPENDITURES

No travel advances for out-of-state travel can be made without the approval of the Vice President for Business Affairs; however, prepayment of the following expenditures will be made to the vendor by the College upon written, authorized request by the responsible Vice President and proper completion of the "Prepayment Request" section of the Travel Request/Authorization:

X Airline ticket
X Registration fee

III. REIMBURSEMENT OF TRAVEL EXPENSES

A. Upon return, the traveler must complete the "Actual Costs" and "Itemized Reimbursable Expenses" sections of the approved Travel Request/Authorization. These expenses include transportation, lodging, itemized listing of meals, etc. Receipts must be attached for public transportation, lodging, parking, registration fees, and miscellaneous expenses. Agendas must be attached for meetings, conferences, and workshops.

B. The traveler will sign the Travel Request/Authorization certifying that the expenses itemized are just and true in all respects and the distance for which charges are made has been actually and necessarily incurred in the service of the College. The traveler will then forward the form to the appropriate supervisor, administrator, or Vice President.
C. Within seven working days, the Business Office will determine the total reimbursement due each traveler from the "Itemized Reimbursable Expenses" of the Travel Request/Authorization forms submitted for the month.

D. Travel reimbursement checks are payable by the Business Office within ten days after receipt of the approved travel form by the Business Office, with payments scheduled for the 15th and last day of each month. Mileage and actual subsistence expenses incurred and paid will be reimbursed in accordance with regulations promulgated by the State Budget and Control Board through the State Board for Technical and Comprehensive Education.
It is the policy of Williamsburg Technical College to comply with Policy 7-8-101 of the State Board for Technical and Comprehensive Education Policy Manual which establishes system-wide policy and procedures concerning budget preparation. For local-specific procedures related to this policy, refer to WTC Procedure B-5.1. State Board policies and procedures may be viewed on the System Office website.
Each year, starting in April, the institution’s annual operating budget for the coming fiscal year is prepared under the direction of the President and the Vice President for Business Affairs. This budget summary is ultimately reviewed and approved by the Area Commission before implementation.

Preparation of the budget document and any subsequent revision is the responsibility of the Vice President for Business Affairs. The budget preparation process is modified each year to reflect improvements in the process and/or circumstances germane to the year.

The annual budget is prepared and based on sound educational planning. The instructional and administrative areas are developed working cooperatively with all areas of the College. The budget process is considered part of the overall institutional effectiveness plan. College-wide goals are reviewed and funds allocated based on current operational funding and resources available.

Departments, divisions, and supervisory personnel will submit budget requests for the next year.

The Vice President for Business Affairs and staff will produce summaries of the proposed budget for the President’s review.

Equipment requests will be processed through the President’s administrative officers as funds are available.

The Vice President for Business Affairs will prepare the proposed budget for the President to present to the Area Commission for review and approval.

The approved budget is monitored by the Vice President for Business Affairs, and subsequent reports are available to the Vice Presidents, department heads, and the President through the college’s data system.

The Vice President for Business Affairs provides the President with monthly budget reports to present to the Area Commission for information.
**Williamsburg Technical College**

**STATEMENT OF POLICY**

**SECTION B – BUSINESS AND FINANCIAL AFFAIRS**

<table>
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<th>Title</th>
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<td>PAYMENT OF STUDENT FEES</td>
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It is the policy of Williamsburg Technical College to comply with Policy 7-2-101 of the State Board for Technical and Comprehensive Education Policy Manual and all state and federal regulations relating to payment of student fees. For local/specific procedures related to this policy, refer to WTC Procedure B-6.1. State Board policies and procedures may be viewed on the System Office website.
I. TUITION AND FEES

A. All tuition and fees are to be paid in full at the time of registration unless payment arrangements have been made. Tuition and fees are subject to change at any time by action of the State Board for Technical and Comprehensive Education or the Area Commission. For current tuition and fees, go to www.wiltech.edu.

B. No student may reenroll, graduate, receive grades, or receive a transcript of academic record until all indebtedness to the college has been settled. The registration process is not complete until tuition and fees are paid to the Business Office and the student receives a copy of his scheduled classes stamped "Paid."

C. Some employers desire to pay for certain courses and fees for their employees attending Williamsburg Technical College. This is acceptable, provided the employer furnishes the Vice President for Business Affairs or the Vice President for Student Affairs with a written authorization to charge them for the fees.

II. TUITION FOR SENIOR CITIZENS

Williamsburg Technical College, as a state-supported college under the State Board for Technical and Comprehensive Education, is authorized to admit senior citizens (age 60 and older) to degree, diploma, or certificate program classes on a space-available basis without payment of tuition, provided neither such persons nor their spouses receive compensation as full-time employees. Student fees and course materials are the responsibility of the student.

III. DEFERMENT OF TUITION PAYMENT

A. Students who do not have the ability to pay tuition and fees in full may request the Business Office to defer payment.
B. If tuition is deferred, there is a deferment fee which must be paid prior to the student being allowed to enter class and a promissory note executed specifying the amount deferred and the date this amount is due.

C. Students who do not pay deferred amount by the due date may be assessed an additional service charge.

IV. LATE REGISTRATION FEE

Students who enroll during the first week of class will be assessed a $20.00 late registration fee.

V. TUITION FOR AUDITING A COURSE

Tuition and fees for auditing a course shall be the same as for taking the course for credit.
It is the policy of Williamsburg Technical College to provide notary public services as needed to conduct official College business. For specific procedures related to this policy, refer to WTC Procedure B-7.1.
## SECTION B – BUSINESS AND FINANCIAL AFFAIRS

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### Division of Responsibility
- Business Affairs

### Approval
- Vice President

### President

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Business Office staff persons provide Notary Public services which are available during office working hours. Inquire at the Business Office counter.
It is the policy of Williamsburg Technical College to follow the retention and disposition schedule established by the S.C. Department of Archives and History and approved by S.C. State Budget and Control Board which may be accessed at [scdah.sc.gov](http://scdah.sc.gov).
It is the policy of Williamsburg Technical College that long distance service is for official institutional business only. Personal long distance calls should never be charged to an institutional telephone. For specific procedures related to this policy, refer to WTC Procedure B-9.1.
Monthly statements listing long distance telephone calls charged by a Project Accounting Code (PAC) are available in the Business Office. Departments are responsible for questioning erroneous long distance charges; errors should be reported to the Business Office.
It is the policy of Williamsburg Technical College to comply with all US Postal Service regulations as well as South Carolina Interagency Mail regulations. For specific procedures related to this policy, refer to WTC Procedure B-10.1.
Incoming mail is delivered to the switchboard operator/receptionist for sorting. After the mail has been sorted by divisions, division personnel pick up mail and distribute it to the appropriate offices usually by 3:00 p.m. each day. Faculty mail, internal messages, and memorandums are placed in designated mailboxes.

Outgoing mail should be taken to the Business Office where each department is responsible for processing its mail. All mail should be processed through the postage machine. Allocation of postage costs are made in accordance with a log located adjacent to the postage machine and maintained by personnel using the postage machine. Mail is taken to the post office each day by 4:30 p.m.

To facilitate distribution of returned mail, departmental identification should be included in the return address on envelope.
It is the policy of Williamsburg Technical College to restrict investments to federally issued or insured securities and to limit investments to a maximum of two-year terms. Investments will be made within Williamsburg County when the rate of return is not greater than one half of one percent (.005) elsewhere. This determination will be made by the President and the Chief Business Officer.
It is the policy and primary function of the Bookstore to serve the faculty, staff, and students of Williamsburg Technical College. According to South Carolina law, the Bookstore is a separate entity and must be self-supporting. For specific procedures related to this policy, refer to WTC Procedure B-12.1.
Williamsburg Technical College
PROCEDURE

SECTION B – BUSINESS AND FINANCIAL AFFAIRS

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<tr>
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Division of Responsibility
Business Affairs

Approval Date   Page
5/24/10        1 of 2

Approval
Dean/CBO ________________________________

President ________________________________

Supersedes Procedure
No.    B-12.1
Date    8/13/01

I. PROCEDURES

A. All book requests should be submitted to the appropriate dean's office no later than six weeks prior to the date planned for resale.

B. Book orders must be approved by the Dean of Instruction.

C. Book orders should include:

1. Name; department
2. Texts to be ordered
3. Justification if changing text
4. Publisher information
5. Quantity needed

D. To change texts for any course, the Dean of Instruction must give approval in order to prevent stocking incorrect items.

E. Shortage of Books: Reorder by same procedure as above with "RUSH" noted.

F. If necessary to duplicate some information due to shortage or delay of texts, only portions needed per student should be copied. Consult copyright laws for specific information.

G. In the event a course is canceled, notify the Bookstore immediately so that the textbooks ordered can be canceled.

H. In the event a new course is planned, notify the Bookstore immediately of the possible textbook requirements.

I. All purchases from the Bookstore will be on a cash basis with the exception of approved stipulated programs and instructors' desk copies. The Bookstore will accept checks, credit, and debit cards for the price of purchase.
J. Most publishers will furnish textbook copies of adopted texts to instructors. Contact the Office of Instruction to obtain a copy.

K. The Bookstore will make every effort to have all required texts on the shelves one week prior to the start of each term.

II. SERVICES

A. Hours of operation are posted on the Bookstore door.

B. The Bookstore will handle all textbooks, supplies, and equipment for sale to students that are required for the school's educational program, space permitting. In addition, specialty and sundry items may be approved for sale in the Bookstore.

III. REFUNDS

A. Bookstore refunds or exchanges are only allowed in the following two cases:

1. The course has been canceled by the college

2. The student drops the course during drop/add week and brings a copy of the signed drop/add form

B. All books returned for refund or exchange must be in mint condition and be accompanied by a receipt.

C. All other sales are final.
It is the policy of Williamsburg Technical College that personal checks may be accepted in payment of any amount due the College as outlined in Williamsburg Technical College Procedure B-13.1. The Chief Business Officer may suspend or cancel the acceptance of personal checks by the College.
I. CHECK ACCEPTANCE PROCEDURE

South Carolina law requires the following procedures be followed whenever checks are accepted in payment for fees, materials, or services of Williamsburg Technical College.

A. The Business Office employee accepting the check must make sure the check is accurately completed and has imprinted on it the:

   Full Name
   Complete Address
   Home Telephone
   Drivers license / or Social Security number

   of the person presenting the check.

B. Check must not exceed the amount of fees, materials, and services.

C. There will be no second party checks.

D. The college utilizes TeleCheck service. Any check not accepted by the service must be approved by the CBO. All others will have to pay with a credit card or cash.

E. All checks will be deposited in a timely fashion.

II. RETURNED CHECK PROCEDURE

Whenever a check is returned from the bank, the following procedures will take place:

A. A letter will be sent to the individual.
B. Any check cashed by the College for any purpose and/or any check given to the College in payment of a debt which is dishonored by the bank on which the check is drawn will result in a $30.00 special fee charge to the student or employee. A letter from the bank that refused payment on the check certifying that the bank was in error will eliminate these charges.

C. A student or employee who has a check returned to the College unpaid from any bank for any reason will be given five working days to pay the check plus the $30.00 charge; otherwise, the student is subject to administrative withdrawal from the College, and the employee is subject to disciplinary action.

D. If the student does not make arrangements with the Business Office within five days, a certified letter with a 15-day suspense date will be sent to the individual's home.

E. If the item is not cleared within 15 days of documented receipt, the matter will be referred to the magistrate for the issuance of a warrant.
It is the policy of Williamsburg Technical College that students receive a fair and equitable refund of tuition and other institutional charges upon withdrawal.

Title IV-sponsored students meeting the federal criteria for first-time attendees will receive a pro-rata refund consistent with applicable federal rules and regulations or will have a refund consistent with that described below if that will produce a larger refund.

Except as provided above, institutional charges for a semester term will be funded at the rates listed in WTC Procedure B-14.1.

Full refunds will be made for classes cancelled by the College.

The policy applies even if the student does not attend class, and the number of school days applies regardless of the student’s class schedule.
Title: REFUNDS

Number: B-14.1

Division of Responsibility: Business Affairs

Approval Date: 5/24/10

Page: 1 of 1

Approval: Dean/CBO ______________________________

President: _________________________________________

Supersedes Procedure No.: B-14.1

Date: 8/13/01

Written withdrawal notification and request for refund must be submitted to the Student Services Office during the add/drop period. Refunds are made by check and take approximately 30 days to process. Late registration fees are not refundable.

Refunds for veterans and other eligible persons enrolled in nondegree programs will be made subject to limitations set forth in Code of Federal Regulations 21455.

<table>
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<tr>
<th>Refund Percentage</th>
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<tbody>
<tr>
<td>100%</td>
<td>First seven calendar days of the semester</td>
</tr>
<tr>
<td>0%</td>
<td>Eighth calendar day after start of term</td>
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It is the policy of Williamsburg Technical College that, due to the nature of materials stored in the vault located in the business office, security of this area be maintained. To assure this security, access to the vault is limited to the following:

- President
- Chief Business Officer
- Accounting Personnel
- Human Resources personnel
- Purchasing/Bookstore personnel
Any individual requiring access to the vault and its contents must have the express permission of the Chief Business Officer or the President.
It is the policy of Williamsburg Technical College to establish accountability in the authorization and issuance of checks. For specific procedures related to this policy, refer to WTC Procedure B-16.1.
The President and Chief Business Officer have the primary authority to sign checks, disbursements, and financial instruments necessary for the operation of the college.

Electronic signatures are used for all checks through the Datatel system. Payroll and operating checks or check registers are approved by the CBO.
The college bookstore is a separate entity and must be self-supporting.

Bookstore refunds or exchanges are only allowed in the following two cases:

1. The course has been canceled by the College

2. The student drops the course during drop/add week and brings a copy of the signed drop/add form

Students should not write in textbooks and should keep their receipts.

The shrink-wrap should not be broken.

All books returned for refund or exchange must be in mint condition and be accompanied by a receipt.

All other sales are final.
It is the policy of Williamsburg Technical College to pay all credit balances to students within 14 days of the date that the balance occurs.

Students who have completed financial aid packages and who are receiving a Federal Pell Grant may charge books by selecting a charge authorization for the bookstore. This will allow payment for books and supplies up to the maximum balance remaining in their Pell accounts after tuition is paid. Any unused balance after tuition, books and supplies will be disbursed to the student in the form of a refund check.
Williamburg Technical College
PROCEDURE

SECTION B – BUSINESS AND FINANCIAL AFFAIRS

<table>
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Williamsburg Technical College provides federal and state programs of financial aid and follows all federal and state guidelines to ensure that all students who qualify under the guidelines receive funding for education purposes.

FEDERAL PROGRAMS:

1. Federal Pell Grant
2. Academic Competitiveness Grant (ACG)
3. Federal Supplemental Educational Opportunity Grants (SEOG)
4. Federal Work-Study (FWS)
5. Veterans Educational Benefits

STATE PROGRAMS:

1. South Carolina Needs Based Grants (SCNBG), established Fall 1996
2. Life (LIFE) Scholarship, established Fall 1998
3. South Carolina Lottery Tuition Assistance (SCLTA), established Fall 2002
4. South Carolina National Guard College Assistance Program (SCNGCAP), established Fall 2007
It is the policy of Williamsburg Technical College to make available, at the discretion of the President, a four percent fee waiver of student tuition for documented extenuating circumstances in accordance with State Board for Technical and Comprehensive Policy 3-2-205 pertaining to the four percent fee waiver. For local/specific procedures related to this policy, refer to WTC Procedure B-19.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, and the Library. State Board policies and procedures may also be viewed on the System Office website.
In accordance with State Board for Technical and Comprehensive Education Procedure 3-2-205.1, any request for waiver of educational fees will be submitted in writing to the WTC administrative council for recommendation to and final approval of the president.
Adjunct faculty pay scales will be determined using a prescribed formula in order to provide fair and equitable compensation.

For local/specific procedures related to this policy, refer to WTC Procedure B-20.1.
I. The method of determining compensation for temporary faculty members described herein applies to all temporary teaching employment, including but not limited to adult education, noncredit occupational training, special schools, craft and trade courses, curriculum courses, and full-time faculty overload computations.

II. The hourly rate described will be the rate applied to each class hour the instructor teaches and does not include preparation time or other time required in connection with the specific subject matter to be taught. Compensation for preparation time is addressed in paragraph VIII.

III. The base grade of an adjunct faculty member will be established, unless otherwise noted, by the Dean of Instruction. After determining the minimum SACS qualifications for the course to be taught and comparing that requirement to documented degree completion of the adjunct faculty member, the Dean of Instruction will place the adjunct faculty member in a base pay grade appropriate to the level of the course to be taught. In cases where significant degree completion has been accomplished or pending, or in cases where work experience may warrant degree equivalent, the President may authorize promotion to the next higher base grade:

- AF-5 = Doctoral Degree
- AF-4 = Master's Degree
- AF-3 = Baccalaureate Degree
- AF-2 = Associate Degree
- AF-1 = Diploma/Certificate

IV. The hourly base starting rate for each pay grade is as follows:

- AF-5 = $21.50
- AF-4 = $19.50
- AF-3 = $18.50
- AF-2 = $16.50
- AF-1 = $15.50
V. The Adjunct Faculty member will be evaluated when first hired to determine his/her initial pay grade (see paragraph III). Completion of subsequent degrees after first being hired moves the adjunct faculty member up one pay grade to a maximum of one grade above the minimum SACS qualifications for the course level taught. Additionally, degree completion is also worth an additional 25 points per the pay schedule shown in paragraph VII.

VI. One point shall be awarded for each credit hour the part-time instructor teaches per semester to a maximum of 15 points per semester, and Adjunct Faculty members will become eligible for a $0.50 an hour pay raise after each successive completion of 50 points. (NOTE: Multiple sections taught during the same time period count as one class, and points are awarded for the section with the higher credit hours.) Points are accrued at the end of the semester and are carried over to the following semester. If an instructor does not teach for three consecutive semesters, his/her point balance shall be zero. In cases where the absence was due to severe illness, etc., the Dean of Instruction may authorize the point balance be carried forward without deduction.

VII. The hourly pay schedule for each pay grade for Adjunct Faculty is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Base Rate</th>
<th>50 Pts.</th>
<th>100 Pts.</th>
<th>150 Pts.</th>
<th>200 Pts.</th>
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<tr>
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<td>$21.50</td>
<td>$22.50</td>
<td>$23.50</td>
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<td>AF-4</td>
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<td>$21.50</td>
<td>$22.50</td>
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<td>AF-3</td>
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<td>AF-1</td>
<td>$15.50</td>
<td>$16.50</td>
<td>$17.50</td>
<td>$18.50</td>
<td>$19.50</td>
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VIII. Adjunct faculty members shall be compensated for preparation time at the rate of .25 hours per course taught per week. Multiple courses taught during the same time will count as one course. The formula is: (# courses .25) x (hourly rate) = Prep Time Pay Per Week.
It is the policy of Williamsburg Technical College to comply with its Affirmative Action Plan by not discriminating in employment on the basis of race, color, sex, age, national origin, religion or disability. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Higher Education Act of 1965, as amended; and Sections 503 and 504 of the Rehabilitation Act of 1973 and the South Carolina Human Affairs Law of 1972 (See policy A-6). For local/specific procedures related to this policy, refer to WTC Procedure C-1.1.
I. SCREENING, INTERVIEWING, AND SELECTION FOR VACANT POSITIONS

Williamsburg Technical College will advertise position vacancies, receive applications, interview prospective employees, and select for employment under the following procedure. All employees are responsible for ensuring that affirmative action guidelines are followed.

A. Applications

All applications for employment must be in writing. Incomplete applications will not be accepted. WTC will accept applications for open positions at the time of the position posting. A new application must be submitted for each open position. All applicants are responsible to ensure that their application files contain updated and accurate information. Applicants should ensure that they list which particular opening they are applying for since Williamsburg Technical College does not accept unsolicited applications or resumes.

B. Required Application Materials

All applicants must submit a signed WTC Employment Application. Special supporting documents may be required, depending on the position, and these requirements will be listed in all advertisements. In cases where transcripts are required, copies of transcripts may be sent with the initial application, but any job offer is contingent upon receipt of official transcripts.

C. Advertisement and Recruiting

Advertisement and recruiting may take one of two forms: in-house or local/regional/state/national.

In-house: All positions to be filled in-house will be posted in ENews and on the college’s personnel bulletin board located in the faculty lounge.

Local/Regional/State/National: All positions to be filled locally will be posted in-house and on the college’s website, with the local Job Service, State Board for Technical and Comprehensive
D. Requesting, Screening, Interview, and Selection

The following steps outline the requesting, screening, interview, and selection of candidates. The same procedure is followed for full-time and part-time positions.

1. Supervisor determines that there is a vacancy. Supervisor reviews position description and contacts Human Resources (HR) if it needs to be updated.

2. Supervisor submits "WTC Request to Fill Position" form, "Position Description" form, and qualifications to appropriate administrator or department head for approval and then to HR.

3. HR reviews the request and prepares the job posting using the information provided and the state job classification and position description for the position. It is then sent to the President for approval. If this is a new position, HR will coordinate with and gain approval from the SBTCE before forwarding to the President.

4. Once approved by the President, HR will post the position opening with the appropriate agencies.

5. Once the applications are received, HR will review them and complete appropriate EEO tracking forms as required. After the posted review date, HR will review the paperwork for all applicants and forward to the supervisor for review all applications for the candidates that meet the minimum requirements. The supervisor will review the applications, select 3-5 of the most qualified candidates to interview, and forward the packet back to HR so annotated. HR will notify all applicants of their selected/not selected for interview status.

E. Interview Procedures

1. The Human Resources Office is responsible for managing the interview process. The supervisor and HR will discuss the interview timeline and the composition of the interview panel. At this time, it may be appropriate to decide if a telephone interview prior to the physical interview is appropriate. HR will advise the supervisor on this matter.

2. The supervisor will develop a list of interview questions with the guidance of HR in regards to the legality or appropriateness of the questions.

3. HR will schedule a location for the interview and contact the candidates and interview panel members.
4. HR will make a copy of pertinent application materials and interview questions, and give them to the interview panel members for review prior to the interview.

5. Interview panel members must have completed WTC interview panel training prior to being assigned to an interview panel.

F. The interview

1. To ensure continuity and compliance, HR administers the overall interview process.

2. All interview panel members should arrive on time and prepared for the interview.

3. HR will introduce the candidate to the panel and have the panel members introduce themselves to the candidate.

4. HR will describe to the candidate the job for which the interview is being conducted and explain the process.

5. The panel will ask the candidate interview questions and make appropriate notes concerning the candidate’s answers, demeanor, aptitude, etc.

6. Once the interview is complete, HR will thank the candidate for their interest in the position and escort them from the interview room. At this time, the interview panel may discuss the candidate’s answers and qualifications. HR will collect all question lists and the panel summary recommendation for the selection file.

7. Once all candidates have been interviewed, the panel makes a recommendation for hire. HR then meets with the supervisor and, using the formula provided by the state office and coordination with the CBO, determines an appropriate salary to offer the candidate.

8. HR takes this recommendation along with pertinent applicant information and presents it to the President for final approval.

9. If the President does not approve this candidate, then the interview panel reconvenes to discuss another qualified candidate and the process of salary determination and presidential review is repeated.

10. Once the President approves the candidate, then HR contacts him/her and makes an offer of employment. If the candidate accepts, then a start date is agreed upon. HR then sends the employee a written offer of employment with information concerning the start date and documents required to start employment.
11. HR verifies the SSN information via the E-Verify system. HR also submits the appropriate request to the background check contractor for the completion of the background check.

12. HR then sends letters to the other candidates thanking them for their interest and indicating that another candidate was selected for the position.
It is the desire of Williamsburg Technical College for all new employees to be well informed and to feel welcome upon arrival. While at times the first day of employment can be overwhelming, the following procedure is designed to make for a smooth transition to employment with the college.

Upon hire of a new employee, the Human Resources department (HR) will greet the new employee and escort him/her into a private area to conduct the detailed orientation. HR will brief the new employee utilizing the HR checklist. Once this initial employee orientation has been completed, the employee will be escorted to his/her new work area. Upon arrival in the department, the employee’s supervisor will provide an employee orientation:

The employee will be encouraged to contact the supervisor or HR should any questions arise.
It is the policy of Williamsburg Technical College to comply with Policy 8-0-104 of the State Board for Technical and Comprehensive Education Policy Manual concerning honoraria and gratuities and to adhere to all relevant state policies concerning honoraria and gratuities.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

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It is the policy of Williamsburg Technical College to comply with Policy 8-2-100 of the State Board for Technical and Comprehensive Education Policy Manual concerning secondary state employment. State Board policies and procedures may be viewed on the System Office website.
Williamsburg Technical College
PROCEDURE

SECTION C – HUMAN RESOURCES MANAGEMENT

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-2-100.1 concerning secondary state employment. State Board policies and procedures may be viewed on the System Office website.
It is the policy of Williamsburg Technical College to comply with Policies 8-2-102 of the State Board for Technical and Comprehensive Education Policy Manual concerning classified and unclassified employment compensation. State Board policies and procedures may be viewed on the System Office website.
SECTION C – HUMAN RESOURCES MANAGEMENT

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| Approval                                        |               |
| Vice President                                  |               |
| President                                       |               |

Supersedes Procedure No. C-4.1                      Date 5/24/10

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-2-110.1 and 8-2-110.2 concerning classification and compensation for classified personnel. State Board policies and procedures may be viewed on the System Office website.
It is the policy of Williamsburg Technical College to comply with Policy 8-2-103 of the State Board for Technical and Comprehensive Education Policy Manual concerning faculty teaching load and overload compensation. For local/specific procedures related to this policy, refer to WTC Procedure C-5.1. State Board policies and procedures may be viewed on the System Office website.
# FACULTY TEACHING LOAD AND OVERLOAD COMPENSATION

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## I. Terms of Employment for Full-Time Teaching Faculty

### A. General

Teaching faculty are employed to perform teaching and other instructional related duties depending upon the needs of the institution. The minimum full time week is 37 1/2 hours, to include assigned teaching, office hours, preparation, and any other assigned duties and responsibilities.

### B. Regular academic year teaching faculty are normally employed for 39-weeks (nine-months) encompassing the fall and spring semesters.

### C. Summer Session(s)

Teaching faculty may be considered for supplemental employment opportunities during the summer. Supplemental employment opportunities may be for periods up to thirteen (13) weeks beyond the normal thirty-nine (39) week employment period. Compensation may be up to 1/39 of the thirty-nine (39) week salary for each full week worked.

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## II. The scheduling of teaching workloads will be carried out on a semester basis as determined by the necessary course offerings and the optimum utilization of the faculty member’s time. Faculty may be assigned to teach credit and noncredit courses in their areas of expertise. Time and location are not factors in course assignments.

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## III. The major emphasis shall be on good teaching by working with students in classrooms, laboratories, individual conferences, and related activities to help the student develop his/her interests and abilities to the fullest capacity in order to become a better person, a better worker, and a better citizen.

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## IV. To advise students and assist students with their course work, faculty members are required to post and maintain a minimum of eight (8) office hours per week. In addition to office and teaching hours, faculty must be available to carry out other professional duties including committee assign-
ments, curriculum development, business/industry contacts, registration, program coordination and other responsibilities as assigned. Total weekly hours on campus or in directly related off-campus activities (industry contracts, cooperative visits, student recruitment, etc.) should be a minimum of 37.5 hours.

V. A faculty member shall post his or her teaching schedule and office hours at the beginning of each semester on the bulletin board outside of his/her office and forward a copy to the Vice President for Academic Affairs.

VI. Faculty teaching loads will be assigned utilizing the following guidelines:

A. A normal load for a 16-week term shall be 15 credit hours for credit-hour-loaded faculty and 20-24 contact hours (computed by adding the lecture and lab hours for each course from the course description in college catalog) for contact hour loaded faculty. The maximum overload for any 16-week term will be 21 credit hours or 30 contact hours.

B. A normal load for an 11-week summer term shall be 12 credit hours for credit loaded faculty and 15 contact hours for contact hour loaded faculty. The maximum overload for any 11-week term will be 18 credit hours or 24 contact hours.

C. Exceptions to normal course loading may be granted by the VP for Academic Affairs if deemed appropriate after consideration of extenuating circumstance including, but not limited to the following: the number of preparations, new versus repeat preparations, number of students, difficulty of subject matter, proportion of lecture, shop, and laboratory classes, and other assigned duties. Exceptions must be explained and documented.

D. Additional compensation for overload may be paid in accordance with established teaching loads set by this college. Additional compensation for overload may be paid at the end of each semester if it is assured there will be a required load for fall through spring semester to ensure that overload has been paid only to the extent that the faculty member’s total teaching load for the three primary semesters exceeds the College’s prescribed teaching load for those terms. Dual employment authorization (see 8-2-100.1, State Board for Technical and Comprehensive Education Policies and Procedures Manual) will be obtained prior to payment of overload compensation.

7. Faculty overload pay is computed by using the hourly base rate that would be paid for an adjunct faculty member teaching in that discipline times the number of contact hours.

8. Classified personnel, nonteaching faculty, and state employees from other state agencies may not be paid extra compensation unless dual employment authorization is obtained.
VI. Release Time

Teaching faculty may be released from some or the entire normal teaching load to perform instructional related administrative assignments that are not normally associated with the primary job assignment. Such assignments are to be considered temporary and normally may not exceed one academic year. Any instructional related administrative assignment that necessitates extension beyond two academic years will require SBTCE-HR concurrence. Teaching faculty with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case by case basis.

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It is the policy of Williamsburg Technical College to grant annual leave to all its eligible employees in full-time/part-time full-time equivalent (FTE) positions in a manner consistent with state law and regulations promulgated by the Budget and Control Board’s Office of Human Resources.

All procedures on annual leave will be subject to review and audit by the State Board for Technical and Comprehensive Education to ensure compliance with applicable state and federal requirements.

This policy is established using the guidance set forth in Policy 8-3-100 of the State Board for Technical and Comprehensive Education Policy Manual concerning annual leave. For local-specific procedures related to this policy, refer to WTC Procedure C-6.1. State Board policies and procedures may be viewed on the System Office website.
Williamsburg Technical College
PROCEDURE

SECTION C – HUMAN RESOURCES MANAGEMENT

Title
ANNUAL LEAVE

Number
C-6.1

Division of Responsibility
Business Affairs – Human Resources

Approval Date  Page
2/3/14  1 of 1

Approval
Vice President ____________________________________________

President ____________________________________________

Supersedes Procedure No. C-6.1
Date 8/13/01

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and
Comprehensive Education Procedure 8-3-100.1 concerning accrual and use of annual leave. State Board
policies and procedures may be viewed on the System Office website. In addition, the following
procedures will apply at the College.

I. Leave Recording

A. All non-exempt employees are required to complete a time sheet to their supervisor in a timely
manner. The supervisor should review the time sheet for accuracy ensuring that the employee
has accounted for at least 37.5 hours during the work week and that any time worked over 40
hours for the work week is listed at Compensatory Time. The time sheets must be submitted to
Human Resources no later than three business days after the end of the pay period. In addition,
non-exempt employees must complete a time sheet whenever leave or holiday time taken.

B. Any discrepancies should be discussed with HR.

II. Using and Scheduling Leave

A. All leave must be requested and approved using the online South Carolina Technical College
System leave system.

B. A completed leave request will be submitted through the leave system sufficiently in advance of
the intended leave period to allow for an orderly substitution of personnel or other necessary
scheduling. In case of emergency, this advance approval requirement may be waived and the
leave procedure handled upon the return of the employee to work, subject to the following
provisions:

1. The employee must notify the appropriate supervisor, to include Vice President and
President as appropriate, of the absence prior to or immediately after scheduled reporting
time for work.

2. In these cases, the leave request will be submitted in the leave system no later than the day
of return to duty.
It is the policy of Williamsburg Technical College to comply with Policy 8-3-101 of the State Board for Technical and Comprehensive Education Policy Manual concerning faculty non-workdays. For local/specific procedures related to this policy, refer to WTC Procedure C-7.1. State Board policies and procedures may be viewed on the System Office website.
Title | FACULTY NONWORKDAYS | Number | C-7.1
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Division of Responsibility | Business Affairs – Human Resources | Approval Date | 2/3/14
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| Approval | | Supersedes Procedure No. | C-7.1
| Vice President | | Date | 5/24/10
| President | | |

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-3-101.1 concerning faculty nonworkdays. State Board policies and procedures may also be viewed on the System Office website.
SECTION C – HUMAN RESOURCES MANAGEMENT

Title: SICK LEAVE

Divison of Responsibility: Business Affairs – Human Resources

Number: C-8

Date: 2/3/14  Page: 1 of 1

Approval
President
Commission Chair

Supersedes Policy
No.: C-8
Date: 7/7/08

It is the policy of Williamsburg Technical College to comply with Policy 8-3-102 of the State Board for Technical and Comprehensive Education Policy Manual concerning sick leave. For local/specific procedures related to this policy, refer to WTC Procedure C-8.1. State Board policies and procedures may be viewed on the System Office website.
Williamsburg Technical College
PROCEDURE

SECTION C – HUMAN RESOURCES MANAGEMENT

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedures 8-3-102.1 and 8-3-103.8 concerning sick leave and the Family and Medical Leave Act. State Board policies and procedures may also be viewed on the System Office website. In addition, the following procedures will apply at the college.

I. Records

A. All non-exempt employees are required to complete and submit a time sheet to their supervisors in a timely manner. The supervisor should review the time sheet for accuracy ensuring that the employee has accounted for at least 37.5 hours during the work week and that any time worked over 40 hours for the work week is listed as compensatory time. Time sheets should account for all time, both work time and leave time. The time sheets must be submitted to Human Resources (HR) no later than three business days after the end of the pay period. In addition, non exempt employees must complete a time sheet whenever leave or holiday time is taken.

B. Any discrepancies should be discussed with HR.

II. Verification and Use of Sick Leave

A. All leave must be requested and approved using the online SC Technical College System leave system.

B. The employee must notify the appropriate supervisor, to include administrator and President, of the absence prior to or immediately after scheduled reporting time for work.

C. The leave request will be submitted in the leave system no later than the day of return to duty.

D. Absences of three (3) or more consecutive days may require an original copy of a certificate from a health care provider indicating the days of confinement due to sickness and an authorization for return to work. The certificate will be submitted to HR.
E. Absences of three (3) or more consecutive days also require that the HR department offer an application for coverage under the Family Medical Leave Act. The employee or supervisor should notify the HR department so that arrangements can be made for the employee to receive the appropriate forms. These forms are required by federal law and must be completed by the patient’s health care provider and returned to the HR department within 14 business days.

F. When sick leave is used for doctor appointments, it should be so noted in the leave request.

III. Family Sick Leave

A. Employees earning sick leave as provided in state policies and procedures may use not more than eighty hours of sick leave per calendar year to care for ill members of their immediate families. "Immediate family" for this purpose is defined as spouse, children, mother, father, spouse’s mother and father, legal guardian, a spouse’s legal guardian, and grandchildren if the grandchild resides with the employee and the employee is the prime caretaker of the grandchild.

B. This leave is a part of, not in addition to, total accrued sick leave. Accurate records must be maintained in the use of sick leave for this purpose. Therefore, it will be necessary to designate in the leave request the name and relationship of the family member for which the leave was taken.
It is the policy of Williamsburg Technical College to provide accountability for crediting, authorizing, and using court leave, leave for elections, short-term military training, faculty nonwork days, and death in the immediate family. In addition, the College will comply with Policy 8-3-103 of the State Board for Technical and Comprehensive Education Policy Manual concerning other leave with pay. For local-specific procedures related to this policy, refer to WTC Procedure C-9.1. State Board policies and procedures may be viewed on the System Office website.
SECTION C – HUMAN RESOURCES MANAGEMENT

Title: OTHER LEAVE WITH PAY

Division of Responsibility: Business Affairs – Human Resources

Number: C-9.1

Approval Date: 2/3/14

Page: 1 of 1

Supersedes Procedure No.: C-9.1

Date: 5/24/10

Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedures 8-3-103.1, 8-3-103.2, 8-3-103.3, and 8-3-103.4 pertaining to other leave with pay.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 8-3-106 concerning the employee leave transfer program. State Board policies and procedures may be viewed on the System Office website.
I. PURPOSE

The following procedure establishes the manner in which WTC employees, including probationary employees, occupying full-time equivalent (FTE) positions may voluntarily donate sick and/or annual leave into leave transfer pools for use by other employees who have been approved as leave recipients under personal or family medical-related emergency circumstances as defined in this procedure and other guidelines promulgated by the State Office of Human Resources’ regulations. Temporary grant employees are not eligible to participate in the Employee Leave Transfer Program. The State Board for Technical and Comprehensive Education’s Executive Director (System President) has delegated authority for approving leave transfer requests to the college presidents (SBCTCE Procedure 8-3-106.1). All proposed transfer requests shall be reviewed by the college’s human resources department to ensure compliance with all applicable procedures. The State Board for Technical and Comprehensive Education’s Executive Director (System President) reserves the right to withdraw delegation authority from an individual college based upon non-compliance with State Board for Technical and Comprehensive Education policy and procedure.

II. ADMINISTRATIVE RESPONSIBILITY AND REQUIRED RECORDS

Williamsburg Technical College has established two (2) separate leave transfer pool accounts, a sick leave transfer pool, and an annual leave transfer pool. In the event that WTC determines that sufficient hours of either sick or annual leave are not available in their local pool to cover an approved request, the System Office will transfer the necessary hours to WTC. This will assure that eligible employees are not denied leave transfer due to the lack of available sick or annual leave hours in the pool. WTC will submit, in writing, to the System Office’s Human Resource Services, a request to have the necessary hours transferred from the System Offices’ sick or annual leave transfer pools to the WTC pool when necessary. Along with any supporting documentation, WTC and the System Office must maintain the following records:

A. Donation Request Form: The Donation Request Form shall include: the employee’s name, the college name; the employee’s classification title; the employee’s hourly rate of pay; the number of days/hours of the leave donor’s earned sick or annual leave; the number of
days/hours of sick or annual leave the employee wishes to donate to the appropriate local transfer pool; the date of the donation; and the leave donor’s signature.

B. **Withdrawal Request Form:** The Withdrawal Request Form shall include; the employee’s name; the college name; the employee’s classification title; the employee’s hourly rate of pay; the type of leave requested; the number of days requested; a thorough description of the nature, severity, and anticipated duration of the medical, family, or other hardship situation affecting the employee; and any additional supporting documentation for approval of the request.

C. **Leave Restoration Form:** The Leave Restoration Form shall include: the name of the leave recipient; the type of leave transferred (sick or annual); the amount of transferred leave used; the date the leave recipient’s personal emergency or employment terminates; and the amount of transferred leave (sick or annual) being restored to the respective local leave transfer account.

III. **DEFINITIONS**

A. **Personal Emergency:** Catastrophic and debilitating medical situation, severely complicated disabilities, severe accident cases, family medical emergencies or other hardship situations that are likely to require an employee’s absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.

B. **Leave Donor:** An employee with an approved voluntary written request for transfer of his sick or annual leave to a local transfer account.

C. **Prolonged Period:** Prolonged period under these procedures is generally interpreted to be a minimum of thirty (30) working days. Generally, an employee with a medical emergency situation must have been in a leave without pay status for at least thirty (30) working days or documentation must certify a medical emergency (refer to II. A. above) will result in an employee being on leave at least thirty (30) workdays. However, any employee who is within thirty (30) calendar days of eligibility for long term disability insurance or disability retirement benefits and who has exhausted a substantial balance of accrued leave or due to the prolonged medical emergency, shall be eligible for consideration when requesting approval for less than the thirty (30) work day minimum requirement for leave transfer.

D. **Leave Recipient:** An employee who has a personal or family medical-related hardship emergency and is approved to receive sick or annual leave from a local transfer account.
IV. General Information

A. An employee donating sick and/or annual leave to the WTC leave pool account must do so prior to the end of the calendar year. An employee may not donate to a specific individual employee leave account. The distribution of such donations is at the sole discretion of the college president. Once leave of an employee has been donated and transferred to the leave pool, it must not be returned to the leave donor.

B. **Maximum Leave Donation:** An employee may donate no more than one-half of the sick and/or annual leave earned in a calendar year to the respective leave pool for the calendar year.

C. **Sick Leave Donation:** An employee with more than fifteen (15) days of accrued leave in his sick leave account may voluntarily request in writing (Donation Request Form) that a specified number of hours of his leave be transferred to the sick leave pool. An employee with less than fifteen (15) days of accrued leave in his leave account may not transfer any leave to the sick leave pool.

D. **Annual Leave Donation:** An employee may voluntarily request in writing (Donation Request Form) that a specified number of hours of his accrued leave be transferred to the annual leave pool.

V. LEAVE POOL WITHDRAWALS

A. **General Information/Eligibility**

1. Employees, including probationary employees, occupying FTE positions are eligible to withdraw sick or annual leave from a respective pool account only if they are otherwise eligible to accrue the corresponding type of leave under sick or annual leave policies and procedures. Temporary grant employees are not eligible to participate in the Employee Leave Transfer Program. Employees receiving Worker’s Compensation benefits or who qualify for another program such as Long Term Disability or Disability Retirement are not eligible to participate in the Leave Transfer Program. Employees who become eligible for other paid benefits for periods of absence from work will generally be considered ineligible for transfers. Examples of other paid benefits include but are not limited to Worker’s Compensation, Long Term Disability, and disability retirement benefits.

2. An employee with a personal emergency may request sick or annual leave from their respective local leave transfer account by completing a Withdrawal Request Form. While there is no limit to the number of separate requests that an employee may submit, each separate request shall be limited to no more than thirty (30) workdays.
B. Withdrawal Criteria

1. Thirty (30) workdays of leave without pay, after exhaustion of annual and sick leave, or medical certification verifying that the employee will be or anticipated to be out for at least thirty (30) workdays.

2. Medical certification is required. A medical-related emergency must be certified by a physician including the nature of the emergency and an estimate of the inclusive dates (refer to Section III. Definitions).

3. **Substantial Loss of Income**: To qualify as substantial income loss, the family emergency must be for a prolonged period (refer to Section II definitions). It is stipulated for purposes of this procedure that if an employee has a personal or family medical related emergency for a period of thirty (30) workdays then there is a default substantial loss of income.

4. **For Family Medical Emergency Leave Purposes**: All Family Sick Leave and annual leave must be exhausted before annual leave can be transferred to an otherwise eligible employee from the leave transfer pool account.

5. **For Personal Emergency Leave Purposes**: All Sick Leave and Annual Leave must be exhausted before sick leave can be transferred from the leave transfer pool account.

6. **Employment Record**: While the documentation and the circumstances surrounding the emergency or hardship will be primarily used as the criteria for approval, the employment record, including length of service, responsible use of leave, job performance, and other job related factors, may also be used in determining approval.

C. Withdrawal Approval Process

1. **Approval**: Upon receiving a completed Withdrawal Request Form, the WTC president shall approve the withdrawal for employees under his/her management authority. Unless the personal emergency involves a medical condition affecting the leave recipient, the employer may consider the likely impact on morale and efficiency in approving a leave recipient to use transferred leave.

2. **Disposition**: Once a decision is rendered to approve or deny a request, a copy of all documentation associated with a college transfer request shall be sent to the System Office’s Human Resource Services for evaluation.

3. The evaluation of transfer requests shall be conducted in such a manner as to assure consistent treatment among similarly situated employees. Decisions shall be in keeping
with State Human Resources Regulations, the criteria referenced in this procedure and other additional guidelines promulgated by the State OHR guidelines and applicable state and federal laws.

D. **Use of Approved Leave Withdrawals:** Leave taken under this section may qualify for the Family Medical Leave Act (FMLA) and, if so, will run concurrently.

   1. When a Request Form has been approved, the Human Resources Department shall transfer a portion of the local respective sick or annual leave transfer account to the regular sick or annual leave balance of the recipient.

   2. Upon approval of a withdrawal request, a recipient may use sick or annual leave from the respective local transfer account in the same manner and for the same purpose as if he had accrued the leave or in the manner provided by State OHR regulations, State Board for Technical and Comprehensive Education policy and procedure and applicable state and federal laws.

   3. Sick or annual leave transferred under this program may be substituted retroactively for periods of leave without pay or used to liquidate any indebtedness for advanced sick leave. Whether transferred leave may be applied retroactively and for what length of time will be determined on a case-by-case basis in light of the justification presented.

   4. Sick or annual leave that accrues in the regular sick or annual leave balances of the recipient must be used before using any leave from the respective local leave transfer account.

E. **When Personal Emergency Terminates**

   1. The personal emergency affecting a leave recipient terminates when the College or System Office determines that the emergency no longer exists or the recipient’s employment terminates.

   2. Human Resources will effectively monitor the status of the recipient’s emergency to ensure that the recipient is not permitted to receive or use transferred sick or annual leave from the local transfer account after the emergency ceases to exist.

   3. When the personal emergency terminates further requests for transfer of leave to the leave recipient’s leave account will not be approved. When the personal emergency affecting a leave recipient terminates, any transferred sick or annual leave remaining must be restored to the appropriate pool account by completing a Leave Restoration Form.
**F. Annual Reports:** Colleges shall report preceding calendar year activities (donations and/or approved requests for sick or annual leave transfer) to the System Office’s Human Resource Services. Sick and annual leave transfer information will be reported by March 1st to the Budget and Control Board’s Office of Human Resources to assist the Budget and Control Board in evaluating the leave transfer program. This information shall include but, is not limited to the following:

1. **Sick Leave:** Total hours and cost of
   a. Sick leave donated,
   b. Sick leave used by recipient(s),
   c. Sick leave restored, if any.

2. **Annual Leave:** Total hours and cost of
   a. Annual leave donated,
   b. Annual leave used by recipient(s),
   c. Annual leave restored, if any.

3. Any additional information requested by OHR needed to evaluate the desirability, feasibility, and cost of the Leave Transfer Program.

4. All records and documentation are subject to audit by the System Office’s Human Resource Services and/or the Budget and Control Board’s Office of Human Resources.
It is the policy of Williamsburg Technical College that an employee who is required to work on a legal holiday shall be given compensatory time at the convenience of the College within one (1) year from the date of the holiday. (Reference Paragraph 3.07C(5), State Personnel Manual, a copy of which is on file in the Human Resource Manager’s office. For local/specific procedures related to this policy, refer to WTC Procedure C-11.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
SECTION C – HUMAN RESOURCES MANAGEMENT

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Annually after receiving the approved state holiday schedule from the South Carolina Office of Human Resources and conferring with the Dean of Instruction and the President, the Human Resources Manager will issue a holiday schedule for the new calendar year.
It is the policy of Williamsburg Technical College to comply with Policy 8-3-105 of the State Board for Technical and Comprehensive Education Policy Manual concerning hazardous weather. Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

In the event of hazardous weather, the President or his designee, in order to ensure the safety of the students, employees, and property of the College, is authorized to cancel classes and/or close the College or any portion thereof and to schedule "make-up" classes at a later date to assure that the required contact hours have been met and the state policy on hazardous weather has been enforced.

When the College is closed, only essential personnel designated by the President will be permitted to work. No other employee is to report to work.

Time lost due to hazardous weather will be made up utilizing one of the three options offered by the State Personnel Policy Manual, a copy of which is on file in the Human Resource Manager’s office:

1. Make up the time lost from work at a time scheduled by the employing department and approved by the President.

2. Use annual leave.

3. Take leave without pay.

The College President, while authorized to close the College, may not excuse employees from the time lost due to inclement weather.
I. Closing of the College

A. In the case of inclement weather that makes it hazardous for a majority of students and employees to travel, the President will make a decision concerning closing of the College. This decision will be announced, when practicable, by 6:00 a.m. for day classes and 3:00 p.m. for evening classes on local radio and television stations.

B. The Chief Development Officer, at the direction of the President, will call in the closing notice which will state as follows:

"Due to hazardous weather, day and evening (or simply 'evening') classes at Williamsburg Technical College have been canceled, and the College is closed."

C. Immediately following the closing of the College, a revised schedule for making up classes missed will be issued. Staff members not involved in the makeup schedule for students will develop a schedule to make up lost time with their respective supervisors.

II. Hurricanes

Students may be dismissed and the school closed whenever the National Weather Service issues a Hurricane Warning (a hurricane is expected to strike the area within 24 hours). Before leaving school, the employees should report to the Chief Business Officer to be issued instructions on how to protect equipment. The Director of Physical Plant will ensure that all portable equipment and loose debris from outside have been brought into the buildings.

III. Icy Conditions

Students will be dismissed and the school closed when the President determines that icy conditions are developing to such an extent as to present hazardous driving conditions.
Williamsburg Technical College
STATEMENT OF POLICY

SECTION C – HUMAN RESOURCES MANAGEMENT

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It is the policy of Williamsburg Technical College that all classified employees, nonteaching faculty, and institutional officers who occupy a permanent position of this agency have their performance rated in accordance with the Employee Performance Management System (EPMS). This complies with Policy 8-4-100 of the State Board for Technical and Comprehensive Education Policy Manual. For local-specific procedures related to this policy, refer to WTC Procedure C-13.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

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Williamsburg Technical College
PROCEDURE

SECTION C – HUMAN RESOURCES MANAGEMENT

Title  PERFORMANCE APPRAISAL FOR CLASSIFIED EMPLOYEES, NONTEACHING FACULTY, AND INSTRUCTIONAL OFFICERS  Number  C-13.1
Division of Responsibility  President – Human Resources
Approval Date   Page 5/24/10 1 of 1
Approval Dean/CBO
President

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No.  C-13.1
Date  8/13/01

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-4-100.2 concerning the Employee Performance Management System Universal Performance Appraisal.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website. The EPMS Performance Appraisal form can be obtained from the college’s Human Resources Office and from the college’s website.
It is the policy of Williamsburg Technical College to comply with Policy 8-4-101 of the State Board for Technical and Comprehensive Education Policy Manual concerning the Faculty Performance Management System (FPMS). For local/specific procedures related to this policy, refer to WTC Procedure C-14.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
I. Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-4-101.1 concerning the Faculty Performance Management System.

II. Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website. In addition, the following local procedures will apply.

III. It is the procedure of Williamsburg Technical College to have the students evaluate every course each teaching term. These evaluations will be administered during the final one-fifth of the semester/term.

IV. Each February of the academic year, the Dean of Instruction will meet with the faculty member to review the student evaluation of instruction and will discuss the results with the faculty member. At that time, annual goals and objectives will be mutually agreed upon for the upcoming academic year.

V. At Williamsburg Technical College, there are five key areas upon which faculty will be evaluated relative to job performance. These key areas include: 1) instruction, 2) student guidance and assistance, 3) instructional development and management, 4) college/community service, and 5) administration. In addition to these specific job descriptions, individual faculty, in collaboration with the Dean of Instruction, will develop at least two objectives for the rating period. Specific job duties and success criteria are listed below:

A. Instruction

1. General Responsibility: Provide high quality instruction, teach courses as assigned, provide students with course documentation, demonstrate effective
interaction skills, relate instruction/materials to course objectives, and develop various teaching techniques.

2. Success Criteria:

a. Teach student learning outcomes using appropriate methodologies.

b. Evaluate students periodically using methods appropriate to student learning outcomes, return results in a timely manner, and administer a final exam during scheduled exam periods.

c. Provide students and supervisors with course syllabus by the end of the drop/add period.

d. Follow approved departmental, college, and SBTCE policies and procedures.

e. Review and alter instructional methods, techniques as a result of various assessment instruments including, but not limited to, student evaluation of instruction and/or peer evaluations.

B. Student Guidance and Assistance

1. General Responsibility: Provide academic advising consistent with students’ intended goals, develop and implement successful retention activities, be aware of and direct students to appropriate student support services, academic support services, and assist in student registration and orientation.

2. Success Criteria:

a. Know the specific requirements for graduation of the advisee’s program of study.

b. Advise students appropriately and consistently within the parameters of their programs of study and in accordance with their individual goals.

c. Maintain appropriate paperwork and documentation on each advisee.

d. Be aware of students’ needs and problems, and refer them to other persons for assistance when appropriate.
SECTION C – HUMAN RESOURCES MANAGEMENT

Title
FACULTY PERFORMANCE MANAGEMENT SYSTEM
Number C-14.1
Division of Responsibility
Instruction
Approval Date 5/24/10
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e. Publicize and maintain eight (8) office hours per week.

C. Instructional Development and Management

1. **General Responsibility:** Manage classroom/lab/clinic activities in an orderly manner, prepare budget projections for equipment and educational supplies, design new programs, revise curricula, develop new courses, and update current courses based on community needs and use of assessment results.

2. **Success Criteria:**
   a. Review and select instructional materials for classes.
   b. Submit reports and respond to requests for information, etc., by deadlines.
   c. Maintain accurate class attendance and grade records.
   d. Provide effective classroom/lab/clinical supervision.
   e. Provide accurate and timely information regarding texts and supplies to be ordered by the bookstore for classes to be taught.
   f. Update curriculum to reflect input from students, other colleges, community, industry, and/or advisory committees.

D. College/Community Service

1. **General Responsibility:** Provide professional service to the college and the community, work on college committees, perform public service for the college, and supervise/chaperone student events.

2. **Success Criteria:**
   a. Participate on the college/committees to which assigned.
   b. Maintain contacts with local business and industry in one’s field.
   c. Provide expertise and services to community groups and agencies.
d. Provide departmental services to other college departments.

e. Assist in student recruiting efforts.

E. Administration

1. **General Responsibility**: Provide leadership and direction to curriculum(s) under his/her jurisdiction, assist in recruiting part-time faculty, prepare and supervise equipment, supplies, and budget. Maintain contact with appropriate business/industry or advisory group, assist in the development of a term-by-term schedule of course offerings.

2. **Success Criteria**

   a. Administer departmental budget(s) for fiscal year.

   b. Develop budget requests based on use of assessment results and strategic planning needs.

   c. Assist the Dean of Instruction in securing adjunct faculty for section offerings.

   d. Review previous term schedule and make course scheduling recommendations as appropriate.

   e. Assist with advisory committee meetings.

   f. Recommend curricular revisions as appropriate based on information gathered from advisory committees or DACUM process.
It is the policy of Williamsburg Technical College to practice progressive discipline. Corrective discipline is intended to be corrective rather than punitive. Continued minor offenses may require a series of disciplinary actions up to and including termination whereas a severe act of misconduct may result in immediate termination. Each case will be considered on a case by case basis. This policy reflects the guidance set forth in Policy 8-5-100 of the State Board for Technical and Comprehensive Education. For local/specific procedures related to this policy, refer to WTC Procedure C-15.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
Williamsburg Technical College
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SECTION C – HUMAN RESOURCES MANAGEMENT

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Approval

Dean/CBO

President

Supersedes Procedure No. C-15.1

Date 8/13/01

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-5-100.1 concerning disciplinary actions.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College that any verbal or physical conduct or behavior which constitutes harassment, as discussed in the accompanying procedure, will not be tolerated.

The President shall ensure that all employees are aware of this policy and that violators will be subject to disciplinary action up to and including termination.

For local/specific procedures related to this policy, refer to WTC Procedure C-16.1.

Any employee who believes that they are the victim of harassment shall have the right to seek an investigation or to file a complaint in accordance with the Grievance Appeal Policy and Procedure.

This policy is established using the guidance set forth in Policy 8-5-101 of the State Board for Technical and Comprehensive Education.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
Williamsburg Technical College
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**Division of Responsibility**
- President

**Approval**
- Dean/CBO
- President

**Approval Date** 5/24/10

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**Supersedes Procedure**
- No. **C-16.1**
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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-5-101.1 concerning harassment prevention.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College to grant the right to those “covered” employees, as contemplated in S.C. Code Ann. § 8-17-320 (7), to present formal grievance appeals through the State Grievance Appeals Process. This process allows employees to seek redress without fear of restraint, interference, coercion, discrimination, or reprisal. Classified employees, unclassified nonteaching personnel, and institutional officers, excluding the College President, attain covered status upon having satisfactorily completed their initial twelve (12) months probationary period. Faculty personnel attain covered status upon satisfactorily completing their initial probationary period of two (2) full academic years duration. For local/specific procedures related to this policy, refer to WTC Procedure C-17.1.

This policy is established using the guidance set forth in Policy 8-6-100 of the State Board for Technical and Comprehensive Education.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
Williamsburg Technical College
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President – Human Resources

Approval
Dean/CBO ________________________________
President ________________________________

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No. C-17.1
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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-6-100.1 concerning grievance appeals.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
Williamsburg Technical College  
STATEMENT OF POLICY  

SECTION C – HUMAN RESOURCES MANAGEMENT

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Williamsburg Technical College makes the assumption that it is the primary employer of full-time employees of the South Carolina Technical College System. Acceptance of additional employment of any kind must be approved by the College President or Department Dean as appropriate. The College President reserves the right to withdraw approval for any secondary employment if the efficiency, effectiveness, or productivity of the employee deteriorates or is determined to be a conflict of interest.

Acceptance of secondary employment without proper prior approval may be grounds for disciplinary action, up to and including termination of College employment. It is the responsibility of the employee to notify his/her immediate supervisor and Human Resources of his/her intent to accept any secondary employment.

This policy is established using the guidance set forth in Policy 8-7-101 of the State Board for Technical and Comprehensive Education.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-7-101.1 concerning secondary employment outside of Williamsburg Technical College.

It is the responsibility of the employee to notify his/her immediate supervisor and Human Resources Director of his/her intent to accept any secondary employment. Additional employment of any kind must be approved by the college president after the following determinations have been made by the Human Resources Director:

A. The additional employment will not interfere with the employee’s full-time assignment.

B. The additional employment could not be reasonably construed as a conflict of interest. Appropriate counsel including but not limited to the Office of the Attorney General or the State Ethics Commission may be necessary to make such determinations.

C. The additional employment will not be performed during the employee’s normally scheduled hours of work unless the employee is taking annual leave or leave without pay.

D. The additional employment is not with a state agency.¹

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

¹For secondary state dual employment within state government, refer to State Board Policy 8-2-100.
It is the policy of Williamsburg Technical College that individuals with supervisory or management authority (to include local Commission members) may not hire, or have employed in any position (FTE, temporary and/or temporary grant) under his/her direct supervision or significant influence or control, any such person related or connected as defined below or otherwise specified in the State Budget and Control Board’s Office of Human Resources Regulations. This policy applies to those having common law or nontraditional relationships either cohabitation or significant interdependence.

Persons considered to be related or connected under this policy include spouse, parent, grandparent, child, grandchild, brother/sister, mother-in-law, father-in-law, son-in-law, and daughter-in-law. For purposes of this policy, immediate family is further defined by the State of South Carolina as:

1. a child residing in a candidate’s, public official’s, public member’s, or public employee’s household;

2. a spouse of a candidate, public official, public member, or public employee, or an individual claimed by the candidate, public official, or public employee’s spouse as a dependent for income tax purposes.

This policy is established using guidance from the Policy 8-7-102 of the State Board for Technical and Comprehensive Education Policy Manual concerning employment of relatives (nepotism).

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College to release covered employees* in an equitable manner should a Reduction in Force become necessary. Reasonable efforts consistent with the S. C. Budget and Control Board’s Office of Human Resource guidelines should be made to limit the adverse impact on both the South Carolina Technical College System and the affected employee.

This policy is established using the guidance set forth in policy 8-7-103 of the State Board for Technical and Comprehensive Education which establishes systemwide policy concerning reduction in force and termination. For local/specific procedures related to this policy, see WTC Procedure C-20.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

* Covered employee means a full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position (classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President) who has grievance rights in accordance with SBTCE procedure 8-6-100.1.
Williamsburg Technical College
PROCEDURE

SECTION C – HUMAN RESOURCES MANAGEMENT

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedures 8-7-103.1, 8-8-100.1, 8-8-100.2, 8-8-100.3, and 8-8-100.4 concerning reduction in force and termination.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
All permanent Williamsburg Technical College employees are required to participate in the South Carolina Retirement System. Any temporary employees already participating in the South Carolina Retirement System are also required to continue participating for wages earned at Williamsburg Technical College.

For specific procedures related to this policy, refer to WTC Procedure C-20.1, Termination and Reduction in Force.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College that in order to effect the highest level of productivity from its employees, the solicitation or distribution of personal information, materials, goods, or services by college employees or outside individuals within its facilities will be prohibited except upon prior written approval of the President, or official designee.

This policy is established with the guidance set forth in Policy 8-9-100 of the State Board for Technical and Comprehensive Education Policy Manual which establishes system wide policy and procedures concerning solicitation and distribution. For local/specific procedures related to this policy, refer to WTC Procedure C-22.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

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I. Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-9-100.1 concerning solicitation and distribution. Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

II. Any person desiring to solicit for any purpose or distribute any material on campus must submit a Request to Solicit on the Campus form to the President or his designee stating the purpose and method of solicitation or distribution. The President will either approve or deny the request based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given written documentation listing the areas and manner in which he/she may conduct the solicitation or distribution. Failure to follow these directions will result in immediate revocation of the approval.

III. A college employee affiliated with a charitable or benevolent organization or a recognized college organization may wish to involve the college in activities benefiting this organization. Also a community representative from these organizations may contact the college to ascertain if the college is interested in participating in fund-raising activities. The individual must submit the request to the President as described above.

IV. Guidelines for college-sponsored solicitation activities will center around these questions:

   A. How well is the organization recognized for its benefit to this service region?

   B. How much will the activity benefit this service region?

   C. To what degree will this college’s participation in the activity enhance the image of the college?

   D. To what degree will the activity promote or build teamwork among the college staff?
V. Student organizations should contact the Dean of Student Services/Financial Aid for information regarding on-campus solicitation and distribution by those groups.
The College shall pay tuition, books, and fees for full-time, permanent College employees to enroll in credit courses when that course is required to benefit the College. The College complies with State Board for Technical and Comprehensive Education Policy 8-10-100.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

State Budget and Control Board policy (Section 10.06) permits an agency to require an employee to take a specific course that will help the employee to improve his/her performance in the present position or to acquire skills necessary to perform additional duties to meet agency needs. When this does occur, the agency will pay all costs of the course, including tuition, fees, and books. The purpose of these guidelines is to set forth a system to follow the above state directive yet fulfill the policy of the College in providing needed professional development which will benefit the College.
I. Employees requesting professional course work must do so at least 15 workdays before enrollment. This written request must include, but is not limited to, justification as to how the course work will improve his/her professional ability in his/her present position.

A. The written request must include all costs of tuition, fees, and books.

B. The applicant must be notified within 10 days of the approval or disapproval of the request for educational assistance.

C. A grade of "C" or better for undergraduate work and a grade of "B" or better for graduate work must be earned to qualify for reimbursement.

D. Reimbursement of approved actual costs includes tuition indexed up to the current semester hour tuition at the nearest four-year college (e.g. Francis Marion), course related fees, and required textbooks. Reimbursement will be made within 30 days following submission by the employee of the original grade report and receipts covering all approved costs.

E. Reimbursement will be limited to the covered costs of 9 semester hours per employee per fiscal year.

F. Courses should be scheduled at times other than the normal working hours of the employee. If a course cannot be scheduled at a time other than the normal working day, written approval must be granted by the appropriate supervisor and the President. However, to comply with the State Personnel Rules Manual, the employee's schedule must be rearranged to make up the hours missed.

II. All correspondence concerning reimbursements of course work should be made to the Chairman, Faculty/Staff Development Committee. The Committee is composed of the following individuals:

Dean of Instruction, Chair
Director of Continuing Education
Chief Business Officer

Faculty representative (appointed by President)
Staff representative (appointed by President)
It is the policy of Williamsburg Technical College to comply with the 1987 Freedom of Information Act, Section 5. The only information that should be released without written request is the employee's dates of employment, title, sex, race, grade, and job description. Any further disclosure would come only if the employee authorizes the release in writing, or if a court of competent jurisdiction orders such disclosure.
SECTION C – HUMAN RESOURCES MANAGEMENT

Title | PERSONNEL FILES | Number | C-25
---|---|---|---
Division of Responsibility | President – Human Resources | Date | 7/7/08
Approval | | Page | 1 of 1
Commission Chair | | Supersedes Policy No. | C-25
President | | Date | 2/4/02

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It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 8-0-106 concerning personnel files.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 8-2-104 concerning overtime compensation. For specific procedures related to this policy, refer to WTC Procedure C-26.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
## OVERTIME COMPENSATION

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**The Language Used in this Document Does Not Create an Employment Contract Between the Employee and the Agency. This Document Does Not Create Any Contractual Rights or Entitlements. The Agency Reserves the Right to Revise the Content of This Document, in Whole or in Part. No Promises or Assurances, Whether Written or Oral, Which Are Contrary To or Inconsistent With the Terms of This Paragraph Create Any Contract of Employment.**

Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-2-104.1 concerning overtime compensation.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
Williamsburg Technical College

STATEMENT OF POLICY

SECTION C – HUMAN RESOURCES MANAGEMENT

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President – Human Resources

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Approval
Commission Chair
President

Supersedes Policy
No.   C-31
Date 12/3/07

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Williamsburg Technical College desires to create a safe and secure work and learning environment to ensure that its employees are qualified to perform the jobs for which they are hired. Accordingly, it is the policy of Williamsburg Technical College to require at a minimum that criminal background checks be conducted on all new hires in full-time equivalent (FTE) positions. Employment will be contingent upon the results of the criminal background check. Conducting criminal background checks will ensure that individuals invited to join the college have honestly presented their background and qualifications in oral representations and in written materials, including the application for employment and any supporting documents.

Information obtained from criminal background checks will be confidential and will comply with the Fair Credit Reporting Act. To ensure confidentiality of all applicant information, Human Resources coordinates the background investigation process. Results of the background checks are sent directly to Human Resources.
I. In accordance with guidance from the South Carolina Technical College System (SCTCS), Williamsburg Technical College requires that criminal background checks be conducted on all new hires in full-time equivalent (FTE) positions. The college is responsible for the costs associated with conducting background checks.

II. During the application and/or interview process, applicants will be informed of the college’s Criminal Background Checks Procedure. Applicants are asked to sign a release form authorizing the background check, and release of information from former employers, educational institutions, or other organizations as part of the background checking process. A refusal to sign such a release form eliminates the applicant from further consideration for employment. As it relates to criminal offenses, applicants who provide misleading, erroneous, or deceptive information on the application form, resume, or during an interview may be eliminated from further consideration for employment.

III. All criminal background checks will be initiated through the Human Resources Office. All results of the checks will be kept confidential except when it is necessary to determine if a potential employee’s employment status may be adversely impacted. Reports containing unfavorable or questionable information will be handled on a case-by-case basis. In such cases, the Human Resources Manager will present the report findings to the President for review and determination of action to be taken. The President may elect to reject the potential employee or confer with the administrator of the division in which the position is located to discuss the nature of the offense and job duties/suitability of the potential employee. Following review and consideration by appropriate staff, the President will make the final decision regarding employment of the individual. Human Resources will retain a copy of the criminal background check results and release form in a secured location.
It is the policy of Williamsburg Technical College that employees and students with communicable diseases and infections may continue their active employment or enrollment in accordance with the Americans with Disabilities Act of 1990 as long as they are able to meet acceptable academic performance standards and/or perform essential job functions, and post no potential or actual threat to the safety of themselves or others.

Confidentiality of information and communications relating to communicable diseases and infections will be maintained in accordance with applicable law regarding any aspect of actual or suspected communicable diseases or infectious situations.

Refer to State Board for Technical and Comprehensive Education Policy 8-7-104 related to communicable diseases and infections. Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
Williamsburg Technical College
PROCEDURE

SECTION C – HUMAN RESOURCES MANAGEMENT

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education Procedure 8-7-104.1 concerning communicable diseases and infections.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of the South Carolina Technical College System and Williamsburg Technical College to provide a drug-free, healthful, safe, and secure work environment. Employees are required and expected to report to work in appropriate mental and physical condition to meet the requirements and expectations of their positions.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances, or alcohol at the workplace. Workplace means either on agency premises or while conducting agency business away from the agency premises.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee rehabilitation and assistance programs and encourages employees to use such programs.

Williamsburg Technical College will also implement drug-free awareness programs. Such programs will ensure that employees are aware that:

1. Drug and alcohol abuse at the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury or even death.

2. Drug and alcohol abuse can significantly lower performance on the job thus impacting on the agency and college mission.

3. In order to prevent the consequences of drug and alcohol abuse at the workplace, the South Carolina Technical College System has implemented this policy to ensure that the workplace is drug free.
I. Employees must report to the Human Resources Office within five days any conviction, under a criminal drug statute, for conduct at the workplace.

II. It is a condition of employment that all employees must abide by the policy on employee alcohol/drug use and accompanying statements as evidenced by their signature on the South Carolina Technical College System Statement on Alcohol and Drug Abuse form which is required at the time of employment. Violation of any provisions herein may result in disciplinary action up to and including termination and may have further legal consequences. Additionally, management may require an employee to enter an employee assistance or drug rehabilitation program.

III. Use of employee assistance programs (EAP) when available or drug rehabilitation services is encouraged. EAP or rehabilitation services are available as follows: state services provided by the local Commission on Alcohol and Drug Abuse, the Employee Intervention Program of the Department of Vocational Rehabilitation, and the state group health plan.
It is the policy of Williamsburg Technical College to provide an educationally sound procedure by which development of new curriculum options can be initiated to include curriculum changes, addition or deletion of courses, changes in graduation requirements, etc.

All proposals for curricular changes shall comply with this policy, and curricular changes will follow institutional procedures before becoming official. For specific procedures related to this policy, refer to WTC Procedure D-1.1.
I. All recommended changes to the curricula must be made through the Curriculum Review Committee, comprised of six faculty members and the Director of Enrollment Management and Records. The President shall appoint one faculty member as chair.

II. The Vice President for Academic Affairs must provide final approval for any changes to existing curricula that are recommended by the committee. Any faculty member may recommend a change to the Curriculum Review Committee. The Curriculum Review Committee should seek input regarding the proposed change from faculty members with expertise in the discipline affected when applicable.

III. Any change to existing curricula offerings such as course deletions, additions, lecture or lab contact hours, or placement criteria can be made with the approval of the Vice President for Academic Affairs provided there is no conflict with the State Models or the Catalog of Approved Courses (CAC).

IV. The proposal for a curriculum change can be made in writing to the Curriculum Review Committee chair, the faculty member’s Department Head, or the Vice President for Academic Affairs and should clearly describe the recommended change and its rationale. Recommendations received by Department Heads or the Vice President for Academic Affairs should be forwarded to the Curriculum Review Committee chair for inclusion in the committee’s agenda discussion.

V. If the Curriculum Review Committee, with affected faculty input, recommend the creation of a new course that does not exist in the CAC and is approved by the Vice President for Academic Affairs, the Vice President for Academic Affairs will initiate an electronic New Course Request Form via the Technical College System Office TWEB site and notify the Curriculum Review Committee of its approval status from the Technical College System Office. Any new course not in the CAC must be approved by the Technical College System office before curriculum changes can be executed.

VI. Proposals for new academic programs or curriculum options will be recommended by the Vice President for Academic Affairs to the President, who will in turn seek Area Commission approval. The format for proposals will be as follows:
A. New curriculum

B. Rationale for program

C. Date of implementation

D. New courses not already approved

E. Equipment, if any

F. Projected additional faculty, if any

VII. The Area Commission must act on all new program proposals and is the approval authority for certificate programs. The State Board for Technical and Comprehensive Education must act on diploma and associate degree proposals, and is the approval authority for diploma programs. The South Carolina Commission on Higher Education must approve all associate degree proposals.
It is the policy of Williamsburg Technical College to recognize prior course work and/or life or work experience for credit provided that the student meets demonstrated criteria. Specifics of how a student may establish credit for prior course work and/or life or work experience are located in WTC Procedure D-2.1.
I. PURPOSE

To establish procedures for the recognition of prior course work and/or life or work experience for credit.

II. CREDIT BY EXAMINATION

Credit may be granted if a student can present evidence of the completion of a course or its equivalent (work or life experience) for which credit is requested but for which the student cannot receive credit by transfer. The evidence must include, but is not limited to, the result of an appropriate examination, written report, or demonstration. Credit by examination must be approved by the Vice President for Academic Affairs and is dependent on the availability of acceptable documentation.

A. A student will not be allowed to seek credit by examination for a course that has been previously attempted, failed through credit by examination attempt, or audited.

B. Credit by examination may be earned through two methods:

1. Advanced Placement tests or standardized tests.

   a. Students who exempt courses through advanced placement or standardized tests receive the credit for the course noted with the “E” grade. (See Procedure D-14.1 Grading System)
(1) Credit for College Level Examination Program (CLEP) subjects will be accepted. A score of 50th percentile or higher is required.

(2) USAFI, AARTS, ACC/PONSI – Credits for USAFI, AARTS or PONSI course work will be accepted, if a grade of “C” or better has been earned. Only courses for which an equivalent is recommended by the American Council on Education will be considered.

(3) Advanced Placement (AP) Tests – Credit will be awarded for scores of 3 or higher on tests for which the College offers an equivalent course.

The SC Commission on Higher Education (CHE) has published the following policies regarding the award of credit for AP tests:

a. Institutions may not award more than 6–8 credits in any one discipline. (History is defined as two disciplines: American, non-American.)

b. For a score of 3 or 4 on either English AP exam, credit is given for ENG-101.

c. For a score of 3 or 4 on both English AP exams, credit is given for ENG-101 and ENG-102.

d. For a score of 5 on either or both English AP exams, credit is given for ENG-101 and ENG-102.

III. CREDIT BY EXAMINATION (LOCAL)

Students at Williamsburg Technical College have the opportunity in some classes to earn credit by examination. The student should talk first with the instructor then complete a Credit by Examination Request Form (available in the Academic Affairs office) if appropriate. To request credit by examination, the student must have registered for the course to be attempted.

A. The Credit by Examination Request Form must be completed and processed before the end of the drop/add period.
B. The Credit by Examination Request Form must be endorsed by the instructor and approved by the Vice President for Academic Affairs.

C. The request must present information that provides evidence that the applicant has previous experience, training, and/or course work to indicate probable success on a comprehensive examination on the subject matter of the course. Documentation may be required by the instructor.

D. Requests for credit by examination will not be approved for any course in which the student has previously attempted or audited.

E. The student will attend class until notified of the results of the examination by the instructor.

F. The instructor must administer the exam and inform the student of the results no later than the end of the drop/add period of the semester for which the application is approved.

G. The instructor will score the exam and record the letter grade on the form. Students who receive a passing score of “C” or higher on the examination will receive that grade for the course (See Procedure D-14.1 Grading System).

H. The instructor administering the exam will complete the form showing student identifiers, course identifiers, and date of the exam, with a copy of the exam attached. This process will be followed whether the student does or does not successfully complete the exam. The completed form will then be submitted to the Vice President for Academic Affairs who will approve and submit to the Registrar.

I. Students who are eligible for financial aid and/or veterans benefits should investigate the effect of earning credit by examination on their benefits by visiting the Financial Aid Office.

IV. LIMITATIONS ON CREDITS AWARDED

A. Students should be aware that acceptance of these credits by Williamsburg Technical College does not guarantee acceptance from a subsequent institution.
B. No more than 75% of the course work required by the College for graduation will be accepted as transfer credit, exemption, or advanced placement credit.

C. The grade of “E” is not calculated in the student Grade Point Average (GPA); credits will be counted toward graduation requirements.

   (NOTE: “E” is awarded only if fee is paid for internal tests or if credit is given for a standardized test or for articulation agreement.)

D. The documentation of test results and exemptions will be placed in the student’s file, either on the Credit by Examination Request Form or the Performance Standards Profile form (available from sources cited below in Section V, paragraph A-2).

V. ADVANCED PLACEMENT/CAREER AND TECHNOLOGY EDUCATION (CATE)

   The College has an advanced placement articulation agreement with the Williamsburg County School District for various industrial or vocational courses to assist high school graduates in the advanced placement process for non-transfer courses.

   A. Vocational Schools/Programs – Vocational program graduates for whom all articulation paperwork has been completed and recommendations for credit made may exempt course work approved through the advanced placement articulation agreement.

      1. The grade of “E” will be noted for course work exempted by articulation.

      2. Course work acceptable for credit will be reflected on the Performance Standards Profile Form. Performance Standards Profile Forms are available from any of the Williamsburg County School District High Schools and are also available in the Student Affairs and Academic Affairs offices at Williamsburg Technical College.

      3. Students receiving exemption credit must demonstrate competence of student outcomes detailed in the Performance Standards Profile Form by a Williamsburg Technical College faculty member with expertise in the field.
VI. CREDIT FOR WORK OR PUBLIC SERVICES

A. In order to consider awarding credit for work or public service, the student is responsible for demonstrating that the work or public service is substantive and allows the applicant to demonstrate proficiencies comparable to academic proficiencies and skill levels in the college level course for which course credit is requested.

B. The student may be awarded a maximum of 10% of the credits required for program completion.

C. The student who requests consideration for credit for work or public service must meet the following guidelines:

1. The student must be at least 25 years of age.

2. The student must not have been enrolled in a higher education institution for the previous five years.

3. The student must have a minimum of five years of work or public service experience before credit is awarded.

4. The student must present placement information (SAT, ASSET, or COMPASS) to indicate that no remediation is required.

D. Requests for credit for extra-institutional learning shall be submitted, in writing, to the Admissions Office of the College. The Vice President for Academic Affairs and/or appropriate faculty shall coordinate review of the credit. The American Council on Education Guides will be used whenever possible to determine credit awards. Learning to be evaluated must be in subject areas in which faculty expertise is available or in which expertise can be arranged.

VII. METHODS FOR USE IN AWARDING CREDIT FOR EXTRA-INSTITUTIONAL LEARNING

A. Publications

1. ACE Guide to the Evaluation of Educational Experiences in the Armed Forces.

2. ACE National Guide to Educational Credit for Training Programs.
Section D – Educational Affairs

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Division of Responsibility

Academic Affairs

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3. ACE Guide to Credit by Examination.


B. Tests/Documents

1. College Entrance Examination Board Advanced Placement Program (AP).

2. Department challenge exams, and/or faculty end-of-course exams.

3. Degree related lifelong learned credit awarded and transcripted by ACE on the Army/ACE Registry Transcript (AARTS) and Registry of Credit Recommendations (ROCR).

4. Subject-matter experts who may or may not be members of faculty. Those who are not members of the faculty must be designated by faculty.

5. Individual portfolio, using Council for Adult and Experiential Learning (CAEL) guidelines.

C. Evaluations

All evaluations are conducted using policies and procedures of the ACE Commission on Educational Credit and Credentials, and are the result of careful review.

D. Records

Credit transcripted on the basis of extra-institutional or lifelong learning is treated the same as credit transcripted for exemption credit, and a grade of “E” will be recorded. The Registrar shall retain documents used to verify the award of credit for extra-institutional learning.

E. Fees

Students who are awarded credit for extra-institutional learning shall be charged a fee for assessment of each course. In the event of external evaluators being required, the student shall be charged the hourly rate of the evaluator times the number of hours required to complete the evaluation.
It is the policy of Williamsburg Technical College to meet the needs of local employers and students by providing a wide range of classes leading to an appropriate certificate, diploma, or associate degree. However, because of a lack of enrollment in individual classes, it may be necessary to cancel classes which are part of a planned program of study leading to the above awards. For specific procedures related to this policy, refer to WTC Procedure D-3.1.
I. Classes may be canceled anytime up to and including three (3) days after classes begin or the second class period, whichever occurs first.

II. The Vice President for Academic Affairs will decide which classes are canceled. This decision will be based on many factors including, but not limited to, the following: enrollment (most classes will not continue with less than 10 students), other times the course is offered during the semester or during the year, the possibility of additional enrollment, availability of instructor, and schedule conflicts for enrolled students.

III. The Vice President for Academic Affairs or designee will notify the Vice President for Student Affairs and academic advisors of the cancellations.

IV. Individual classes or sections may be added if justified by enrollment.
It is the policy of Williamsburg Technical College to comply with Policy 3-2-203 of the State Board for Technical and Comprehensive Education Policy Manual concerning dropping and adding courses and administrative withdrawal from courses. For local/specific procedures related to this policy, refer to WTC Procedure D-4.1. State Board policies and procedures may be viewed on the System Office website.
I. A student may add additional courses during the first five class days by contacting his/her academic advisor, who will initiate the drop/add form, and forward to the Business Office for processing.

II. Courses dropped during the first five class days will not appear on the student’s official record. During this period the faculty member or academic advisor will give the add/drop slip directly to the Instruction Office for processing.

III. A course dropped after the fifth class day will result in a grade of “WP” if the student was passing the course at the time of the drop or a “WF” (which counts as an “F” in calculating grade point ratio) if the student was failing at the time of the drop. All students are required to adhere to the attendance policy per the WTC website.

IV. A student wishing to withdraw from the College should first consult a counselor in the Student Services Division to review the situation and possible ramifications to financial aid awards. If the student wishes to withdraw from the College, the student and counselor will complete a withdrawal form, and the counselor will forward this form to the Financial Aid Advisor, who will log receipt of the form and create a suspense file for 15 days. The Financial Aid Advisor will then forward the withdrawal form to the Director of Enrollment and Record Services. The Director of Enrollment and Record Services will then forward the form to the Office of Instruction, who will contact the faculty members affected, record the last date of attendance and grade and then return the form to the Director of Enrollment and Record Services who will key in the last date of attendance and grade into Datatel, sign the form, and return the form to the Accounts Receivable Clerk in the Business Office. The Accounts Receivable Clerk will perform any adjustments, rebills, etc. on the student’s account in Datatel, sign/date the form, and retain the green copy of the form. The Director of Enrollment and Record Services will disseminate the remaining copies of the completed form to the Financial Aid Advisor. The Financial Aid Advisor will process the withdrawal and calculate any award adjustments or return to Title IV funds as required. The Business Office will run the Financial Aid Transmittal Report (FATR) daily and process any award adjustments or return to Title IV funds identified by the Financial Aid Advisor. The Business Office will also maintain a file of every return to Title IV funds.
V. A student dropping one or more courses but not withdrawing from the college should consult his/her academic advisor and the Financial Aid Advisor.

VI. The institution may drop or change courses, hours, or credits in accordance with institutional capability and as demands change, or according to student interest or community or industrial needs. Conflicts arising from such changes will be resolved in the best interest of the individual student.
Students who wish to participate in courses without receiving credit for the courses may register as audit students in accordance with the State Board for Technical and Comprehensive Education grading system. For specific procedures related to this policy, refer to WTC Procedure D-5.1.
I. Students must declare audit status upon registering for a course. If a student is to audit a course, the faculty advisor should write “Audit” in the “Credits” column of the advisement form and select “A” in the pass/audit field of the registration (RGN) screen in Datatel.

II. Audit students may not change to credit status after the end of the drop/add period. Credit students may not change to audit status after the end of the drop/add period.

III. A grade of “AU” will be assigned, and no credit hours will be awarded.

IV. Audit students will not be eligible for Veterans Administration (VA) or other financial aid benefits.

V. The tuition and fees for auditing a course shall be the same as if the student was taking the course for credit.

VI. Audit students will be accepted on a “space available” basis. In courses or programs where there are physical limitations such as equipment or time, audit students will be accepted only after credit student demands have been met.
It is the policy of Williamsburg Technical College to work with secondary and postsecondary schools to establish articulation agreements and guidelines. Such agreements depend heavily on input from the College and appropriate faculty/staff and support the needs of the service area. For specific procedures related to this policy, refer to WTC Procedure D-6.1.
I. The College has developed several agreements for transfer of course work for the benefit of its students. Students in high school vocational programs may apply for advanced placement by documentation of their skills by their vocational teachers. These applications are available at the local schools.

II. Students of the College who wish to transfer to senior institutions should consult their advisors or the Vice President for Academic Affairs for information on transfer of credits, applicability of course to certain major, and application procedures.
## Williamsburg Technical College
### STATEMENT OF POLICY

#### SECTION D – EDUCATIONAL AFFAIRS

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**Division of Responsibility**

**Academic Affairs**

**Date** 2/3/14

**Page** 1 of 1

**Approval**

**President**

**Commission Chair**

**Supersedes Policy**

**No.** D-7

**Date** 6/2/08

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It is the policy of Williamsburg Technical College to comply with Policy 3-5-101 of the State Board for Technical and Comprehensive Education Policy Manual concerning transfer of student credits among technical colleges. State Board policies and procedures may be viewed on the System Office website. In addition, the following institutional policies apply.

Williamsburg Technical College willingly recognizes previous postsecondary course work of a student by accepting credits earned from regionally accredited institutions which are applicable to the student's program of study.

All students who present credit for evaluation and acceptance must be aware that the awarding of credit by Williamsburg Technical College does not guarantee that a subsequent institution will accept those credits.
I. Williamsburg Technical College will recognize course work from other postsecondary institutions.

   A. Course work must have been completed within 10 years prior to the enrollment date of the student.

   B. Course work accepted for transfer must closely parallel the course offered by Williamsburg Technical College.

   C. Credits from non-accredited institutions may be granted following a review of course syllabi or other documents, demonstrating appropriate level, content, comparability, and program relevance.

II. The College will accept in transfer only a course for which a grade of "C" or better has been earned.

III. Applicants for transfer must submit an official transcript of prior course work from each institution to receive acceptance of credits.

   A. To be eligible for transfer credit, the applicant must meet all admission criteria for the College.

   B. Credits must appear on an official transcript from the granting institution; a copy of this transcript(s) must be on file in the records office at the College.

IV. Transfer students who wish to earn a certificate, diploma, or degree at Williamsburg Technical College must successfully complete 25% of the credits required for graduation at Williamsburg Technical College.

   A. If the credit hours for the parallel course are less than those granted by the College, the course will not be accepted for transfer. Exception must be approved by the Vice President for Academic Affairs.
B. If the credit hours for the course are more than those granted by the College, the credits will be accepted at the same level as those of Williamsburg Technical College.

V. All credit hours for transferred courses must be converted to the semester system.

VI. The grades for credits obtained at other schools are not computed in the GPR.

A. Credit hours will apply toward the total hours required for graduation. Only hours earned at Williamsburg Technical College will apply toward the 2.0 GPR graduation requirement.

B. The Evaluation of Credit form will be maintained in the student's transcript files as a record of credits accepted by the College.

C. The Director of Enrollment and Records Services will notify the student of the credits accepted for transfer within 30 days of the start of the first term of enrollment. The notification will be in the form of a transcript that includes the transferred credit. He/she may appeal the decision of acceptability in writing to the Vice President for Academic Affairs in accordance with the Family Education Rights Privacy Act.
It is the policy of Williamsburg Technical College to comply with all federal guidelines and regulations for TRIO programs. It is further the policy of Williamsburg Technical College that a student may transfer from one TRIO program to another TRIO program for a valid, educational reason, contingent upon the recommendation of appropriate college staff and concurrence of the US Department of Education. For specific procedures related to this policy, refer to WTC Procedure D-8.1.
Williamsburg Technical College’s TRIO Programs (Educational Talent Search and Project Upward Bound) are committed to serving eligible participants in Williamsburg County. Educational Talent Search staff identify, recruit, and select participants in the sixth through twelfth grades. Project Upward Bound services those participants who are promoted to the ninth through eleventh grades. These TRIO participants remain in the program until they graduate, withdraw, terminate, or transfer.
It is the policy of Williamsburg Technical College to provide adequate institutional orientation to full and part-time faculty before the fall term and otherwise as needed. For specific procedures related to this policy, refer to WTC Procedure D-9.1.
At the beginning of each academic year, a Faculty Orientation for full and part-time faculty will be held. Topics to be discussed will include, but not be limited to, a review of pertinent Business Office procedures, financial aid procedures, policy and procedure changes, drop-add procedures, and student development procedures.
It is the policy of Williamsburg Technical College to comply with Policy 8-0-101 of the State Board for Technical and Comprehensive Education Policy Manual which establishes systemwide policy concerning academic freedom. State Board policies and procedures may be viewed on the System Office website.
It is the policy of Williamsburg Technical College to comply with Policy 8-0-102 of the State Board for Technical and Comprehensive Education Policy Manual which establishes systemwide policy concerning personal benefit from instructional projects. State Board policies and procedures may be viewed on the System Office website.
It is the duty and responsibility of Williamsburg Technical College to safeguard the rights of all involved in the instructional process. Student, faculty, and administrative responsibilities should interface and should never conflict nor contradict each other. For specific procedures related to this policy, refer to WTC Procedure D-12.1.
I. The instructor must assume a leadership role so as to ensure that a positive learning environment exists in the classroom. The instructor cannot abdicate the teaching/management role for he/she is held accountable for the instructional process within the framework of academic freedom.

II. Course section management guidelines pertaining to discipline, behavior, attendance, number and type of tests, grading, course objectives, and other course requirements will be distributed to students in written form. The instructor may require students to sign a statement that they have received such information.

III. Students have the right to know where they stand at all times in a course, how they will be graded, and what they must do to earn a particular grade. Grades should always be based on demonstrable criteria that can be well documented and are consistent with the course objectives. "Marking down" as a disciplinary practice for action or behavior unrelated to academic achievement in a course is not allowed. Students have the right to question a given test/course grade, and the instructor has the responsibility to discuss all grades.

IV. Student attendance must be fully documented. Instructors should keep record of attendance that clearly shows the course number, semester, year, dates of student absence, dates of student withdrawal, dates tests were given, test scores, and any other information the instructor wishes to include.

V. Instructors are expected to meet their scheduled classes and to set an example for the students for promptness, reliability, and consistency. Supervisors should be notified if the instructors cannot meet their classes, and appropriate arrangements should be made to ensure that course objectives are met.
Instructors are responsible for preparing a current master course syllabus and syllabus addendum to present to the students at the first class meeting of each term. Each syllabus must be turned into the Vice President for Academic Affairs’ office each term, and a current file is maintained in that office. For specific procedures related to this policy, refer to WTC Procedure D-13.1.
### COURSE SYLLABUS

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I. Every course must have a syllabus that conforms to the master course syllabus template. The purpose of the syllabus is to provide a framework for the course. It is essential to update a syllabus periodically to keep it current, appropriate for the learner, and relevant to the course. All courses offered by Williamsburg Technical College, as a member of the South Carolina Technical College System, follow System-wide and prescribed course numbers, names, descriptions, and credit value. All courses offered by Williamsburg Technical College will have a standard and uniform course syllabus that conforms to the information in the System Catalog of Approved Courses.

II. The syllabus is a two-part document provided to all students in a course section during the first week of class. The first part of the syllabus is termed the “master syllabus,” and this part of the total syllabus is not subject to modification by individual faculty members. The master syllabus document is created by the full-time faculty of the college or by program coordinators in consultation and coordination with part-time faculty hired by the college to teach and contribute to the curriculum development of the college in a particular discipline or program. The consultation and collaboration with the part-time faculty will occur annually, as a minimum, and may be accomplished during department meetings following the faculty orientation in August of each year. Additional meetings may be scheduled as necessary by department heads or program coordinators.

III. The second part of the syllabus is termed the “syllabus addendum,” and this portion of the syllabus is subject to modification by individual faculty members. This portion of the syllabus will include information specific to a single section and may be tailored to address unique requirements in addition to the requirements of the master syllabus such as weekly schedules of assignments, grading rubrics for assignments, or other classroom behavior policies specific to the individual instructor.

A. **Master Syllabus:** The master syllabus must contain the following components/information and may not be modified except with Department Head and Vice President for Academic Affairs approval. Information denoted with an asterisk(*) is determined by the Technical College System and may not be modified except by System approval:
1. *Course Number, *Course Title, *Credit Hours (i.e. MGT 101 – Principles of Management – 3 credit hours)
2. Pre/Co-requisites (if applicable)
3. *Course Description
4. Course Developer (Credentialed full-time or part-time faculty member credited with development of the master course syllabus. Will typically be a full-time faculty member serving as Department Head or Program Coordinator but may be an adjunct instructor compensated to develop the syllabus as part of preparation time added to temporary work agreements).
5. Student Learning Goals/Objectives – to be stated as student outcomes (i.e., “At the conclusion of this course the student will be able to __________.”
6. Course content
7. Means of instruction (i.e., lecture, lab, writing, projects, etc.)
8. Revision date
9. Required textbook/written materials/supplies
10. Institutional core competencies
11. College policy on attendance
12. College policy regarding students with disabilities
13. College policy on academic misconduct
14. College policy on grading

B. Syllabus Addendum: The syllabus addendum may include the information below and may be customized by the faculty member to meet the needs of specific course sections:

1. Faculty contact information (i.e., office hours, phone number, voice mail number, email address, etc.)
2. Teaching philosophy/methods
3. Specific evaluation methods
4. Classroom policies (tardiness, make-up tests, behavior, etc.)
5. Suggested additional readings
6. Assignment schedule as applicable
7. Section policy on attendance

IV. Additionally, the course syllabus will address or conform to the following:

A. Follow a common core or sequence of topics/outcomes necessary within the department, including the General Education Core Competencies.

B. Be current/relevant to student, community, and discipline needs.

C. Follow a logical organization for student understanding and topic progression.
SECTION D – EDUCATIONAL AFFAIRS

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D. If section policies exceed the minimum college policies, they must be clearly identified in the syllabus (i.e., attendance policy more stringent than college policy.)

V. Instructors are expected to distribute the syllabus to students the first day of class. The syllabus informs students about the instructor’s policies, procedures, and expectations as well as assigns students’ readings, projects, exams, etc. Clarity, thoroughness, and accuracy are critical elements for at least two reasons: the syllabus is scrutinized during the faculty evaluation process; and the potential exists for students to file a grievance based on their perceived breach of agreement if instructors deviate significantly from what has been stated in writing.

VI. Syllabi are evaluated by the Department Head and the Vice President for Academic Affairs each semester. All faculty will submit one copy of the syllabus (master syllabus and syllabus addendum) to the Academic Affairs Office within the first week of class. The Academic Affairs Office will distribute the syllabus to the appropriate Department Head who will initiate a Syllabus Review Form, sign, and submit to the Vice President for Academic Affairs for approval. If errors are found, the syllabus will be forwarded to affected instructors for correction and, depending on the errors, corrections should be made and returned to the Department Head within one week. After required edits are made, the Department Head will submit the corrected syllabus to the Academic Affairs Office. A current copy of each course’s syllabus must be submitted to the Academic Affairs Office where they are kept on file and available for review.
It is the policy of Williamsburg Technical College to comply with Policy 8-2-103 of the State Board for Technical and Comprehensive Education Policy Manual concerning the grading system. For local/ specific procedures related to this policy, refer to WTC Procedure C-5.1. State Board policies and procedures may be viewed on the System Office website.
I. The following symbols are used in the recording of final grades:

A: Excellent, (4 grade points)

B: Above Average, (3 grade points)

C: Average, (2 grade points)

D: Passing, (1 grade point)

E: Exemption (No grade points). Exemption credit will not affect GPA calculations or generate grade points.

F: Failure (No grade points). Minimum course requirements not met. Credits attempted will be used in GPA calculation.

I: Incomplete (No grade points). The student has not met course objectives and must remove the incomplete ("I" grade) by the 10th class day of the semester immediately following; otherwise the Incomplete will be changed to an "F."

W: Withdrawal prior to the fifth class day of the semester.

WP: Withdrawal while Passing. This will not appear as credit attempted.

WF: Withdrawal while Failing computes as an F and will appear as credit attempted; computed in the GPA.

AU: Audit; not computed in the GPA

TR: Credit transferred from another postsecondary institution (grades below "C" will not be accepted). These grades will not be used in the calculation of the GPA.
**Williamsburg Technical College**  
**PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

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**U:** Unsatisfactory. "U" does not affect GPA calculations, earn institutional credit hours or CEU's, generates no grade points. (Used exclusively in continuing education.)

**S:** Satisfactory. "S" does not affect GPA calculations, does earn institutional credit hours or CEU's, generates no grade points. (Used exclusively in continuing education.)

**A*: Excellent, (No grade points). Used exclusively in Developmental Studies.

**B*: Above Average, (No grade points). Used exclusively in Developmental Studies.

**C*: Average, (No grade points). Used exclusively in Developmental Studies.

**D*: Below Average, (No grade points). Used exclusively in Developmental Studies.

**F*: Failure, (No grade points). Used exclusively in Developmental Studies.

*Grades with an asterisk (*) earn institutional credit hours but do not affect GPA calculations and generate no grade points. To advance in DVS courses requires a “C” average or higher.

**II.** The College operates on the semester system, and uses a grade point system to measure academic progress. Each grade received is assigned a grade point value (A=4; B=3; C=2; D=1; F=0). This grade point value is multiplied by the credit hours of the course to determine the grade point earned for that course. The grade points earned in each course are added, and that total is divided by the total credit hours attempted. This determines the grade point ratio, which is the measure of the progress a student is making toward successful completion of a degree or diploma program.

Example: Quality points are determined by assigning numerical values to letter grades as follows:

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality point
- F = 0 quality point

A grade of A in a three-hour course will equal 12 (4 X 3) earned grade points.
III. The semester GPA is computed as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Cr. Hrs.</th>
<th>Qual. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>B</td>
<td>3</td>
<td>9 (3 X 3)</td>
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<tr>
<td>AOT 105</td>
<td>A</td>
<td>3</td>
<td>12 (4 X 3)</td>
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<tr>
<td>SPC 205</td>
<td>C</td>
<td>3</td>
<td>6 (2 X 3)</td>
</tr>
<tr>
<td>PSY 203</td>
<td>C</td>
<td>3</td>
<td>6 (2 X 3)</td>
</tr>
<tr>
<td>ENG 101</td>
<td>A</td>
<td>3</td>
<td>12 (4 X 3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>45</td>
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</table>

The program GPA is computed by taking into account all program-required courses. The program GPA determines graduation eligibility.

The cumulative GPA is computed by taking into account all courses attempted.

Quality Points (45) divided by Credit Hours Attempted (15) = Grade Point Average (3.0).

IV. Students may repeat courses with only the higher of the two grades being calculated in the GPA. All grades will appear on the student's transcript.
In this procedure, the term “final grade” is defined as any grade listed in D-14.1 of the WTC Policy and Procedures manual.

A student enrolled in a class at Williamsburg Technical College has the right to appeal a final grade on the basis of the student’s belief that an error in posting or computation has occurred. The student does not, however, have the right to appeal a final grade based on a disagreement with the faculty member’s judgment of the student’s academic performance in the course.

Faculty members assign student final grades in each class at the end of each semester before or on the Final Grades Due Date published in the academic calendar, and it is the faculty member’s responsibility to discern final grades based on the student’s academic performance in the course.

The student questioning his or her final grade is the only individual who may request a review of the final grade(s). All appeals must be made and resolved within ten (10) school days from the class start date, as published in the college’s academic calendar, of the semester immediately following the final grade in question. After the ten-day period has passed, no other administrative remedy or option is available. The student desiring to appeal a final grade must follow the procedure in the order outlined below:

1. The student must first contact the instructor who has assigned the final grade and discuss the matter with him/her. If the instructor cannot be reached or is unavailable, the student must contact the Office of Academic Affairs, who will contact the instructor and coordinate the meeting. The student should be prepared to present all supporting documentation including tests, papers, projects, etc. If the issue about the final grade is resolved in this discussion, the faculty member will initiate the grade change procedure as described in WTC Procedure D-15.1 if required.

2. If an understanding between the student and faculty member is not reached, the student may then discuss the basis of the alleged error in computation of the assigned final grade in a meeting with the Vice President for Academic Affairs. Following this meeting, the Vice President for Academic Affairs will speak with the faculty member in question and review the computation
method used to discern the final grade. If the Vice President for Academic Affairs determines that a mathematical or posting error did, in fact, occur, the faculty member will initiate the grade change procedure as described in WTC Procedure D-15.1. The Vice President for Academic Affairs’ decision is final, and he/she will notify the student either orally or in writing of the final decision within three working days following the meeting.
It is the policy of Williamsburg Technical College that instructors are responsible for entering student grades into Datatel by the dates published in the academic calendar. For specific procedures related to this policy, refer to WTC Procedure D-15.1.
I. A computer printed grade roster listing all students in a particular class is given to the instructor during the final week of the term.

II. Grades may be submitted in two manners:

   A. Manual

      The instructor records all grades on the grade roster in ink, dates the sheet, and returns it to the Director of Enrollment and Records Services no later than the “grades due date” on the Academic Calendar.

   B. Computer

      The instructor enters grades directly into WebAdvisor, prints the grade sheet, signs and dates the sheet in ink, and returns it to the Director of Enrollment and Records Services no later than the “grades due date” on the Academic Calendar.

III. If a grade change is necessary after the grade sheets have been submitted, the instructor must submit a Grade Change Request signed and dated in ink to the Student Affairs Office. Grade Change Forms are available in the Academic Affairs Office. In extenuating circumstances (i.e. death or incapacitation), the Vice President for Academic Affairs has the authority to resolve grade errors on behalf of the instructor.

IV. Grade changes from "I" will be submitted to the Student Affairs Office. Grades of "I" default to "F" if the work is not completed by the 10th class day of the subsequent term.
It is the policy of Williamsburg Technical College to comply with Policies 3-1-401 and 3-1-502 of the State Board for Technical and Comprehensive Education Policy Manual concerning instructional program advisory committees and curriculum approval. For local/specific procedures related to this policy, refer to WTC Procedure D-16.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.

The College establishes lay advisory committees in order to ensure linkages between Williamsburg Technical College and business and industry communities for the following reasons:

A. To ensure that graduates meet the employment needs of business and industry.

B. To ensure that appropriate information is taught.

C. To exchange information with business and industry.

D. To cultivate good will and support from the communities that Williamsburg Technical College serves.

E. To develop placement opportunities for graduates and current students.
I. FUNCTION

The primary function of an advisory committee is to advise educators on the world of work. Each committee has the responsibility to provide counsel to the faculty and the administration of Williamsburg Technical College concerning the establishment and maintenance of up-to-date educational programs. The committee also makes recommendations on education and technical services needed by the community. Additionally, committee members agree to share in periodic program evaluation. The faculty handbook delineates the specific advisory committees and committee member responsibilities.

II. MEMBERSHIP

The number of members appointed to any one committee is flexible; however, there will normally be no less than four nor more than eight members per committee.

III. TERMS OF APPOINTMENT

Committee members will be appointed by October 1 of each year by the College President upon the recommendation of the Dean of Instruction. Appointments will be for one-year terms beginning in October of each year. Members may be reappointed for up to three consecutive years. Members who have rotated off the committee for at least one year are eligible for reappointment.

IV. COMMITTEE ORGANIZATION

A. Chairperson

The chairperson will conduct the meetings in accordance with Robert's Rules of Order. The chairperson, with the assistance of College personnel, will develop an agenda for each meeting.
### B. Department Head or Instructor

The department head or instructor is an ex-officio member of the committee who facilitates the process by making recommendations on appointments, assisting the chairperson in setting meeting dates, assisting in preparation of an agenda, and assuring that minutes are recorded and turned in to the Dean of Instruction.

### V. MEETING TIMES

Each advisory committee will meet at least once during the academic year. Other meetings may be scheduled as needed. The first meeting may include a meal hosted by the College.
It is the policy of the Division of Continuing Education to provide quality programs and services to meet the needs of students, local citizens, business, and industry. All activities which are defined as noncredit will be coordinated through the Division of Continuing Education.

Williamsburg Technical College is authorized and mandated to provide continuing education as defined in State Board for Technical and Comprehensive Education Policy Statement 3-1-102 and to measure, award, and report Continuing Education Units (CEU's) when all appropriate criteria are satisfied. These individual continuing education unit awards are made in accordance with the Southern Association of Colleges and Schools Criteria and the Council on the Continuing Education Units Manual Standards.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
With the rapid technological changes occurring in the work place, the need for flexible programs and services characterized by rapid response and customized development and delivery is essential. Major emphasis is placed on flexibility. Some training needs may be met by placing students in credit classes and having them audit the course or identify them as continuing education students.

II. REGISTRATION

A. The student completes a Continuing Education Application in the Continuing Education office (Building A, Room 233) and pays the appropriate fee in the business office. The student may mail a completed application along with the appropriate course fee to Williamsburg Technical College, Division of Continuing Education. Continuing Education Applications are available in the Continuing Education office (Building A, Room 233) in the Business office, in the Student Services office and on line at www.wiltech.edu., or

B. The student completes an application and the appropriate employer/agency is invoiced by Continuing Education. The Business office notifies CE when the invoice has been paid.

III. MIS

The Continuing Education office completes all required Datatel entries.

IV. DEFINITIONS

A. Continuing Education Program

1. Continuing Education is a broad, generic term for credit and noncredit learning experiences specifically planned, designed, and conducted for the purpose of:

    a. maintaining and/or improving professional competence
    b. occupational growth
c. adjustments to meet changing career demands, preparing individuals for new careers by personal preference, or as caused by individual or technical obsolescence.

2. Continuing Education is characterized by its ability to plan and initiate new programs to meet immediate and changing educational needs or to reorganize current programs quickly. Major emphasis is placed on flexibility.

3. A Continuing Education Program consists of any course, or groups of courses, designed to meet specific occupational or professional needs. It is offered for a specified number of classes and/or hours.

4. The Continuing Education Program is measured in terms of unduplicated headcount (within this program) and student contact hours which are converted to Continuing Education Units (CEU's) on the basis of 10 student contact hours = 1 CEU for certification purposes only.

5. Program areas include occupational upgrading, apprenticeship training, industrial training, and sponsored occupational upgrading.

B. Community Service Programs

The Community Service Program consists of any topic or course, or organized groupings of topics or courses, offered to meet the needs of the communities for cultural, recreational, or avocational learning experiences. These offerings are not listed in the Catalog of Approved Courses and may not be applied toward meeting certificate, diploma, or degree completion requirements. If a technical college wishes to issue CEU's for any of these programs, they must first meet Southern Association of Colleges and Schools (SACS) Criteria. Tech credit is not normally given.

C. Restricted Programs

This area includes readySC™ and WIA.

V. PROCEDURES

A. Definition

A Continuing Education Unit (CEU) is ten contact hours of participation in an organized continuing education experience under responsible sponsorship and qualified instruction for occupational or professional advancement.
B. Criteria

1. Occupational Upgrading (Reporting HEGIS 6200)

   Non-curriculum courses, seminars, or workshops offered to the general public for professional, technical, occupational, and vocational skills development or improvement that meet the Occupational Upgrading criteria and/or requirements for CEU's classified below.

   a. Objectives must have an occupational upgrading purpose and provide for student evaluation or competency measurement.

   b. Course outline must be on file.

   c. Course must be controlled by the institution and be academically sound.

   d. Course records must be maintained including registration, class roll, grade sheet, temporary instructor, or consultant contract.

   e. Course must be reported in the appropriate Continuing Education category (6200).

   f. Course must follow the Southern Association of Colleges and Schools Criteria for individual CEU awards.

2. Apprenticeship Training (Reporting HEGIS 6300)

   Prescribed occupational, technical, or professional skills training via a combination of supervised on-the-job training and related classroom instruction. Such training is prescribed by the union, association, government agency, or industrial standards and is contractually conducted.

3. Sponsored Occupational Advancement (Reporting HEGIS 6500)

   a. Any course that meets all the criteria for the occupational upgrading classification (6200), except the requirement of an instructor's contract, qualifies for the category of Indirect Occupational Advancement and reimbursement for indirect cost only.

   b. State Mandated Programs: If the state mandated that a program be offered in which the College is not allowed to structure fees to cover the cost, this program will be classified in the appropriate Occupational Advancement Category and will be given the HEGIS classification of 6200 or 6500.
4. Personal Enrichment (8100)

Courses and activities provided on a self-paying basis which respond to personal interests of individuals and groups within the community to enhance civic and cultural affairs.

5. Conferences, Workshops, Institutes, and Symposia (8200)

a. Short term training based on assessed or perceived needs of interest, designed to develop, reinforce, or refine knowledge, skills, and/or attitudes.

b. There may be occasions when an individual benefits on his job as a result of a learning experience in a community service type course; however, the reporting of all individuals participating shall be determined by the purpose for which the class or other instructional activity is offered. Courses clearly intended for and structured to meet specific occupational or professional needs are properly reported in the Continuing Education Program. Topics or courses not intended primarily for occupational purposes, even though there may exist some possibility of "spin-off" occupational benefit, shall be reported in their entirety in the Community Service Program.

c. The Community Service Program is measured in terms of unduplicated headcount (within this program) and student contact hours.

d. No state funds are allocated to the Community Service Program. Longstanding statewide policy requires that this program be self-sustaining.

e. All funds, regardless of source, received by the institution and applicable to or resulting from learning experiences offered in the Community Service Program shall be treated as institutional revenues and accounted for on the unitary basis.

C. Restricted Programs

1. State Program

a. readySC™

(1) The Center for Accelerated Technology Training is operated by the Division for Economic Development. They provide training to quality personnel for employment with a new or expanding industry or business. The General Assembly appropriates tax monies to the State Board for use in meeting these needs through a separate section of the Tech annual budget request which provides for the operation of the Division for Economic Development. All state funds received
by the institutions pursuant to these activities are to be reported under Restricted State Programs as designated in the Chart of Accounts.

(2) The Division for Economic Development is responsible for compiling enrollments and other statistical data and reporting these data quarterly in order to show the total statewide impact of readySC™ both on and off campus. The colleges are responsible for reporting through MIS the headcount and contact hours generated by students in the readySC™ restricted state program classification who are involved in these training activities on campus under arrangements with the college.

b. Other

Instructional activities funded through contracts with other state agencies, such as the grants occasionally made by the Development Board to colleges for specific instructional purposes, would be included in this category.

2. Federal Program

a. Employment Training

(1) Federal funds are made available under contract, grant, or similar arrangement with the State Board for Technical and Comprehensive Education.

(2) Federally-funded employment training programs and programs of a similar nature are conducted by or under the supervision of the Regional WIA Board, the Waccamaw Regional Council of Governments. All Enrollment data is entered into Datatel by Continuing Education.

b. Other

Any categorical grant with specific stipulations would be included in this category.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 3-2-101 pertaining to open admissions. Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website. For local/specific procedures related to this policy, refer to WTC Procedure D-18.1.

Williamsburg Technical College, in an effort to minimize barriers to educational opportunity, has an "open door" policy which welcomes students without regard to color, religion, race, age, sex, disability, or national origin.

Applicants must be 16 years of age or older to be considered for admission into a curriculum program and/or courses offered by the College. Qualified high school students who desire to enroll in college courses concurrent with their high school classes may do so with the written approval of their parent(s) and high school principal.

All applicants are required to participate in the College's admissions assessment unless exempted based on criteria stated in procedures on assessment. Specific entrance criteria have been established for each program. Assessment results are used to determine program and course placement, not to determine admission to the College.
I. ADMISSIONS

The first step toward enrolling in any instructional program (degree, diploma, certificate) or class(es) is to apply to the College.

A. Applications

1. All candidates for admission, seeking acceptance to a degree, diploma, certificate program or class(es), must submit a completed application to the Admissions Office.

2. Students returning after an absence of more than one semester must submit a new Application for Admission to the Admissions Office.

B. Transcripts

1. New Students - Applicants who have never attended a college/university must request that their high school forward an official transcript to the registrar.

2. Applicants who have a high school equivalency certificate must present a copy of satisfactory completion to the registrar.

3. Applicants for acceptance to the Cosmetology diploma program must establish proof of no less than 10th grade completion to the Admissions Office.

4. Transient Students - Applicants who intend to transfer credits to another college/university from Williamsburg Technical College should have the written advance approval of their academic advisor or dean before registering. Students are responsible for contacting the Registrar’s Office to have their grades sent to another institution. Applicants must meet all admissions criteria of the College.

5. Applicants who are transferring credits from another regionally-accredited college/university to Williamsburg Technical College must request that all
colleges/universities attended send official transcripts to the Registrar’s Office. A transcript evaluation form will be completed, and transcripts will be evaluated to determine if placement testing is required and if credit will be awarded. The following criteria are used to determine advanced standing based on the approval of the Dean of Instruction:

a. Must meet all admission criteria of the College.

b. Credit for courses with a grade of "C" or better.

c. Course(s) must not be remedial/developmental in nature.

d. Course(s) must closely parallel the course(s) in the program in which the student plans to enroll.

e. Actual grades earned at another college are not calculated in the grade point average (GPA).

f. Must successfully complete 25% of required hours at Williamsburg Technical College.

6. Williamsburg Technical College students who request to change their instructional program must meet the criteria established for transferring credit.

7. The student will be notified of credits accepted. He/she may appeal the decision in writing to the academic dean in accordance with the Family Education Rights Privacy Act.

8. All documents submitted to the College become the permanent property of the College.

C. Assessment (Placement Testing)

1. The College uses the ASSET (Assessment of Skills for Successful Entry and Transfer) and COMPASS (Computerized Adaptive Placement Assessment and Support System), SAT (Scholastic Assessment Test), and ACT (American College Testing Program) as its placement tests. The main emphasis of the placement test focuses on appropriately placing students in entry-level classes in order to promote student success and retention.

2. Students whose placement scores do not meet program entry requirements will be:

   a. Scheduled for Developmental Studies;

   b. Scheduled concurrently in Developmental Studies and a program of study; or

   c. Referred to an outside agency for upgrading.
3. Exemptions are granted if one of the following criteria is met:
   
a. The applicant has an earned degree from a regionally-accredited institution.

b. The applicant has taken the College's placement tests (ASSET or COMPASS) within the past two years and has appropriate program/course(s) entry scores.

c. The applicant has participated in the developmental studies program within the past two years and has appropriate test scores for curriculum.

D. Special Admission

1. Students who do not plan to immediately enter a degree, diploma or certificate instructional program and who want to take courses of special interest must meet the course prerequisites before registering. Students may be admitted to some courses by the permission of their advisor. Certain mathematics and English courses will require placement testing before registration. It is required that career development students earning 15 or more credits declare a program. It is recommended that they take no more than six credit hours in any given semester. During the semester that a student accrues 15 or more credit hours, he/she will be provided with additional assistance in instructional program entry preparation through experiences gained by participating in the admissions counseling/advisement process.

2. The College recognizes the need, and will permit a maximum of one course per semester regardless of educational preparation with the specific permission of an advisor. Career Development students will be counseled in instructional program entry preparation when they earn 15 or more semester hours.

3. Career Development students are encouraged to participate in the assessment process, but it is not mandatory.

4. Former Williamsburg Technical College students who were not enrolled for the preceding academic semester and who wish to reenroll must complete a new Application for Admission prior to reentry. Applicants for readmission are subject to current established program, testing and placement guidelines.

E. Senior Citizens

Legal residents of South Carolina who are at least 60 years of age may enroll on a space-available basis without paying tuition provided that they are not employed full time. Those persons enrolling for credit must meet all admissions criteria.
F. Audit Students

An audit student is expected to attend classes regularly but may choose not to take examination and will not receive college credit. Each student must declare status upon registering for an audit course. Change of status is permitted within the add/drop period. A grade of "AU" will be awarded for all classes audited. To earn credit for an audited credit course, a student must repeat the course or take an exemption exam.

II. Readmission

If a student is dismissed from the College for academic, conduct or health reasons, readmission is subject to review by the Dean of Student Services/Financial Aid.

III. Registration

A. The college regularly publishes registration dates in the academic calendar and in class schedules. Williamsburg Technical College operates on a semester system (fall and spring semesters, summer term).

B. Each student is required to contact his/her advisor for appropriate course selection each semester prior to registration.

C. Students who are experiencing academic difficulties and/or inability to complete courses will be counseled/advised as recommended during the semester.

D. Students are required to clear all outstanding financial obligations prior to registration.
It is the policy of Williamsburg Technical College to provide registration for degree, diploma, and certificate programs and credit courses three times a year. These dates will be published in the academic calendar. Continuing Education and noncredit course registration will be an ongoing process. For specific procedures related to this policy, refer to WTC Procedure D-19.1.
I. Students desiring to attend classes are required to register for courses each term they are to be enrolled. At the beginning of each term there are scheduled dates for registration. During this time, students meet with academic advisors, register for courses, and pay tuition for the term. Continuing students are encouraged to register during the advisement period; however, enrollees are permitted to register during the regular registration period.

II. Advisement period is held prior to the end of each semester. Regular registration is held prior to the beginning of each semester. Dates of both registration periods are announced and published in advance. The academic calendar reflects those dates.

III. A late registration period follows for those individuals who were unable to complete the registration process on the scheduled dates. A student may register late during the add/drop period after classes begin and will pay a $20 late registration charge.

IV. To complete registration, students are required to satisfy their financial obligations in the Business Office where they receive the original copy of the class schedule. Students will not be permitted in class without presenting their copy of the class schedule to the instructor. This copy must be marked "paid" by the Business Office or indicate deferment.
It is the policy of Williamsburg Technical College that the Student Services Division is responsible for the initial assessment of students and for providing academic advisors with results for assessment. Academic advisors are responsible for assessing the students' Degree Audit models for the purpose of advising students in course selection and the proper course sequence within their academic programs. For specific procedures related to this policy, refer to WTC Procedure D-20.1.
I. Test scores for all students may be found in the student database. A student reporting to the faculty advisor without test scores should be referred to Student Services. Students may take courses not in their particular programs of study. However, they should be informed that the course(s) may not meet graduation requirements or be used in computing enrollment hours for Veterans Administration, FPell, or other financial aid programs.

II. It is the responsibility of full-time faculty members to participate in the advisement of curriculum students. Each faculty advisor may review tracking models in the student database.

III. If a course is substituted for graduation, advisors must submit a course substitution form to the Registrar. Questions concerning VA and grants benefits should be referred to the Financial Aid Director.

IV. Faculty advisors will provide advisement services at the following times: scheduled course advisement days, registration days, the first five class days of each semester, and at other times as agreed upon by faculty members and students.
It is the policy of Williamsburg Technical College to provide specialized career counseling through the Student Services Division. The primary objective of counseling is to assist in the development of the total person, including social and personal growth. Job assistance is available for graduates and students. The purpose of the program is to facilitate employment of graduates and students into jobs that match their career goals and training. For specific procedures related to this policy, refer to WTC Procedure D-21.1.
### Title
CAREER PLANNING AND PLACEMENT

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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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I. Several evening hours as well as day hours are available to students who wish to utilize the counseling services. Appointments with counselors are not necessary but may be made for the student's convenience.

II. To receive placement services, a student should complete a placement application in the Student Services Division. Students should register with the counselor in Student Services one semester prior to graduation.

III. A bi-weekly listing of job openings is posted on the job openings bulletin board in the hallway near Student Services.

IV. A variety of resources are available for student use. Workshops are held periodically to provide training in the areas of job search strategy, resume composition, interviewing skills, and job attitude development.

V. There is no charge for the services provided.

VI. All career planning and placement services are available to students, graduates, and employers.
It is the policy of Williamsburg Technical College to comply with Policy 3-2-106 of the State Board for Technical and Comprehensive Education Policy concerning Student Code and Grievance Procedures which states in part: “... that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students at the technical colleges.” For local/specific procedures related to this policy, refer to WTC Procedures D-22.1 and D-22.2. State Board policies and procedures may also be viewed on the System Office website.
I. Williamsburg Technical College (WTC) guarantees to each student the privilege of exercising the rights of citizenship under the Constitution of the United States and The Student Grievance Procedure for the South Carolina Technical College System, hereinafter referred to as The Student Grievance Procedure. Students at Williamsburg Technical College are considered to be responsible and are expected to act in a manner that is a credit to themselves and the College. Misconduct makes the student subject to the rules of The Student Grievance Procedure and may result in suspension or dismissal from Williamsburg Technical College. Students are referred to The Student Grievance Procedure for instructions; copies are available in the WTC catalog, WTC website, office of the Vice President for Student Affairs, or may be reviewed in the library.

II. The College recognizes due process of the law. All disciplinary actions will be carried out in accord with provisions of The Student Grievance Procedure for the South Carolina Technical College System as outlined in The Student Code.

III. The Student Code contains a listing of the general rights of students, prescribed conduct, and a statement on academic dishonesty. Students are also advised of disciplinary procedures and sanctions as well as the process for conducting a hearing. A grievance procedure is provided for students who have a complaint against the College.

IV. DUE PROCESS PROCEDURES

A. The student must request, in writing, a grievance hearing (after consultation with the Vice President for Student Affairs to attempt to resolve the complaint).

B. The student and employee(s) named in the complaint will be notified by certified mail of the date, time, and location of the hearing. A written statement of procedural rights will be included.

C. The committee shall be composed of two faculty members, three students, one Student Affairs staff member, one administrator other than the Chief Student Affairs Officer, and the Chief Student Affairs Officer or designee who serves as an ex officio, non-voting member of the committee.
D. When the College’s President is named in the complaint, the President of the South Carolina Technical College System will convene a three-person ad hoc committee consisting of System Presidents to hear the student’s complaint.

E. The student will have the right to representation and the right to present witnesses who have information relating to the complaint.

F. The committee will hear information presented by both sides then convene privately to discuss the possible sanctions and to vote.

G. The student and employee(s) will be notified, in writing, of the committee’s decision, including a rationale for the committee’s decision.

H. If either party is not satisfied with the Student Grievance Committee’s decision, a written appeal to the President may be submitted within ten instructional weekdays of the committee’s decision. After review of the information and/or additional inquiries, the President will render a final decision in writing to the student.
Purpose: To outline Williamsburg Technical College’s compliance with the South Carolina Campus Sexual Assault Information Act.

Williamsburg Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.

Sexual assault is strictly prohibited by the College. The College’s sexual assault policy (D-22, Student Code and Grievance Procedure) complies with S.C. Code Ann. § 59-105-10 et seq. (Supp. 2002), commonly known as the “South Carolina Campus Sexual Assault Information Act.”

"Sexual assault" is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations in which the victim is unable to consent.

"Rape" is defined as vaginal, anal, or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, by drugs administered without consent, or when the victim is otherwise unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator, or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term "unable to consent" means:

1. unable to understand the circumstances and implications of the sexual advances;
2. unable to make a reasoned decision concerning the sexual advances; or
3. unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, the influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness or some other cause.

The College will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held. In other cases, the accused may be permitted to attend classes pending a final decision from the Vice President for Student Affairs. If that recommendation is suspension or expulsion from the College, a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following: reprimand, restitution, special conditions, disciplinary probation, and loss of privileges.

“Harassment” is a pattern of intentional, substantial and unreasonable intrusion into the private life of a targeted person that causes the person (and would cause a reasonable person) to suffer mental distress. Stalking is a pattern of words or conduct that is intended to and that does cause a targeted person (and would cause a reasonable person) to fear death, assault, criminal sexual contact, kidnapping (either the targeted person or a member of his/her family), or damage to his/her property or a family member's property. Williamsburg Technical College Student Affairs and Campus Security take all complaints of harassment and stalking seriously and actively assist students, faculty, and staff in dealing with matters of this type through civil and criminal means. The College’s policies and procedures related to sexual harassment can be located in the Student Planner, WTC Catalog, and WTC Policies and Procedures located at www.wiltech.edu.

“Dating abuse or dating violence” is defined as the perpetration or threat of an act of violence by at least one member of an unmarried couple on the other member within the context of dating or courtship. It is also when one partner tries to maintain power and control over the other through abuse/violence. This abuse/violence can take a number of forms: sexual assault, sexual harassment, threats, physical violence, verbal, mental, or emotional abuse, social sabotage, and stalking. It can include psychological abuse, emotional blackmail, sexual abuse, physical abuse and psychological manipulation.

“Domestic violence,” also known as domestic abuse, spousal abuse, battering, family violence, dating abuse, and intimate partner violence (IPV), is a pattern of behavior which involves the abuse by one person against another in an intimate relationship such as marriage, cohabitation, dating, or within the family. It can be experienced by persons in heterosexual or same-sex
relationships. Forms of domestic violence include physical, emotional, verbal, economic and sexual abuse, which can range from subtle, coercive forms of abuse to violent physical abuse that result in disfigurement or death. The World Health Organization (WHO) reports that, globally, 38% of murders against women are committed by an intimate partner.

Sexual Assault Prevention

- Avoid being in classrooms or office buildings alone at night. If you must be there, let campus security know where you are and how long you will be there. Stay near a telephone.
- Report any suspicious person or activity to Campus Security during normal College operational hours.
- Know who is at your door before opening it.
- Vary your routine. Do not walk the same route night after night.
- When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
- Avoid unlit areas. Whenever possible, walk and park in well-lit public areas.
- Always lock the doors in your car, room, apartment, or house. Keep the car doors locked even when you are driving.
- Never pick up hitchhikers.
  When driving, always make sure you have enough gas to reach your destination.
- When walking to your car at night, have your car keys in your hand before leaving the building.
- When walking from your car to your residence, have your door key in hand before you leave your car. If you are being dropped off, ask the driver of the car to wait until you are safely in your residence.
- Take advantage of the rape awareness and rape defense training offered by the College and community groups.
- If you drink alcoholic beverages, drink responsibly.

Student Affairs Programs

Student Affairs offers numerous educational and personal safety programs for students, faculty, and staff. These programs are offered regularly. Notices are posted on the website and various College bulletin boards.
Crime Prevention

The College actively promotes campus security by providing services to prevent criminal activities, enhance personal safety, and protect property.

Escort Service

Campus Security officers are available to escort faculty, staff, students, and visitors to their vehicles and as otherwise requested. To request an escort, contact Campus Security at 356-2710.

Reporting a Crime

All members of the College community share the responsibility of preventing crime. Everyone should report all crimes and suspicious activities, whether you are a victim or a witness. Report crimes and other emergencies on campus to Campus Security or Student Affairs immediately. The emergency number is 843-356-2710. To physically report, come to Campus Security, room 233, or Student Affairs, room 212.

What Happens When a Crime Is Reported to Campus Security?

When you notify Williamsburg Technical College Campus Security officers of a sex offense, domestic violence, dating violence, sexual assault, or stalking, or obtaining a protection order, the following will occur:

- Campus Security will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- Campus Security will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Campus Security will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend, or counselor may be with you during the interview.
- Campus Security will protect the crime scene, contact local law enforcement as may become necessary, and assist in the collection and preservation of evidence.
- Campus Security will make contact with and escort you to an appropriate medical facility.
• Campus Security will contact other assistance agencies, etc., on your behalf. The Victims/Witness Coordinator from the Solicitor’s Office will help you file any documents related to the S.C. Victim’s Compensation Fund.
• Campus Security will treat you and your case with sensitivity, understanding, and professionalism regardless of your gender or the gender of the accused. Campus Security officers will not prejudge you or blame you for what occurred.
• Campus Security will NOT release your name to the public or the press.
• Campus Security will continue to be available to you, answer your questions, and explain the system and processes involved (solicitor, courts, etc.).
• Campus Security will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up-to-date on the progress of the investigation and/or prosecution.

What Happens When a Crime Is Reported to the Vice President for Student Affairs?

• Upon learning of a rape, the Vice President for Student Affairs (or designee) will contact you to offer the services of several Student Affairs departments. Any information you provide will be kept in the strictest of confidence to the extent permissible by law.
• In the event you want the College to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be forwarded to the Vice President for Student Affairs, who will start College disciplinary processes. You will be invited, but not required, to meet with the Vice President for Student Affairs in order to discuss the College’s disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
• When available information has been reviewed by the Vice President for Student Affairs, sanctions may be imposed. If the Vice President for Student Affairs recommends a temporary suspension, suspension, or expulsion from the College, an administrative hearing may be scheduled.
• You will have the option to attend the administrative hearing and provide testimony regarding the attack. The Vice President for Student Affairs will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor, or support person present during the hearing. All hearings are closed to the public and are confidential.
There are three components to Active Bystander Intervention. We refer to them as the ABCs:*

- **Assess for Safety.** Ensure that all parties are safe, and assess whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be with Others.** If safe to intervene, you're likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends who you know well.
- **Care for the Victim.** Ask if the victim of the unwanted sexual advance, attention, or behavior is okay. Does he or she need medical care? Does he or she want to talk to a Sexual Assault Response Coordinator (SARC) to see about reporting the matter? Ask if someone he or she trusts can help him or her get safely home.

* Adapted from University of New Hampshire's "Bringing in the Bystander." More information is available from [http://www.unh.edu/preventioninnovations](http://www.unh.edu/preventioninnovations).

Active Bystander Intervention takes a number of forms:

- Talking to a friend to ensure he or she is doing okay
- Making up an excuse to help the friend get away from someone
- Calling the police
- Recommending to a bartender or party host that someone has had too much to drink
- Pointing out someone's disrespectful behavior in a safe and respectful manner that tends to de-escalate the situation
- Removing a friend from a risky situation quickly

**S.C. Sex Offenders Registry**

Information on all registered adult sex offenders (age 17 and older) is available from the S.C. Sex Offenders Registry Website. Information is also available on registered sex offenders (ages 12-16) who have committed the following offenses: criminal sexual conduct in the first degree; criminal sexual conduct in the second degree; criminal sexual conduct with minors, first degree; criminal sexual conduct with minors, second degree; engaging a child for sexual performance; producing, directing or promoting sexual performance by a child; or kidnapping.

An evaluation must be made on any other requests for information on registered offenders under age 17 who are victims of or witnesses to an offense at public or private schools, child day care centers, family day care centers, or businesses and organizations that primarily serve
children, women or vulnerable adults. Evaluations are also required on information requests for offenders who are age 11 or younger who may have a prior conviction or adjudication of delinquency. Those who request the information must complete and submit a written request form at SLED or at a sheriff’s office. A copy of the request form is available online, and it may be mailed or faxed to Sex Offenders Registry, SLED, P.O. Box 21398, Columbia, SC 29221. The fax number is 803-896-7022.

If you are sexually assaulted:

- Memorize as much detail as possible about the attacker.
- On campus call the College’s Campus Security at 843-356-2710 immediately. Off campus call local emergency medical service immediately by dialing “911” or their local number. This does not obligate you to file charges or testify in court.
- If you prefer not to call the police, but you want to make it known that a rape occurred, you may contact the Vice President for Student Affairs or any member of the Counseling and Career Development Department.
- Do not bathe, shower, douche, or urinate.
- Do not change clothes if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
- Do not eat, drink, smoke, rinse your mouth, or brush your teeth. These actions may destroy evidence.
- Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been raped. Even if you choose not to become involved with the police, you should seek medical assistance.
- You are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.
- Contact a friend or family member to be with you.

What Happens When a Rape Is Reported to Campus Security?

When you notify Williamsburg Technical College Campus Security officers of a rape, the following will occur:
**Campus Security**

- Will respond to your location on campus, ensure that you are safe, and provide you with emergency medical assistance.
- Will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Campus Security will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend, or counselor may be with you during the interview.
- Will protect the crime scene, contact local law enforcement as may become necessary, and assist in the collection and preservation of evidence.
- Will make contact with and escort you to an appropriate medical facility.
- Will contact other assistance agencies, etc., on your behalf. The Victims/Witness Coordinator from the Solicitor’s Office will help you file any documents related to the S.C. Victim’s Compensation Fund.
- Will treat you and your case with sensitivity, understanding, and professionalism regardless of your gender or the gender of the accused. Campus Security officers will not prejudge you or blame you for what occurred.
- Will NOT release your name to the public or the press.
- Will continue to be available to you, answer your questions, and explain the system and processes involved (solicitor, courts, etc.).
- Will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up to date on the progress of the investigation and/or prosecution.

**What Happens When a Rape Is Reported to the Vice President for Student Affairs?**

- Upon learning of a rape, the Vice President for Student Affairs (or designee) will contact you to offer the services of several Student Affairs departments. Any information you provide will be kept in the strictest of confidence to the extent permissible by law.
- In the event you want the College to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be forwarded to the Vice President for Student Affairs, who will start College disciplinary processes. You will be invited, but not required, to meet with the Vice President for Student Affairs in order to discuss the College’s disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
When available information has been reviewed by the Vice President for Student Affairs, sanctions may be imposed. If the Vice President for Student Affairs recommends a temporary suspension, suspension, or expulsion from the College, an administrative hearing may be scheduled.

You will have the option to attend the administrative hearing and provide testimony regarding the attack. The Vice President for Student Affairs will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor, or support person present during the hearing. All hearings are closed to the public and are confidential.

When you report a rape to the Vice President for Student Affairs, he/she is required by law to inform law enforcement. However, reporting this crime to law enforcement in no way obligates you to press charges or testify in court. Even if you do not want to press charges, we strongly encourage you to contact the police for immediate help. You may discontinue the involvement of Vice President for Student Affairs and any other police or legal services at any point.

**Victim's Rights**

- The alleged victim has the right to be informed of the process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The alleged victim has the right to attend the hearing that involves the accused student. The alleged victim has the option of providing testimony regarding the incident. The Vice President for Student Affairs will attempt to make special accommodations for testifying if you are not able to face the accused.
- The alleged victim is entitled to bring an adviser, friend, counselor, or parent during testimony at the hearing. All hearings are closed to the public and are confidential. The alleged victim shall be informed of the outcome of the disciplinary hearing. In the event the accused student appeals the decision, the Vice President for Student Affairs will keep the victim informed of the status of those appeals.
- The alleged victim may request changes in his/her academic situation. The College will accommodate such changes if reasonably possible.

**Rights of the Referred Student**

The College’s “Rules for Student Disciplinary Procedure and Sanctions” can be found in the "Student Code and Academic Issues" section of the WTC Catalog/Student Handbook or on the
College’s website at “Disciplinary Process.” Proceedings relative to disciplinary action shall be prompt, fair, and impartial. Investigations and resolution shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that promotes the safety of victims and promotes accountability. The accused and accuser are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accuser and accused will be notified in writing in a timely manner throughout the process. Accuser and accused should refer to the aforementioned Student Code for the appeals process.

How the College Can Help

- The College’s Counseling Office will offer emotional support and refer you to community resources for victims of sexual assault.
- The College will also change your academic situation if changes are requested and reasonably available.
While recognizing that classroom participation supports student success in coursework, Williamsburg Technical College does not stipulate specific attendance requirements; however, individual instructors will set participation requirements/expectations for the course in relation to active involvement, absences, and tardiness and will include these guidelines in the syllabus addendum.

For enrollment verification purposes, students must attend during the second week of class (defined as the week following the add/drop period) or inform the instructor of their intent to attend the class to remain on the class roster. If no prior arrangements have been made and the student does not attend in the second week, the student will be dropped by the instructor as a “no show” from that course. Class rosters will be final as of the end of the second week of classes.

Students may withdraw from a class at any time on or before the “Last Day to Withdraw” date published in the academic calendar by submitting an Add/Drop/Withdrawal form to the Student Affairs Office. A student can only receive a “WP” grade if withdrawal is completed on or before the “Last Day to Withdraw” date. Students who fail to withdraw by the “Last Day to Withdraw” date will receive a letter grade for the course. For specific procedures related to this policy, refer to WTC Procedure D-23.1.
I. A student who attends during the posted Add/Drop period but does not attend any class meeting prior to the end of the second week of classes will be dropped as a No-Show by the instructor. A student who attends any class meeting during the second week of classes will not be considered a No-Show and will remain on the roster until the student withdraws or receives a grade. Students who fail to attend or participate as stipulated by the instructor in the syllabus addendum and who do not complete an Add/Drop/Withdrawal form will remain on the course roster and will receive a grade at the end of the term.

II. During the Add/Drop period, instructors or students changing schedules will submit the Add/Drop/Withdrawal form to the Academic Affairs office for data entry, processing, and submission to Student Affairs.

III. Beginning with the second week of class, all Add/Drop/Withdrawal forms will be submitted to Student Affairs first. Student Affairs will record the last date of attendance as the date the student initiated the withdrawal. After processing, Student Affairs will forward the Add/Drop/Withdrawal form to the Financial Aid Office. The information from the form will be processed in Financial Aid, and then, the form will be forwarded to the Business Office.

IV. Federal regulations require higher education institutions to maintain and enforce attendance, conduct, and standards of progress for all veteran students. If the student ceases active involvement in class for a period of two weeks, the faculty member reports the gap in activity to the Financial Aid Office. The officials who certify attendance for veteran students will report to the appropriate government agency the absences and last date of attendance of the student in the traditional course section, and/or last date of course involvement in the distance learning course. The College will not remove a veteran student from the final course roster as stipulated in Section I. The veteran student must initiate an Add/Drop/Withdrawal form with Student Affairs to be removed from the final course roster.
V. For students enrolled in distance education courses where campus attendance is not required (on-line courses), acceptable forms of contact may include office visit, video conferencing, phone, email, or course log-on.

VI. For traditional classes, tardy students will be admitted to class at the discretion of the instructor. Instructors must include their rules regarding tardiness (if any) in the syllabus addendum and must notify students in the first and second week of class meetings of their requirements regarding tardiness.

VII. For traditional classes, unless notified otherwise, students may leave class if the instructor fails to appear 15 minutes after the scheduled class time. A sign-in sheet including each students printed name, signature, and date should be completed by all students present for the class and taken to the Academic Affairs office.
It is the policy of Williamsburg Technical College that a student pursuing an associate degree, diploma, or certificate program is considered to be in serious academic difficulty if he/she fails to pass at least one half of the credit hours attempted and, if the student's grade point ratio falls below the levels indicated in the following table, that student and a student enrolled in the developmental education program who receives a grade of "U" will be placed on academic probation.

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<tr>
<th>Hours Attempted</th>
<th>Minimum Grade Point Ratio</th>
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<tbody>
<tr>
<td>0-12</td>
<td>1.50</td>
</tr>
<tr>
<td>13-24</td>
<td>1.60</td>
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<tr>
<td>25-36</td>
<td>1.70</td>
</tr>
<tr>
<td>37-48</td>
<td>1.80</td>
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<tr>
<td>Over 49</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A student in the status of academic probation for two consecutive semesters will be placed in the status of academic suspension and will not be allowed to enroll the following semester in any academic courses. Students who receive two consecutive “U” grades in the same course in Developmental Education will be placed in the status of academic suspension and will not be allowed to enroll the following semester.
I. Students who have been placed on academic probation will be so notified in writing by the Registrar stating why they have been placed on probation and urging them to schedule an appointment with a Student Services counselor.

II. If an enrolled student is placed on academic probation, the student is required to meet with a counselor.

III. Students who have been placed on academic suspension will be sent a certified letter by the Dean of Student Services/Financial Aid. Upon returning to Williamsburg Technical College after the suspension period, students are required to schedule an appointment with the Student Services counselor in order to evaluate educational and career objectives.
It is the policy of Williamsburg Technical College to comply with the provisions of the Buckley Amendment regarding the release of academic information to students, parents, legal guardians, faculty and administration, outside agencies, other educational institutions, or general request. For specific procedures related to this policy, refer to WTC Procedure D-25.1.
I. A permanent record and file on academic information is maintained by the College in the Registrar’s Office. The Registrar’s Office is responsible for maintaining accurate, accessible student academic records and for properly using and releasing information contained in these records. The welfare of the student is a major consideration in the release of this information. No records of a disciplinary nature are maintained with the academic record unless it affects the student’s eligibility to remain in the College or to re-register for the next term at the College or other educational institutions. The types of educational records which are maintained include high school diploma/GED scores/proof of graduation, other college transcript(s), test scores, drop/add form(s), transcript(s), grade report(s), grade change(s), withdrawal/termination form(s), graduation application(s), transfer credit evaluation form, attendance drops, and Agency Review of Student Academic Records Request.

II. RELEASE OF STUDENT ACADEMIC INFORMATION TO THE STUDENT INVOLVED

A. In accord with the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) regarding access to student records, Williamsburg Technical College provides a procedure through which students may review their academic progress record and certain other documents.

B. The student has access to an official copy of his/her transcript by requesting it in writing (on a Transcript Request form). The student is also permitted to inspect any records or transcripts that might be in the student’s file. To do so, the student should complete the Student Review of Academic Records Request form and request an appointment with the Dean of Student Services/Financial Aid to review the academic record. An appointment will be set for the time not later than 45 days from the date of the request. The record will be reviewed in the presence of the Dean of Student Services/Financial Aid. The student shall have the right to an explanation or a hearing to challenge any information contained in the permanent record which might be inaccurate, misleading, or otherwise inappropriate. The student may request that the information be altered or removed. The request will be acted upon, and the applicant will be notified of the action taken. Following any action, the applicant may request a second appointment to inspect and review the content of the record. The student may enter a statement in his/her file if he/she is dissatisfied or disagrees with the action taken.
II. RELEASE OF STUDENT ACADEMIC INFORMATION TO THE PARENTS OR LEGAL GUARDIAN

A. FERPA rights are afforded to the student, not to the parents of the student. In some cases, parents of dependent students may be permitted to inspect the student’s record, provided there is proof that the student is living at home and that the parent is providing financial support to the student.

B. The parent must request an appointment to review the records with the Dean of Student Services/Financial Aid, and the same procedure as shown in paragraph II.B will be followed.

IV. RELEASE OF INFORMATION TO FACULTY OR ADMINISTRATION OF THE COLLEGE

A faculty member or administrator at Williamsburg Technical College may have access to a student’s academic record if he/she can demonstrate a legitimate educational justification.

V. RELEASE OF ACADEMIC INFORMATION TO OUTSIDE AGENCIES

A. If the student does not make a request in writing to withhold directory information, the college may release such information which may include but is not limited to: name, mailing address, telephone number, date and place of birth, curriculum in which enrolled, full-time or part-time student, periods of enrollment at Williamsburg Technical College, graduate of any program and/or honors, and hometown for honor recognition. If the student requests nondisclosure, the request will be retained in the student’s folder, and the record will be tagged as “closed” for one academic year. No subsequent attempts to contact the student for permission to release will be made. The student must request in writing any release of information if he/she requested nondisclosure.

B. Release of student information to local, state, or investigative and law enforcement agencies will be permitted only to those agencies designated by law and upon completion of an Agency Review of Student Academic Record request form.

C. A duly authorized representative of the College may release information specifically requested to lawyers for the plaintiff and defendant upon subpoena issued by proper court authorities. However, an attempt must be made to notify the student prior to the release of information.

VI. RELEASE OF INFORMATION TO OTHER EDUCATIONAL INSTITUTIONS

A. A list of freshmen by name attending Williamsburg Technical College for the first semester is forwarded to the high school for those students graduated the previous Spring. A list is also forwarded showing number of courses passed/failed, and number requiring remedial work.

B. The student must request transcripts to be sent to any postsecondary educational institution.
It is the policy of Williamsburg Technical College that no qualified student should be denied the opportunity of an education because of financial need, provided the need is documented. Financial aid consists of grants, employment, and scholarships. For specific procedures related to this policy, refer to WTC Procedure D-26.1.
It is the policy of Williamsburg Technical College to comply with all federal regulations for the implementation of the Federal Work Study Program. For specific procedures related to this policy, refer to WTC Procedure D-27.1.
THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of Williamsburg Technical College to solicit and accept scholarships through the WTC Foundation for academically-talented and deserving students and to provide an orderly procedure for the administration of those scholarships which results in conformance with the donor's wishes and equitable treatment of eligible applicants. For specific procedures related to this policy, refer to WTC Procedure D-28.1.
Refer students to the Student Services Office for applications and further information. Current scholarship details are listed in the college catalog.
It is the policy of Williamsburg Technical College to maintain and disseminate requirements in the College catalog for graduating from diploma, certificate, or degree programs. Students are responsible for fulfilling requirements for programs in which they enroll. For specific procedures related to this policy, refer to WTC Procedure D-29.1.
I. Requirements for certificates, diplomas, and degrees vary according to the program and are stated in the college catalog. The student is responsible for fulfilling the requirements for all areas:

A. Complete all required courses specified in the curriculum.

B. A grade point ratio of at least 2.0 in all courses required for graduation.

C. Fulfill all financial obligations to the College.

D. File an application for graduation with the Student Services Office during registration for the final semester.

E. An application must be made for each award earned by the student from the College.

F. The student must complete 25% of course work at Williamsburg Technical College to qualify for a certificate, diploma, or degree.

II. The College will sponsor graduation ceremonies a minimum of one time a year (normally after spring semester ends).

III. All candidates for degrees, diplomas, and certificates are required to be present at the graduation exercise. Only the Dean of Student Services/Financial Aid can excuse a candidate from being present.
It is the policy of Williamsburg Technical College that a transcript of academic work completed at Williamsburg Technical College is maintained in the College. Official transcripts will be issued upon written request by the student to the Registrar. Students may release their transcripts to any individual or institution they choose. Students may also secure student copies of transcripts for their own use.

An official transcript of academic record will not be issued on behalf of any student until all of the student's indebtedness to the College has been settled. This includes tuition, fees, books, equipment, or any college property, etc.

High school transcripts and other college transcripts must be maintained in the student’s file and cannot be released by the student’s request. The student must request copies from the institution where the credit was earned.
I. A transcript of a student’s record has the following information: student name, current status, a detailed statement of the scholastic record showing courses taken with semester hours carried and semester hours earned, grades and grade point, and system of grading. All failures and incomplete grades are also indicated.

II. To have a transcript from WTC released to another person or agency, a written release must be received by the Registrar. Forms for requesting transcripts are available in the Office of Student Services and on the WTC website. The release can be brought in hand, mailed, faxed or e-mailed with electronic signature. The release must contain the student’s name, social security number or Datatel ID, date of birth, phone number, where the transcript can be mailed, and the legal signature of the student. The release must be approved by the Business Office and the LRC. If fees are owed to the college, a transcript will not be mailed. Transcripts will be mailed within a week of receipt when applicable. A $3 fee will be charged to send all transcripts.

III. Transcripts from other institutions cannot be forwarded by WTC.
The sale, possession, or consumption of alcoholic beverages, narcotics, hallucinogens, stimulants, marijuana, and the abuse of therapeutic drugs are specifically prohibited at Williamsburg Technical College.

No alcoholic beverages can be served or consumed by students at any on or off-campus College function. This policy includes club, departmental, and class activities such as meetings, field trips, picnics, parties, and similar activities. Williamsburg Technical College Student Activities funds will not be authorized for the purpose of purchasing alcoholic beverages.

All student activity functions will abide by state laws, county and city ordinances, and Williamsburg Technical College regulations.

The College shall provide, within available resources, a program designed to aid in the prevention of alcohol and drug abuse and assist by way of referral any student who demonstrates the need for help with these problems.

As required by the South Carolina Clean Indoor Air Act, use of tobacco products is prohibited in all college buildings. Smoking areas have been established and identified.
## SECTION D – EDUCATIONAL AFFAIRS

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<tr>
<td>ALCOHOLIC BEVERAGES/DRUGS/SMOKING</td>
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### Division of Responsibility

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<td>D-31.1</td>
<td>10/2/00</td>
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I. See the Student Code for South Carolina Technical Colleges which sets forth the rights, responsibilities, and appeal procedures for individual students.

II. Violations will be reported to the proper law enforcement officials for prosecution.

III. No student under the influence of alcohol or other drugs will be allowed to attend class or to remain on the campus.

IV. The College shall provide alcohol and drug-abuse prevention education to students through the Student Services Division.

V. The College shall provide referral to appropriate community agencies for students who need alcohol or drug-abuse counseling.

VI. In accord with the South Carolina Clean Indoor Air Act of 1990, smoking is prohibited in all buildings on campus. Designated smoking areas are provided on the outside of the buildings in covered walkways and breezeways where receptacles are located. Smokers are expected to properly dispose used tobacco products in the receptacles provided.
It is the policy of Williamsburg Technical College that the State Student Code and Grievance Procedures shall govern conduct, student activities, and guarantee due process for students.

All student activities including fundraising projects on or off campus must be approved by the Office of Student Services. This approval is necessary before an organization may: put an item on the master calendar; reserve facilities for a meeting; and have an announcement placed on any bulletin board or in any College publication.

All students must complete and sign appropriate hold-harmless forms prior to participating in all off-campus activities. In the event the student is a minor, parental or guardian signatures will also be required.

Off-campus personnel, including speakers, entertainers, etc., must be approved by the Dean of Student Services/Financial Aid prior to issuing an invitation to such groups or persons.

The use of campus facilities by students must be approved by the Dean of Student Services/Financial Aid.

All student organizations and clubs must have a faculty advisor, be approved by the Dean of Student Services/Financial Aid, and be chartered by the Student Government Association. Organizations whose objectives are strictly social in nature cannot be approved.

As the President of Williamsburg Technical College is directly responsible for the welfare of the College, it is expressly understood that all student authority set forth in the SGA constitution has been delegated by the President and, therefore, may be revoked by the President. The President may disapprove or amend any action passed by the SGA. The President agrees to present to the council reasons for such disapproval or amendment.
Students desiring to form clubs or organizations on campus may follow these steps:

A. Obtain a minimum of ten prospective members.

B. Obtain a faculty or staff advisor.

C. Submit a request to organize, signed by the members, and the agreement of the faculty/staff advisor to the Dean of Student Services/Financial Aid.

D. Receive written approval of the request from the SGA Executive Council and the college administration. After approval of the organization, a constitution and membership list must be submitted within three weeks.
It is the policy of Williamsburg Technical College that participation in intercollegiate athletic competition is prohibited. Williamsburg Technical College does not have an organized intramural program. If the need for an organized intramural program appears warranted in the future, the matter will be brought to the College Commission. If approved, the President will notify the System President of the State Board for Technical and Comprehensive Education and comply with Policy 3-2-301.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College to assess each course, each teaching term, in accordance with the institutional planning process for the intent of improving and assessing the instructional program. For specific procedures related to this policy, refer to WTC Procedure D-34.1.
## SECTION D – EDUCATIONAL AFFAIRS

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I. Each student in each course section will complete a questionnaire concerning evaluation of the course content, the instructor, and textbook each semester.

II. The Office of Institutional Effectiveness and Research compiles the questionnaires, prepares individual reports, summary reports, and submits the reports to the office of the Dean of Instruction for analysis.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 3-1-301 and Procedures 3-1-301.1 and 3-1-301.2 which establish systemwide policy and procedures pertaining to instruction program evaluation.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 3-2-102 relative to status of international students.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 3-2-104 pertaining to retention of student records. For local/specific procedures related to this policy, refer to WTC Procedure D-37.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
I. Williamsburg Technical College maintains on file for a period of one calendar year of a student’s enrollment inactivity the following documents:

   A. Application for Admission

   B. Acceptance letter

   C. External transcripts

   D. Assessment results

II. Student records are files arranged alphabetically by the student’s name. Included in each file is an Application for Admission, assessment scores, drop/add slips, and program change request forms. Information is maintained in active file until the student is discharged or graduated, then transferred to inactive file storage.

III. Electronic information maintained for students include identification data, transcript of courses taken, and grades earned.
Title: MAXIMUM STUDENT LOAD

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Supersedes Policy
No. D-38
Date 2/4/02

It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 3-2-202 which pertains to maximum student load and which states that the maximum load a student may carry in a given term will be eighteen (18) semester hours. For specific procedures related to this policy, refer to WTC Procedure D-38.1.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
I. The maximum number of hours in which a student may enroll is 18.

II. Faculty advisors should, as a general rule, advise against a student taking in excess of 18 hours per semester. However, given that circumstances arise that may warrant the need for a student to take an overload, the following procedures will apply:

A. The faculty advisor should complete and sign an Advisement Form listing the courses in which the student wishes to enroll. By signing the form the advisor warrants that the student is academically prepared to take the overload.

B. The Advisement Form should be forwarded to the Dean of Instruction for approval of an overload (19+ credit hours).

C. Only the Dean of Instruction may approve an overload.

D. No student, regardless of circumstance, may be approved to take in excess of 21 hours.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 3-2-204 which pertains to length of time in developmental education and which states that 30 semester hours shall be the maximum number of hours students may stay in developmental education.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 3-3-101 and Procedure 3-3-101.1 pertaining to data base reporting requirements.

Copies of the State Board Policy Manual are maintained in the offices of the President, Chief Business Officer, Dean of Instruction, Dean of Student Services/Financial Aid, Director of Continuing Education, Human Resources Director, and the Library. State Board policies and procedures may also be viewed on the System Office website.
It is the policy of Williamsburg Technical College to administratively withdraw students based on the recommendations of an administrative officer or dean and approval by the President. For specific procedures related to this policy, refer to WTC Procedure D-41.1.
I. The recommendation for administrative withdrawal of a student will be initiated by an administrative officer or dean based on extenuating circumstances and substantiated with supporting documentation or firsthand knowledge.

II. The recommendation will be submitted to the President for disposition.

III. The President will approve or deny the recommendation and will determine any necessary financial or academic adjustment.
Title: REAL WORK POLICY

Division of Responsibility: Instruction

Date: 6/2/08
Page: 1 of 1

Approval:
Commission Chair _______________________________________
President _________________________________________________

Supersedes Policy
No. D-29
Date 3/1/98

"Real Work" is defined as any actual, commercial-type work or service performed by College personnel, either employees or students, for any private individual or any organization other than the College. Similar type work performed for the College is excluded from this policy, and will be accomplished as directed.

"Real Work" is an essential ingredient of a valid and complete training program for vocational/technical students. Actual work under usual shop conditions is essential to good training in trade judgment, operative skills, and pride of craftsmanship. Where such "Real Work" experiences are not provided, vitally needed values are lost or, at least, greatly diminished.

It must be emphasized that production of "commercial jobs" is not the primary function of this College, and must never become a dominating factor. Such jobs must be used to supplement programs rather than determine them. Further, the scope of such work must not become a threat to privately-organized business or industry.

Real work may be provided at times as the pertinent class requires the training.

No "Real Work" or estimates related thereto will be initiated without the approval of one of the following:

Faculty member
Dean of Instruction or designee
I. PROCEDURES

A. "Real Work" shall be performed only at such times as the pertinent class requires that training. Any exceptions must be approved in writing by the College President or designee.

B. Work shall be accomplished on a first-come, first-served basis.

C. A job order shall be prepared by the appropriate instructor for each job. As a minimum, this job order will list the work to be done, parts required, a job order number assigned (numbered sequentially by fiscal year, i.e., 1-94, 2-94, etc., by each shop), dated, and an estimate of costs. This job order must have the approval signature of one of the individuals listed in WTC Policy D-42 before work is initiated.

D. Each work order shall be signed by the customer prior to approval of the job. Above his signature shall appear the following, which shall be brought to the attention of the customer prior to his signing:

"I understand that the work listed hereon is to be performed by students in training, and that no guarantee applies to any aspect of this work order. I further understand that, by accepting this work, the College accepts no responsibility for any damage, theft, or other losses sustained by my property while it is on College property."

E. Where an item is involved, the item shall be tagged in a conspicuous place with the work order. The work order will show the name of the owner, date work accepted, general words describing what is to be done (tune-up, alignment, etc.).

F. Items shall not be accepted more than one day prior to the time the work is to be initiated.

G. Anyone who brings a vehicle into this College for repair must be able to show proof of ownership by presenting the registration card when he receives a work order. If the person is a single student living at home and using his/her parents' vehicle as transportation, he/she must bring the registration card before any work can be performed. If the student is married, the vehicle must be registered in the student's or student's spouse's name.
H. Part-time evening students are subject to the same requirements, with the exception that they must be enrolled in the class where the work is being performed.

I. Any person caught violating these rules will:

1. Be required to pay the full retail cost at the going price, including labor.

2. Never be allowed to bring anything else into the College for repair.

3. Be subject to termination or expulsion from the College.

II. CHARGES AND RELATED PROCEDURES

A. Customers will be required to pay for all parts and materials. Charges shall be based on College cost of materials and parts. A charge of 10 percent above all materials' and parts' cost will be added to cover cost of expendable items which cannot be itemized such as grease, tape, etc.

B. Materials and parts normally carried in shops for students' training or for construction of training aids are not to be used in repairing of customer items.

C. The College will not acquire materials and/or supplies for live work projects. Students, employees, and other authorized persons will be expected to provide their own parts, supplies, and materials for any project involving a work order.

D. The College will continue to charge an additional 10 percent of the invoice or fair value price of a part, material, or supply provided by the person responsible for the work order. Where an item is normally procured by this College in lots or bulk, such as lumber, electrical wire, etc., the Business Office shall prescribe customer costs for such items. Customer cost must include cost for such items. Customer cost must include College cost plus at least 10 percent. Further, shop instructors shall, in coordination with the Dean of Instruction, determine and prescribe minimum sale quantity to preclude loss to the College of non-usable residue. For example, plywood should not be sold in sizes less than one-half of a sheet.

E. All payment of bills will be made by the customer in the Business Office upon completion of work. No credit will be extended to students, and students must pay cash in full to the Business Office prior to release of the real work project.

F. Funds derived from this source shall be deposited in the local operating fund as income.

G. It is emphasized that the intent of charges is to make this "Real Work" program completely self-supporting; profit is not the objective.
III. SUPERVISION

A. Instructors shall ensure that all "Real Work" is performed while on College property. Any exceptions shall be approved only by the College President.

B. Instructors are responsible for ensuring that instructional objectives and effective teaching methods are employed and good public relations maintained.

C. Work orders shall be prepared in triplicate. One copy will be retained in the files of the shop involved for two years; one copy will be retained by the Business Office to support financial records; and one copy will be provided to the customer.

D. "Real Work" shall not be performed on any item for anyone where that item is used in business or industry without the specific approval of the President. The intent here is to limit such work to items used for personal pleasure, convenience, or comfort.

E. Instructors accomplishing real work where students are not involved shall do so on their own time, and shall perform such work only where consistent with the policies outlined herein.

F. Any exception to the Real Work Policy will require approval of the College President on an individual basis.

IV. REAL WORK, COSMETOLOGY

"Real Work," as it relates to the Cosmetology Department, will be accomplished according to the following rules and regulations:

A. Authorized Customers

1. College students
2. College employees
3. General public

B. Procedures

Service shall be on a first-come, first-served basis by appointment. Service will be provided only on days and times as specified by the Department Head and posted in the Cosmetology Lab.

C. Charges and Related Procedures

1. A cost sheet for each type of service provided will be posted in the Cosmetology Lab.
2. A work order, listing services provided and the cost of each service, will be completed on each customer.

3. Monies collected will be turned in to the Business Office twice daily, once at the close of day classes and again at the close of evening classes. These monies will be turned in by the instructor in charge, and it will be verified by the Business Office as to its accuracy.
It is the policy of Williamsburg Technical College to employ means to ensure compliance with the English Fluency in Higher Education Act of 1991. The purpose of this policy is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English, and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and that appropriate response be given to student complaints regarding an instructor’s English fluency. For specific procedures related to this policy, refer to WTC Procedure D-43.1.
I. Applicants for permanent and adjunct faculty vacancies will proceed through the college’s normal screening process with assessment based on standard, job-related criteria to include perceived written and oral communication abilities.

II. If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure than an English fluency evaluation is made through the performance of at least the following minimum proficiency exercises:

A. Provide written response of at least one page to an essay question concerning either teaching methods or the academic discipline.

B. Conduct an oral instructional presentation related to the subject area with at least half the presentation using the lecture method.

III. The Interview Committee, assigned by the President or his designee for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.

IV. Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.

V. **STUDENT COMPLAINT**

A. A student who files a complaint regarding the English fluency of an instructor must do so in writing.

B. Within 30 calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises as prescribed in Section 2(a) and 2(b).
C. An instructor who is judged proficient by the committee will continue teaching assignments without further action. However, if student complaints continue or the Dean of Instruction determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.

D. A permanent (full-time) instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.

E. An adjunct instructor judged deficient by the committee may be terminated immediately.

F. An annual report will be submitted by May 30 of each year to the Commission on Higher Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.
Williamsburg Technical College
STATEMENT OF POLICY

SECTION D – EDUCATIONAL AFFAIRS

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It is the policy of Williamsburg Technical College that college employees will report crimes to senior administrators at the time of the incident but not later than 24 hours from the occurrence of such crimes. Senior administrators include the deans of Student Services/Financial Aid, Instruction, Continuing Education, the Chief Business Officer, and the President. Students will report incidences of crime to an employee of the college.

Additionally, it is the policy of Williamsburg Technical College to provide notice of criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, sex offenses, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrest for liquor law violations, drug law violations, and illegal weapons possession to the college community within five working days of all reported incidents. This notice shall be in writing and initiated in the President’s Office.

Williamsburg Technical College will prepare its annual crime statistical report in accordance with the Jeanne Clery Act (originally known as the Campus Security Act) for general dissemination not later than October 1 of each year. Data for this report shall be collected from the Kingstree Police Department and the Williamsburg County Sheriff’s Office. The collection of data and preparation of the report is the responsibility of the Dean of Student Services/Financial Aid.
It is the policy of Williamsburg Technical College to maintain the following information as a student’s permanent record: admission application, assessment scores, external transcripts, and internal transcripts. This information may be in an electronic format.
The purpose of this policy is to establish guidelines governing the creation and ownership of intellectual property by all employees and students of the college.

EMPLOYEES

It is the policy of Williamsburg Technical College to encourage the creation of intellectual property by all employees and, in limited circumstances and by prior written agreement only, provide for a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property to be awarded to the employee who created the work on the institution’s behalf. The intent of this policy is to protect the college’s resources and ensure that they are used consistently with the college’s mission.

The college recognizes that intellectual stimulation is essential to any learning environment and that parameters must be established regarding the rights and responsibilities of those involved. Accordingly, the college’s policy on ownership of intellectual property is that, except as specifically and expressly exempted herein or in the procedures developed under this policy, copyrights, patents, and all other forms of intellectual property developed by any college employee within the scope of his or her employment or using college resources is the exclusive property of the college. As “work for hire,” no transfer of ownership rights in copyrights, patents, or other forms of intellectual property from the institution to the employee shall occur unless the college expressly and specifically grants the ownership rights, in whole or in part, to the employee or other party or parties by means of a written and signed agreement.

Intellectual property developed by a non-employee third party consultant pursuant to the terms of a written and signed contract will generally be considered “work for hire,” and to be owned by the college unless otherwise provided in the consulting contract.
STUDENTS

It is the policy of Williamsburg Technical College (WTC) that intellectual property created by students in the course of study or research at WTC remains the joint property of the student(s) and the college. To that end, both students and the college will maintain ownership, broadcast rights, property rights, patents, and copyrights for all materials developed using college property and materials and/or in conjunction with student coursework and/or student organization activities including, but not limited to, video, audio, print, and computer-based products.
Williamsburg Technical College
PROCEDURE
SECTION D – EDUCATIONAL AFFAIRS

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Williamsburg Technical College is a public trustee of state and local resources. Consistent with this trust and pursuant to state and federal copyright, patent and ethics statutes and standards, the college shall manage intellectual property rights in a manner that:

1. Encourages the creation of intellectual property by all employees;
2. Provides for the sharing of intellectual property between all institutions which are members of or affiliated with the State Technical College System;
3. In limited circumstances and by prior written agreement only, provides for a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property to be awarded to the employee(s) who created the work on the institution’s behalf;
4. Protects college resources and ensures that they are used consistently with the college’s mission; and
5. Uses intellectual property to serve the public good.

Within the limitations prescribed in this procedure, the President or his designee may enter into written property ownership agreements with employees or independent contractors who create original works involving copyrights, patents, or other forms of intellectual property for use or ownership by the college.

The college has established the following guidelines for entering into intellectual property agreements.

1. Williamsburg Technical College waives the college’s copyright ownership to no more than class lectures, notes, or course syllabi, or to scholarly works which are not created within the scope of employment, or to scholarly works which are not created using college resources.
2. The college, under no circumstance, will provide for a portion of the net proceeds from the commercial exploitation of intellectual property to be awarded to an employee(s) who created the work on the college’s behalf if the material was created within the scope of his or her employment, or if the material was created by using any college resources.
3. The college and its employees shall be fully compliant with the provisions of the State Ethics Act and Williamsburg Technical College Policies D-11 “Personal Benefit from Instructional Projects” and A-13 “Ethics Requirements for Area Commissioners and Employees.”
4. The College and its employees will adhere to the provisions of the Federal Copyright Act, or any other federal law or regulation.

All full-time and part-time faculty, staff, and students of Williamsburg Technical College who intend to create copyright or patent materials shall inform the Dean of Instruction with a written request detailing what college resources are required and an estimated date of work completion. Information about third party involvement should be included. The Dean of Instruction will appoint an ad hoc Intellectual Property Committee. The committee will consider the work and all the details and make a recommendation back to the Dean of Instruction. Upon receipt of the recommendation, the Dean of Instruction will notify the requestor in writing and establish the property ownership agreement, if appropriate. Any appeals may be made to the President, whose decision is final.

Intellectual property developed by a non-employee, third-party consultant pursuant to the terms of a written and signed contract will generally be considered to be owned by the college, unless otherwise provided in the consulting contract. Nothing in this procedure precludes the college from entering into such a consulting contract where the parties have agreed that the non-employee consultant will own the materials upon creation.

DEFINITIONS

1. Intellectual Property
   Any product of intellectual activity that is unique, novel, unobvious and/or original, or otherwise subject to copyright or patent protections pursuant to Title 17 or Title 35 of the U.S. Code of Laws.

2. Area Commissioner
   A member of the governing body of the college, appointed by the governor.

3. Employee
   Any individual employed by Williamsburg Technical College to perform assigned tasks. Third-party consultants are not employees within the meaning of Williamsburg Technical College Property Rights Policy and these procedures.

4. Student
   A person taking any course offered by the college.

NOTE: A state agency has 11th Amendment immunity from Title 17 lawsuits; however, 11th Amendment immunity does not extend to lawsuits against state employees in their individual capacities.
The purpose of this policy is to establish guidelines governing the selection and appointment of full-time faculty members serving as program coordinators for degree programs offered by Williamsburg Technical College.

All associate degree programs offered by the college will have at least one appropriately qualified full-time faculty member appointed to serve as a program coordinator charged with advisement of students in the program, development of program curriculum, and oversight of program quality and integrity.
The Vice President for Academic Affairs shall be responsible for the appointment of at least one full-time faculty member to serve as the program coordinator for each associate degree program and for each associate degree program with a designated concentration area.

VI. Qualifications of Program Coordinator

A. Faculty considered for appointment as program coordinators must be academically qualified in the major of the associate degree where a major is identified or in the concentration area of the associate degree where no major is identified.

B. In associate degree programs designed for general education university transfer (i.e. Associate in Arts or Associate in Science) where no concentrated major exists in a single discipline, the faculty member must be academically qualified to teach in at least one of the disciplines offered as part of the curriculum.

C. Consideration of full-time faculty appointment should include seniority as a factor where more than one qualified full-time faculty member exists, but seniority should not be the only consideration.

D. In occupational or vocational associate degree programs not intended for transfer, work experience in the occupation or a related field should also be considered.

E. The Program Coordinator should have general knowledge of the resources and support available for students at WTC for the purpose of advising students in the program.
VII. Procedure for Appointment

A. The Vice President for Academic Affairs will consult with the Department Head of the department having responsibility of the associate degree for a recommendation of a full-time faculty member meeting the qualifications in Section I of this procedure to serve as Program Coordinator.

B. The final decision for the appointment will be made by the Vice President for Academic Affairs.

C. In programs with large enrollments, the Vice President for Academic Affairs may appoint a Program Coordinator and a Co-coordinator who will share in the duties listed in Section V.

D. Appointment of the Program Coordinator may be oral or in writing.

E. The name(s) of the appointed Program Coordinator(s) will be published in the college catalog in the curriculum section under the program title as “Advisor.”

VIII. Term of Appointment

The term of the appointment will be determined by the Vice President for Academic Affairs but will generally be at least one academic year. The Vice President for Academic Affairs may, however, terminate an appointment at any time and appoint a replacement with or without cause.

IX. Compensation

The Program Coordinator will not receive additional compensation for appointment to this duty.

X. Program Coordinator Duties

A. Advise students in the program.
B. Make recommendations in the development of the program curriculum.
C. Advise the Curriculum Review Committee where needed program changes exist.
D. Assist in the conduct of Advisory Committee meetings.
E. Assist the Department Head in the creation of the course schedule affecting the degree program.
The purpose of this policy is to establish guidelines for the delivery of coursework through distance education. Integral to the mission of Williamsburg Technical College is accessibility to higher education for the residents of Williamsburg County. To accomplish this mission, it is the policy of the College to minimize the barriers of geographic location in the delivery of education to the greatest extent possible while ensuring compliance with the following policy directives:

1. The College will demonstrate that a student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of the student who participates in the class or coursework.

2. The College, through written procedure, will protect the privacy of students enrolled in distance education courses or programs.

3. The College, through written procedure distributed at the time of registration or enrollment, will notify students of any projected additional student charges associated with verification of student identity.

4. The College will accurately report headcount enrollment on its annual Institutional Profile submitted to the Southern Association of Colleges and Schools Commission on Colleges.

5. The College will ensure that all distance education courses and programs comply with the Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation wherever located or however delivered.

Additional information regarding definitions and requirements for distance education may be found in WTC Procedure D-48.1.
It is the policy of Williamsburg Technical College to adhere to all state laws requiring that all personnel be properly instructed and oriented in conducting fire drills, and location of fire-fighting equipment and exits from all buildings. For specific procedures related to this policy, refer to WTC Procedure E-1.1.
Employees should familiarize themselves with the location and use of emergency fire extinguishers and fire alarm boxes. Faculty should instruct all classroom and laboratory students in the appropriate route(s) of exits to be used during a fire drill or in case of an actual fire, and use the nearest exit to lead their class(es) a safe distance away from the building.

I. Extinguishers are available in strategic areas throughout the building. In the event of a fire, personal safety is a priority. If prudent, activate a fire alarm and extinguish the fire if possible, and exit the building. Upon securing personal safety, notify appropriate administrative personnel.

II. The floor plan of Williamsburg Technical College may be found on the college’s website.

III. Fire drills will be held at least once per semester.
It is the policy of Williamsburg Technical College for College personnel to render assistance in the event of an accident; to establish a reporting system to inform the administration; and to compile information on accidents. For specific procedures related to this policy, refer to WTC Procedure E-2.1.
I. If an accident occurs in the presence of any staff or faculty:

A. Evaluate the accident and render whatever immediate assistance is possible.

B. Report the accident or injury to the appropriate institutional office:
   1. Vice President for Student Affairs - for students during day hours.
   2. Administrator on Duty - for students during night hours.
   3. Immediate supervisor of the injured employee.

C. Only superficial injuries should be treated. First aid kits are located in the Student Affairs Office and the Director of Facilities Management’s Office.
   1. If the individual requests medical attention, appropriate arrangements will be made.
   2. If the individual is unwilling or unable to make a decision regarding needed medical attention, the responding individual will ensure that 911 is called

D. When appropriate, a college administrator will notify the individual’s emergency contact(s).

E. For accidents occurring at sites away from the College campus, the college employee in charge will take all the necessary actions outlined above. When appropriate, contact the necessary aforementioned institutional officers.

F. In all cases, the individual taking initial action will complete an accident report (obtaining assistance if needed by the appropriate institutional officer).

G. Faculty and staff are covered by Workers Compensation insurance for any injury while at work. Such injuries should be reported to the Business Office within 24 hours.
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H. Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on the campus and during College-sponsored travel. Injuries must be reported to the Vice President for Student Affairs within 48 hours from the time of the accident. Insurance claim forms are available in the Student Affairs Office.
It is the policy of Williamsburg Technical College to comply with Section 504 of the Rehabilitation Act of 1973 and to provide accessibility for persons with disabilities.
Williamsburg Technical College
STATEMENT OF POLICY

SECTION E – FACILITIES MANAGEMENT

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<th>Title</th>
<th>SCHEDULING OF FACILITIES USED BY EXTERNAL AGENCIES</th>
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Williamsburg Technical College has established the following policy on facility utilization by the community:

A. The College welcomes and encourages community groups to meet within the College subject to the availability of suitable space as determined by the President or the President’s designee. Community groups are defined as groups of social, fraternal, or civic organizations having no religious, political, or commercial intent or profit motive. Use of space by such groups shall be on an as-available basis and upon payment of fees designated on the “Use of Facilities” form.

B. Use of space by state, county, or community agencies shall be on an as-available basis at no cost to the agency during normal working hours of the College.

C. The President or the President’s designee may make space available from time to time to commercial, profit, religious, or politically-oriented groups provided that use of space by such groups shall be on an as-available basis and upon payment of fees designated on the “Use of Facilities” form and:

1. The gathering does not interfere in any way with other College programs.

2. The group is willing to pay a reasonable fee which may be necessary to cover any added costs of utilities, janitorial services, etc. The fee shall be determined by the President, based on size of space utilized, duration of meeting, number of participants, and related factors.

3. The nature of the meeting is approved in advance in writing by the President or the President’s designee.
I. Scheduling Facilities

A. All scheduling of facilities used by external agencies will be coordinated through the Director of Facilities Management. The Director of Facilities Management will coordinate auditorium, classroom, and library use with the Vice President for Academic Affairs; Fennell-Kirby Conference Room with the President’s Office; and Palmetto Synthetics Student Lounge with the Vice President for Student Affairs. Requests should be made at least 24 hours prior to the scheduled meeting. Space will be assigned according to availability, number of participants, and time of meeting.

B. When facilities are reserved and special equipment is requested, it should be designated on the request form.

C. Since refreshments cannot be served in the auditorium or classrooms, special arrangements must be made in advance and designated on the Use of Facilities Form for groups planning to provide refreshments.

D. All parking must be in the student/visitor areas only.

E. Should any group request use of the facility on a weekend or other time when the college is not open, the decision will be made based on the nature of the group and the purpose of the meeting. Groups utilizing the facility on weekends may be required to pay a user’s fee to offset the cost of utilities, opening, closing, and cleaning the facility.

II. Fees Charged for Use of WTC Facilities (as of 1/09)

Fees charged for use of WTC facilities and equipment are noted on the WTC Application for Use of Facility or Furnishings).
It is the policy of Williamsburg Technical College to fully utilize its facilities for the betterment of its service region. Highest priority will be given to curriculum and continuing education instruction in workforce development. When portions of the facility are not being utilized for this primary purpose, they may be utilized by community groups. This policy is administered by the President.

The President assigns room coordinating responsibility to each of the college administrative officers. All spaces used for instruction programs are assigned to the Vice President for Academic Affairs. All workforce development and Continuing Education spaces are assigned to the Vice President for Academic Affairs. All Student Affairs spaces are assigned to the Vice President for Student Affairs. All general purpose areas are assigned to the Vice President for Business Affairs.

Specialized or community service areas will be assigned by the President as appropriate.

The person to whom an area is assigned is responsible for reporting all lighting, mechanical, or maintenance problems in a timely manner and is responsible to ensure that all equipment and furniture assigned to that area is appropriately safeguarded from theft and misuse.

No modification or addition to classrooms, physical plant, or landscape shall be undertaken without approval from the Vice President for Business Affairs and the President.
I. Any faculty, staff member, or organization wishing to use a room/lab, or change from one room/lab to another, must schedule in advance with the appropriate personnel as follow:

**Academic Affairs Office:** Assigns/schedules all general purpose classrooms and curricular labs.

**President’s Office:** Schedules the Fennell-Kirby Conference Room for all meetings, to include electronic teleconferencing and conference calls, and approves all other requests for space utilization (facilities and grounds) not otherwise specified. Individuals requesting use of the TechNet system for teleconferences are responsible to contact the Instructional Technology Coordinator if assistance is needed to operate the system.

**Student Affairs Office:** Schedules the Palmetto Synthetics Student Lounge and Canteen and Room 211, the primary function of which is testing.

**Continuing Education Office:** Assigns/schedules Rooms 226 and 504.

**Director of Facilities Management:** Schedules the auditorium.

**Library:** Schedules the Library Conference Room.

II. A room schedule will be maintained in the offices to which rooms are assigned. The administrative officer in charge, or the designated representative, should be contacted concerning room changes.
It is the policy of Williamsburg Technical College to identify and provide documentation for all institutional equipment consistent with a system of inventory control established by the State Board for Technical and Comprehensive Education. For specific procedures related to this policy, refer to WTC Procedure E-6.1.
I. All equipment acquired by Williamsburg Technical College, whether purchased or donated, having a value of $5,000 or more or identified as pilferable by the state listing should be identified with an asset identification tag. Computer software will be identified by placing an asset identification tag on the equipment containing the software, and manuals will be identified with a marking pen. If the software is not contained in the equipment, disks and manuals will be identified with a marking pen.

A. Equipment Document (Industrial Division Form 2)

1. Upon receipt of equipment, an Equipment Document form will be completed by the Director of Facilities Management who is responsible for inventory control. The following information is required on all documents.

   a. Date
   b. State identification number
   c. Commodity code
   d. Location
   e. Description of equipment
   f. Serial number
   g. Vendor code
   h. Purchase date, month, and fiscal year purchase is completed and ready for payment
   i. Purchase order number
   j. Fund code
   k. Acquisition cost - unit cost plus tax, discount, freight, installation, etc.

2. Distribution of Equipment Document

   a. Original - State Inventory Control

   NOTE: A legible copy of purchase orders for locally procured items, including state purchase orders that are billed to the College, will be submitted to State Inventory Control.
### SECTION E – FACILITIES MANAGEMENT

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b. Canary – Procurement  
c. Pink - State Tech Finance  
d. Goldenrod - Business Office

### B. Inventory Control Form

1. Information from the Equipment Document is transferred to the Inventory Control Form by the Director of Physical Plant.

2. Upon delivery of equipment to the receiving department, the employee who is responsible for the equipment signs the form and indicates date of receipt. The Director of Facilities Management retains a copy and provides a copy to the custodian of the equipment.

3. Equipment transfers from one department to another are accomplished by the Director of Facilities Management who obtains the signature of the receiving custodian and assigns the receiving department location. Equipment transfers made without following this procedure will result in the equipment being the responsibility of the individual who signed as department custodian.

### C. Equipment Circulation Record

1. The Director of Facilities Management is responsible for maintaining records on borrowed equipment for all areas except media.

2. Library personnel are responsible for maintaining records on borrowed media equipment.

3. The Equipment Circulation Record will be completed with the following information:

   a. Borrower  
   b. Department  
   c. Telephone number of borrower  
   d. Room in which equipment is to be used  
   e. Date borrowed  
   f. Date due to be returned  
   g. Description of equipment including identification number and/or serial number  
   h. Signature of employee checking out equipment  
   i. Signature of borrower

4. When equipment is returned, the following will be completed:

   a. Signature of employee checking in equipment  
   b. Date equipment is checked in
**SECTION E – FACILITIES MANAGEMENT**

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5. Equipment borrowed for off-campus use must have the approval of the President or a Vice President.

6. Files on Equipment Circulation Records for all equipment other than media will be maintained by the Director of Facilities Management. The employee who checks out equipment will be responsible for submitting the original copy of the form to the Director of Facilities Management. The employee who checks in borrowed equipment will be responsible for coordinating the check-in with the Director of Facilities Management. Library personnel will maintain files for media equipment.

D. **Report of Survey/Inventory Adjustment Report**

1. Equipment which is stolen or no longer serviceable will be reported to the Director of Physical Plant who is responsible for completing a Report of Survey/Inventory Adjustment.

2. **Distribution of Completed Form**

   a. Original and canary copies to State Tech System Office
   b. Pink and gold copies to Director of Facilities Management
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**Approval**

President ____________________________

Commission Chair ________________________

Supersedes Policy No. E-7 Date 7/7/08

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Media equipment, materials, hardware, and software are for the benefit of the College and, therefore, shall be used by the employees of the College to promote instruction, cultural enrichment, avocational programs, and community service programs. Any off-campus use of the College’s equipment is not to be used for personal entertainment, and its use requires the approval of one of the following: President or any College administrator.
I. Institutional equipment is available and may be reserved by contacting the Library. Following are general guidelines for using this equipment.

A. Requests for use of equipment by a student must be approved by the student's faculty advisor or Department Head.

B. Anyone checking out equipment must be known to be skilled in the use of the equipment or be able to demonstrate proficiency.

C. Equipment is available to faculty and staff for institutional purposes, not for personal use.

D. Maximum length of sign-out is seventy-two (72) hours, except in unusual situations and as approved by the Library Director or the Director’s designee.

E. Equipment may be checked in (not out) by arranging for personnel to be at the Library for check-in.

F. Scheduling is available on a first-come, first-served basis.

G. The person checking out equipment is responsible for returning it and is liable for the equipment, all missing articles, and any damage other than normal wear and tear.

H. Equipment is not to be taken off campus without written approval of the President, the Vice President for Business Affairs, or Director of Facilities Management.
It is the policy of Williamsburg Technical College to establish the procedures to be followed in the event of theft or damage, or an incident or disturbance. For specific procedures related to this policy, refer to WTC Procedure E-8.1.
I. THEFT OR DAMAGE

A. All theft or damage is to be reported to Security, Director of Facilities Management, or Vice Presidents.

B. Complete a "Theft, Damage, Incident, or Disturbance" report and forward to the staff indicated on the form.

II. INCIDENT OR DISTURBANCE

A. If any incident or disturbance occurs between students in the presence of any employee:

   1. Contact campus Security.

   2. Resolve the problem if possible. If resolved, prepare a written report and discuss it with the Vice President for Student Affairs.

B. If any incident or disturbance occurs between employees in the presence of any employee, the employee witnessing the incident should contact his/her supervisor and the Human Resources Manager.
It is the policy of Williamsburg Technical College to adhere to a safety and occupational health program to protect employees from occupational injuries and illnesses by identifying and reducing hazards and by creating and maintaining a safe, healthful working environment. For specific procedures related to this policy, refer to WTC Procedure E-9.1.
I. WILLIAMSBURG TECHNICAL COLLEGE SAFETY PHILOSOPHY

The College recognizes its obligation to provide for environmental health and safety. Thus, steps are taken to minimize/eliminate health hazards and risk of injury. The physical well being of students, faculty, staff and visitors will be given priority consideration. However, individuals are ultimately responsible for their own safety. This procedure establishes appropriate safety standards and guidelines for the college. In addition, each department will develop individual safety guidelines designed around particular functions of their departments.

The responsibility for the Environmental Health Safety Program is assigned to the Chief Business Officer (CBO). However, the success of this program requires full cooperation of all faculty, staff, and students in adhering to safety guidelines.

It is the responsibility of the Chief Business Officer, deans, department heads and other administrative department managers to include general education in safe practices and specialized training in safe use of equipment and facilities in their particular departmental areas.

In addition, students are instructed in the proper use of materials and equipment used in specific curriculum areas as outlined in the course requirements. Students are also expected to adhere to all general college safety guidelines and practices.

II. SAFETY PROCEDURE EVALUATION PROCESS

Evaluation and review of the Williamsburg Technical College safety procedures will be conducted in March of each year. While the ultimate responsibility for evaluation lies with the CBO and the College’s Maintenance Supervisor, the College’s Physical Facilities Committee will be responsible for putting a plan for evaluation into place for assessing the strengths and weaknesses of the safety procedures. They will also determine whether the College is providing a safe and secure environment for all members of the campus community.
The components of the plan for evaluation will be as follows:

- A yearly review of all accident reports on file with the Maintenance Supervisor.
- A review of current departmental safety guidelines.
- The campus community will be asked to complete an annual survey to determine the campus community’s perception of the College’s safety procedures and to analyze the strengths and weaknesses of the safety program.
- The Physical Facilities Committee will be asked to review all state fire marshal inspection reports, and any other inspections from safety oriented agencies.

Using the results of the evaluation, the Physical Facilities Committee and the Maintenance Supervisor will prepare an annual report that assesses the College’s safety program and offer recommendations for improvement. This report will be submitted to the CBO and the administrative staff.

III. INDIVIDUAL SAFETY RESPONSIBILITIES

All employees are expected to:

- Follow the approved college safety guidelines and practices.
- Maintain free and unobstructed access to fire equipment, fire doors and exits in area in which they work.
- Use only the appropriate and approved protective equipment and devices.
- Never use a piece of equipment if a safety guard is loose, broken, or inoperative.
- Make frequent inspections of tools and other equipment used to make sure they are in good working condition. Report any condition that appears to be unsafe and could cause injury or that could damage any machinery/property to the instructor or the employee in charge. The hazard should be corrected before an accident occurs.
- Report any injury that occurs, no matter how slight, or any accident that causes damage to property directly to the supervisor. If an injury requires the services of a physician, the injured party should designate the hospital or physician he/she wishes to use if other than Williamsburg Regional Hospital.

IV. SUPERVISOR/INSTRUCTOR SAFETY RESPONSIBILITIES

Creating and maintaining effective interest in safety requires the continuous efforts of administrators from the highest level to the supervisor or instructor in charge of the work area, laboratory, shop, or classroom. The key person in promoting safe practices is the supervisor or the instructor because he/she is in direct contact with the employees and students.

Appropriate staff members will give instructions in emergency procedures during employee/student orientation. Instructors will add the emergency procedures to course syllabi and these procedures will be explained to the students.
Experiments will be conducted in laboratories with safety in mind. Likewise, safety procedures for “hands-on” training, as well as general classroom instruction, will be developed and practiced by instructors.

Instructors will maintain proper supervision commensurate with the potential dangers surrounding the prescribed experiments. Minimum supervision requires the instructor to be present in the laboratory for the duration of the experiments.

Instructions in emergency procedures will be provided at least annually to all employees. Monthly fire drills will be conducted. At a minimum, tornado drills will be conducted during the summer and fall semesters.

V. ACCIDENT INVESTIGATION AND REPORTING

Every employee who suffers an injury during work shall promptly report such injury to his or her supervisor no later than the next workday in which the injury occurred.

The supervisor shall notify the maintenance department supervisor and assist with completing the necessary form(s). The Maintenance Supervisor will notify the Safety Emergency Action Team (SEAT) to assemble and investigate details of the accident. Based on their findings, the Maintenance Supervisor will prepare the report. When any injury happens on or off campus while conducting college business, the Human Resources department must also be contacted immediately. Every incident shall be investigated to determine the cause and the steps needed to prevent any recurrences.

VI. FIREARMS

Firearms, ammunition, and weapons are prohibited in college buildings. If weapons are brought onto college property they must be properly stored and locked in the individual’s vehicle. Law enforcement officers in performance of their normal duties or performing security are the only personnel to whom this rule does not apply.

VII. USE OF COLLEGE VEHICLES

Employees are not permitted to operate a college vehicle unless they possess a valid driver’s license. If an employee who is required to drive a college vehicle has had his/her driving privileges suspended or license revoked, he/she must report this situation to his/her supervisor as soon as possible. It is the responsibility of the employee to always operate a college vehicle in conformance with the applicable motor vehicle laws. Before driving any college vehicle, it is the driver’s basic responsibility to make sure the vehicle is in safe operating condition. The employee shall check the lights, horn, windshield wipers, brakes, tires, gas, rear view mirrors, seat belts, and windows. In winter months, the driver should check for a windshield scraper. Driver and passengers in College vehicles shall wear safety belts and shoulder
harnesses whenever the vehicle is in motion. The use of tobacco products is prohibited in all College vehicles.

If a vehicle must be backed, it is the responsibility of the driver to visually check the area behind the vehicle immediately prior to backing up.

The driver must report any needed repairs or suspected conditions to the maintenance department.

Accidents, regardless of the extent of the damage, involving a College vehicle should be investigated by a police officer with jurisdiction in that area. The Maintenance Supervisor is also to be informed of any accident and provided a police report of the accident.

VIII. LIFTING

Even with mechanical lifting aids, persons encounter certain things that have to be lifted manually. In order to avoid back strains, lift properly. Use the legs and arms rather than the back. Solid footing is essential whenever attempts are made to lift an object of any substantial weight. If the load is too heavy, obtain help.

Proper Lifting Procedures

Stand close to the load to eliminate excessive strain on the back muscles. Anticipate the direction in which the load will be moved after lifting and position the feet to allow this movement.

Place one foot alongside the object to be lifted and the other slightly behind and lift with the heels flat, not raised. This provides a wider, more stable base from which to lift. Bend at the knees and squat down. Keep the back erect and straight. Take a firm grip underneath the object. Be sure hands or gloves and the surface of the object are not slippery. Keep arms straight allowing shoulder muscles to help lift the load. Straighten legs gradually from the squatting to an erect position. Jerking when lifting is as dangerous as setting down a load too quickly.

Carry the load close to the body as close to the center of balance as possible. Keep the back erect. Loads should be carried in such a way as to permit an unobstructed view ahead. If a turn is necessary, do so with the whole frame, not just the trunk. Avoid twisting your body because this motion places the load outside your center of balance and puts a terrific strain on muscles not normally used in lifting. To set the load down, simply reverse the lifting operation. With the back erect, bend legs at the knee to a squatting position then withdraw hands from the object.

When two or more are lifting together, one person should give the directions for the team. Efforts should be completely coordinated. The load should be well balanced and, as far as possible, distributed evenly. For a team, the lifting procedure is the same as it is for just one person;
squatting position, firm grip, erect body, lifting with the legs, and reversing the technique to set the load down.

When raising an object to shoulder height or higher, first lift to about waist height, rest one end of the object on a bench or ledge, then if necessary, shift the position of the hands to accomplish the lift to the higher level. Reverse the process when lowering objects. Keep the chin up, which usually results in the back being straight and lessens chance of avoiding back injury while improving lifting.

IX. **LADDERS, PLATFORMS AND BARRICADES**

Portable, straight, or extension ladders shall be used only for their designed purpose. Before using, inspect carefully for any visible defects. Broken or weak ladders or ladders with missing rungs shall not be used. All straight or extension ladders shall be equipped with approved safety feet. Where the safety feet do not overcome the hazard of slipping, the ladder should be secured by other adequate means. If ladders are used near a door or an aisle through which there is traffic, warning signs shall be set up or other appropriate precautions taken to prevent potential accidents.

When working with ladders, the following procedures shall be observed:

- Place the ladder so that the horizontal distance of the base to the vertical plane of the support is approximately ¼ the ladder length between supports. (Example: place a 12-foot ladder so the bottom is three feet away from the object against which the top is leaning.)
- If a straight ladder is used on a slippery surface or where there is any probability of the ladder slipping or tipping, the ladder shall be held in place by a person at the foot of the ladder and/or by adequately securing the top of the ladder in place.
- Employees shall not slide down ladders. When going up or down a ladder, employees shall face the ladder and have free use of both hands for climbing. Bulky or heavy materials which would interfere with the use of the hands or would overburden the ladder shall be raised and lowered by block and tackle or ropes.
- Two ladders shall not be spliced together; only approved extension ladders shall be used where greater length is required.
- Ladders used near live electrical circuits shall not be made of metal or have metal rung braces, trusses, or struts, because of the danger of short circuits or accidental contacts with live parts of the circuit.
- Step ladders shall be fully opened before being used.
- Wooden ladders shall never be painted. Paint hides the grain of wood and any defects.
- Ladders shall not be used in a horizontal position.
- Employees must not work or stand on either of the top two (2) rungs or steps of a stepladder.
- Except for safety platform ladders, employees shall not work from the steps of a stepladder.
- Ladders shall not be left in an upright position against any supporting object when not intended for immediate use. A ladder should be stored in such a manner to provide ease of access and
inspection. If stored in a horizontal position, the ladder should be supported at a sufficient number of points to avoid sagging.
- Tools or equipment shall not be left on ladder or ladder platforms.

**Portable Work Platform Guidelines:** Portable work platforms shall be well constructed and maintained in safe condition. Adequate guardrails shall be provided and used. Platforms with castors or wheels shall be equipped with safety locking devices. When working at heights above 6 feet, adequate fall prevention devices must be in place. No one shall be allowed to ride a work platform between work locations.

**Barricades and Sign Guidelines:** Barricades shall be used to ensure the safety of others when hazardous conditions are created by the work being performed, such as material dropping, flying or spraying, and uneven or slippery footing.

**Personal Protective Equipment (PPE):** Gloves and safety glasses should be worn while operating drill presses, power saws and similar equipment. Loose clothing on upper portion of body must not be worn and long sleeves must be rolled up. When handling chemicals, PPEs should be used. The shredder should not be used without first obtaining proper training on its operation and then extreme caution should be used.

X. **BLOODBORNE PATHOGENS**

All employees should take precautions to avoid contact with blood or other bodily fluids that may be encountered in the course of their work.

Universal precautions may be summarized as treating all body substances, body fluids, and blood of all patients as potentially infectious. Protective barriers (gloves, gowns, masks and protective eyewear) should be used to reduce the risk of exposure to potentially infectious material. Specific precautions include, but are not limited to, the following:

- Wear gloves when touching blood and body fluids or items soiled with blood and body fluids.
- Wash hands before and after all patient contact and particularly after accidental contact with blood or body fluids/substances.
- Use protective barriers (masks, gowns, gloves) when needed to prevent exposure to blood and body fluids/substances.
- Change gloves between incidents.

Specific training will be provided to all employees concerning exposure to blood borne pathogens. Upon admission into a program that may expose them to bodily fluids, students are required to abide by the Occupational Health and Safety Administration (OSHA) universal precaution in order to decrease the risk of transmission of disease. Instructors will inform students of OSHA’s Bloodborne Pathogens Standard: Compliance in the Clinical Laboratory published by American Society of Clinical Pathology (ASCP) Press.
XI. CHEMICAL HAZARDS

A. General Guidelines for Use of Chemicals: All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safety precautions at all times. It is the responsibility of each employee and all levels of supervision in that area to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals to enforce the rules related to their use. The location and use of eyewash/safety shower stations and other first aid materials shall be known prior to working in any area where their use may be required. All chemicals shall be stored in accordance with industry safe practice and the instruction on the container label. Do not store acids and bases or oxidizers and reducers in the same cabinet due to the possibility of extremely violent reactions between the two. All chemicals, solvents, and biohazards are to be disposed of in a manner that is in compliance with DHEC, OSHA or other applicable regulations. Several contractors are available to assist in their disposal. Contact the Maintenance Supervisor’s office if there are any questions or concerns.

Each building has a hazardous material handbook that is accessible. This handbook lists all chemicals used by the college and the precautions or treatments required should exposure occur.

B. Hazardous Material Handbook Locations
   Building A  Business Office
               Maintenance Office (290A)
               Student Support Services (212)
               All Labs
   Building B  All Shop Areas (7)
               Receiving Dock
   Building C  Library
               Student Support Services
   Building G  Entrance Area

C. Eye Wash and Shower Locations
   Building A  Cosmetology (283)
               Science Lab (219)
   Building B  Automotive Shop (400)
               Electricity (444)
               HVAC (431)
               Machine Tool (410 & 415)
               Maintenance (439)
               Special Schools and Continuing Education (500)
               Welding (425)
XII. WEATHER ADVISORIES

In the event of hazardous weather (the threat of tornado, severe weather conditions or other dangers), the President or his designated representative will communicate the appropriate response.

If the switchboard operator receives a report of severe weather, the following people will be notified immediately:

- President of the College Ext. 4127 or 4126
- Chief Business Officer Ext. 4117
- Director of Development and PR Ext. 4121
- Dean of Instruction Ext. 4138
- Director of Continuing Education Ext. 4150
- Dean of Student Services/Financial Aid Ext. 4170
- Director of Physical Plant Ext. 4152

In the event a tornado or funnel cloud has been sighted and is moving in the general direction of the College, instructors should require students to move to the nearest interior hallway of the building and away from area containing large amounts of glass. All personnel should remain in a safe area until the “all clear” announcement is received.

XIII. CAMPUS CLOSING/BAD WEATHER

The decision to close the campus is solely that of the President or designee. When there is doubt as to the conditions of roads that must be traveled in order for faculty, staff, and students to arrive on campus, a decision will be made at the earliest possible time. Safety factors to be considered in this decision will be: (1) danger inherent in encouraging travel on roads in questionable condition, and (2) need to maintain availability of instruction for those who could safely travel to the campus. Ideally, an attempt will be made to achieve an acceptable level of safety for the majority of those who come on campus for classes.

Once it is established that hazardous weather or other unusual conditions are approaching, the following procedure shall be followed:

- The President will make the decision to close the College as early as possible. If a decision to close the College has been reached, the President will contact the Director of Development and PR to notify the appropriate staff and media.
- The President will notify the switchboard operator so the appropriate message can be provided on the voicemail system. The President will then notify the Maintenance Supervisor and the members of the administrative staff as early as possible. If the President is unavailable, his or her designee will follow the above procedure. Each administrator is responsible for personally contacting his/her employees using the calling tree provided by HR.
When unusual conditions indicate that a normal workday at the College will not be possible, employees should either listen to local television and radio stations for appropriate announcements or call into the switchboard for the school closing message. (843) 355-4110.

XIV. EMERGENCY PROCEDURES

A. Fire: Persons should familiarize themselves with the location of the fire extinguishers, fire exits, and alarm systems in each area and know how to use them. Attempt to extinguish the fire before sounding the alarm only if it is immediately determined that the fire can be extinguished within seconds. Upon discovering a fire that cannot be extinguished with minimal effort, locate the nearest alarm station and pull the handle to sound the alarm. Evacuate all rooms, closing all doors to confine the fire and reduce the oxygen. Do not lock doors.

The maintenance department should be on alert for the fire department so they can advise the firefighters of which entrance to use to gain access to the fire. When a fire occurs on campus, those affected and/or witnesses may be asked to complete an incident report.

B. Violent or Criminal Behavior: Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Upon observing a criminal act on campus, immediately call 911 and then the switchboard operator at extension 4110. The switchboard operator will then notify the maintenance department. Observers of suspicious behavior should be available to assist officers when they arrive by supplying them with all the information about the incident.

C. General Emergency Evacuation Procedures: The signal for an emergency evacuation of certain designated areas or of all buildings will be given by the alarm system. At the sound of the alarm all persons should exit the building(s) following the route posted in each room. All persons should assemble in the designated area for their building. It is important that each person report to their assembly area that they are safely clear (at least 300 feet) of the building, and that they do not obstruct emergency vehicle traffic. Persons should remain in the assembly area until the “all clear” signal is given. The “all clear” signal for returning to class and/or work shall be given by Maintenance personnel, certain designated faculty or staff, or members of the police force. Normally, the President’s approval is required for dismissal of classes. In the absence of the President, a member of the administrative staff or the Maintenance Supervisor will make the decision. The Maintenance Supervisor will test the emergency response and evacuation procedures at least once per calendar year and document a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

D. Bomb Threat Procedure: In the event a college member receives a bomb threat via telephone or other means, the recipient of the threat should remain as calm as possible, write the information down as received and ask questions. The recipient should try to obtain the following information:
- The exact words of the caller
- The exact location of explosives and time set to go off
- The time call was received
- The sex and accent of the caller
- The approximate age and possible education
- Location of caller and background noises
- Speech impediments (intoxication, lisp, etc.)
- Attitude of caller (calm, excited, etc.)
- Any additional information that might be helpful

Ask his/her name. Remind them that the building is occupied and the detonation of a bomb could result in death or injury to innocent people. The recipient of the call should notify their supervisor, and contact the Maintenance Department by speaking to the switchboard operator at ext 4110 and providing the essential information contained in the threat as well as the recipient’s name, location, and phone number.

The supervisor shall consult with the President or a member of the administrative staff for recommendations on further action. If no one is available, the supervisor shall take the following actions:

- Call 911 and request assistance.
- Make the decision whether or not to sound the emergency alarm and evacuate buildings. In the event the emergency alarm is sounded, it should be followed immediately with announcement to evacuate. Personnel exiting the building should follow the routes of egress as posted and practiced in case of fire.
- Once the buildings have been cleared of personnel, the Maintenance Supervisor should coordinate with the local police officials to have individuals who are professionally trained and experienced in such matters to systematically search buildings in an effort to locate the bomb.

Upon completion of search and reasonable assurance that buildings or areas concerned are safe, the all-clear signal may be given and normal operations resumed.

XV. OTHER GUIDELINES

All administrative and supervisory personnel are to report emergencies to the President. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the College. The President and the CBO are to be informed immediately of existing emergencies. Complete details shall be given including the nature of the emergency, who is involved, and what help has been called.

The President and any other involved person(s) shall confer and decide on the appropriate action. In regards to community notifications, the President will without delay, and taking into account the safety of the community, determine the content of the emergency and will initiate the community notification system, unless the notification will, in the professional judgment of responsible authorities,
compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Some examples of conditions that may require community notifications are, but are not limited to: gas leaks, tornadoes, hurricanes, contagious viruses, bomb threats, etc. All calls from the media are to be referred directly to the Director of Development and Public Relations, ext. 4121.

**Emergency Numbers**
- Fire, Ambulance, Police: 911
- Physical Plant Director: Ext. 4152, (Home #) 843-558-3572, (Cell #) 843-356-2624
- President of the College: Ext. 4127, (Cell #) 843-356-6313
- Chief Business Officer: Ext. 4117, (Home #) 843-659-2345, (Cell #) 843-356-6320
- Human Resources Director: Ext 4116, (Home #) 843-355-2580, (Cell #) 843-372-8801
- Dean of Student Services/Financial Aid: Ext. 4170, (Home #) 843-662-7019
- Evening Administrator: (Cell #) 843 356-2710
- Dean of Instruction: Ext. 4138, (Home #) 843-221-5678
- Director of Continuing Education: Ext. 4150, (Home #) 843-687-3617

**First Aid Kit Location**
- Building A: Business Office (258), Physical Plant Office (290A), Science Lab (219)
- Building B: All Shop Areas (7), Receiving Dock
- Building C: Student Services
- Building G: Kitchen Area
- Building I: Instructor’s Office
It is the policy of Williamsburg Technical College to identify risks and provide insurance coverage through the State Insurance Reserve Fund to cover those risks of bodily injury, property damage, liability, and special perils. For specific procedures related to this policy, refer to WTC Procedure E-10.1.
I. All insurance risks will be identified and evaluated on an annual basis by the Chief Business Officer. As a state entity, all insurance coverage will be obtained through the State Insurance Reserve Fund.

II. Insurance coverage on buildings, contents, and data processing equipment is provided by the State Insurance Reserve Fund at replacement value.

III. Tort liability insurance is provided on all employees and Area Commission members under a State Board for Technical and Comprehensive Education blanket policy through the State Insurance Reserve Fund.

IV. Liability insurance is provided through the State Insurance Reserve Fund for all College-owned vehicles. Vehicles leased from the Motor Vehicle Division are covered by insurance provided by that agency. All accidents involving vehicles should be reported immediately to the Director of Physical Plant. Only employees possessing a valid driver’s license are authorized to drive College vehicles.

V. All employees are covered under a State Board for Technical and Comprehensive Education Blanket Honesty Bond.
Vehicles are the responsibility of the Physical Plant department.

Operators of school vehicles will observe all state vehicle laws and all safety requirements. The College will not assume responsibility for any fines and/or charges as a result of any violation.

School vehicles should be utilized whenever an individual is traveling on College business.

Students are not authorized to check out school vehicles. A staff member must assume the responsibility of vehicle checkout and supervision of its operation.

Tobacco use is not permitted in institutional vehicles.
SECTION E – FACILITIES MANAGEMENT

Title: COLLEGE VEHICLES  
Number: E-11.1

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Supersedes Procedure No. E-11.1  
Date 8/13/01

I. Personnel requiring transportation, personal or College vehicle, will submit a Travel Authorization to the appropriate dean for approval. A copy of all approved Travel Authorizations requesting college vehicles must be submitted to the Director of Physical Plant by Friday noon of each week for travel authorized for the following week in order that all College travel is coordinated. Refer to travel policy B-4 for additional details.

II. The normal, day-to-day maintenance will be the responsibility of the Maintenance Department which will also be responsible for scheduling periodic maintenance and repairs. Repairs may be performed by an agency outside the College.

III. When an employee driving a school vehicle discovers a need for maintenance, he/she should report it to the Director of Physical Plant.

IV. Credit cards and keys to the vehicle should be given to a member of the Maintenance Department upon return to the College or to the administrator on duty if during evening hours. Frequently, vehicles are returned too late in the day for Maintenance personnel to have access to the vehicles for refueling prior to their use the next day. Vehicles returned after 3:30 p.m., should have at least a half tank of gas. Personal debris should be removed prior to returning the car. If a vehicle is returned when the College is not in operation, prior arrangements must be made with a member of the Maintenance Department for leaving the vehicle in a secure place.

V. State Highway Department credit cards are used for fuel procurement for all college vehicles. Credit cards will be obtained from and returned to the Director of Physical Plant. It is preferable to obtain fuel from the Highway Department, but the credit card is valid at commercial gas stations.

A. The vehicles with "SG" tags must be refueled using the Motor Vehicle Division credit card. They should be refilled at a state depot such as the Highway Department. If it is necessary to refuel at a commercial station, acceptance of the credit card should be verified prior to refilling.

B. In all cases, the license tag number should be noted on all gas receipts. All gas receipts will be turned in to a member of the Maintenance Department along with the car keys and credit card upon return to the college.
VI. A log specifying date, driver, destination, department, and beginning and ending mileage is maintained in each vehicle. It is imperative that the logs be completed for each trip to provide accurate data for allocation of vehicle expenses.
It is the policy of Williamsburg Technical College to establish campus parking regulations for faculty, staff, students, and visitors. For specific procedures related to this policy, refer to WTC Procedure E-12.1.
I. All privately owned or operated vehicles driven on campus by students must be registered prior to the close of registration of the first semester in which they are enrolled. Vehicle registration is coordinated by the Student Services Division and is accomplished by completing a registration card and receiving a vehicle registration decal. There is no charge for the decal. The decal must be displayed and is valid for the remainder of the academic year. The Business Office coordinates registration of faculty and staff vehicles.

II. Students who drive an unregistered vehicle to the campus because of unusual circumstances may obtain a special parking permit from the Student Services Division. This permit must be displayed in the left front window.

III. Students who become temporarily disabled during the semester may obtain a special parking permit from the Student Services Division with appropriate medical documentation. Employees who become temporarily disabled may obtain a temporary parking permit from the President’s Office with appropriate medical documentation.

IV. The person registering the vehicle is responsible for all violations assessed against that vehicle. The Student Services Division must be notified of any changes in ownership of the vehicle, license number, address of the owner, etc.

V. Traffic and parking regulations are to be obeyed at all times. The speed limit on campus is 15 mph. Drivers must not operate their vehicles in a reckless manner. Pedestrians have right-of-way on campus, but they should exercise caution and courtesies so as not to impede the orderly flow of traffic. Violators will be ticketed.

VI. All vehicles must be parked in designated parking spaces and areas. White lines designate student parking; yellow lines designate employee parking; blue lines designate handicapped parking. Vehicles must be parked so that the entire vehicle is within the lines designating a parking space. Some spaces/lots are restricted, as marked, for use by faculty/staff and the handicapped. No parking is permitted on any access road. The parking area in front of the Administration Building (Building A) is reserved for official visitors, assigned vehicles, and emergency vehicles. Students and visitors may park in any parking space not otherwise restricted.
VII. Persons violating traffic regulations will be assessed a fine. Persons who feel that their citations for violation of a traffic regulation are unwarranted should confer with the Chief Business Officer. This action must be taken within five class days after receipt of the citation.

VIII. Fines are paid to the Business Office, and violations must be cleared within five class days after the receipt of a citation or an additional penalty will be assessed. All fines are considered debts to the College and must be paid in full before grades or requests for transcripts will be released, or before awarding diplomas/certificates/degrees. Registration cannot be completed without removing all indebtedness to the College.
It is the policy of Williamsburg Technical College to adhere to all copyright laws and provide copying facilities for use by employees in the performance of their job duties. For specific procedures related to this policy, refer to WTC Procedure E-13.1.
SECTION E – FACILITIES MANAGEMENT

I. Copier Use

A. Copying machines are located in various places throughout the campus and are for official institutional use.

B. The copying equipment available to all College personnel is to be used for instructional and administrative purposes. Copy work must be related to departmental activity; no personal copy work is permitted with these copiers. Any questions on the nature of the copying work or on possible violations of copyright laws are referred to the appropriate administrator for clarification.

C. Faculty, staff, and authorized work-study students who have received instruction on the copier can make copies at any time during school hours that the machine is not already in use. All copying will be done on a first-come, first-served basis. Employees with a large amount of copying work should yield the use of the copying machine to those with short runs as a matter of courtesy.

D. Most copying machines will only operate with a PIN number. Each of the College divisions has a PIN number. Faculty and staff members of the Instructional Division can obtain a PIN number from the office of the Dean of Instruction. All copies made will be charged to a departmental budget.

E. A coin-operated photocopier has been placed in the Learning Resources Center for the convenience of students employees, and patrons.

F. Report any problems with the machines to the Business Office/dean=s office during the day. During evening hours, report problems to the Business Office.

II. Copyright Guidelines for Printed Matter

A. Certain kinds of documents may be copied without restriction. Published works which were never copyrighted, published works whose copyrights have expired, and U.S. government
publications (not to include works published by others who received U.S. government grants or contracts) may be copied at the discretion of the user.

B. Reproduction of copyrighted material for educational and scholarly use is permitted for purposes of criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, and is not an infringement of copyright. It is the interpretation of fair use which is important, and the following factors should be considered:

- The purpose of use, e.g. commercial vs. educational
- The nature of the copyrighted work
- The amount of the work copied in relation to the work as a whole
- The effect of the use on the potential market for or value of the work

C. Guidelines for single copies for educators for scholarly research, use in teaching, or in preparing to teach include:

- A chapter from a book
- An article from a newspaper or periodical
- A short story, short essay, or poem
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

These guidelines also indicate the degree of brevity which is considered acceptable for multiple copies (one copy per student). Other fair use conditions which must be met include spontaneity and cumulative effect.

1. **Spontaneity** is copying at the instance and inspiration of the teacher. The time between the decision to use the work for maximum teaching effectiveness and the use of the material is so close that a reply to a permission request would not be received before use.

2. **Cumulative effect** refers to the maximum application of fair use that may be made over a period of time. In most cases, more than two or three uses is considered beyond the scope of fair use.

D. Any time that materials are copied, permission should be requested from the copyright holder, even if the materials copied fall under the fair use standard. If permission is later denied, the copied works can be destroyed. If approved, however, the user may keep the materials for as long as the permission is in effect.

E. Certain prohibitions include copying to create or replace anthologies, compilations, or collective works; copying "consumables" (workbooks, standardized tests, etc.); copying to
substitute for purchase; copying directed by a higher authority; copying for repeated use; copying for profit.

F. Libraries/librarians must look at additional guidelines regarding photocopy and interlibrary arrangements. Systematic photocopying of copyrighted materials is prohibited, but interlibrary arrangements, which do not have the intent of making copies in such numbers as to substitute for purchase are permitted.

G. Photocopies may be placed on reserve in the library by a teacher as long as general copyright guidelines are followed. The reserve room is considered to be an extension of the classroom, and standards apply to the reserve room as such.

H. Whenever a library offers copies either as self-service or staff-served, a notice must be displayed which states the copyright law as it pertains to photocopying, and a notice must also appear on copying request forms as well as on the reproductions. The librarian and/or staff cannot knowingly assist a patron in making illegal copies.

I. Whenever the criteria for reproducing material cannot be met, then it is necessary to obtain written permission from the publisher. Permission to copy must include:

- Title, author and/or editor, and edition of materials to be duplicated
- Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material
- Number of copies to be made
- Use to be made of duplicated materials
- Form of distribution (classroom, newsletter, etc.)
- Whether or not the material is to be sold
- Type of reprint (ditto, photocopy, offset, typeset)

J. Educational institutions are expected to establish procedures to maintain the integrity of these guidelines.

K. These guidelines have been recommended for inclusion in the copyright law, but they are not law at present. There are differing interpretations of the guidelines among educators, some more liberal than the interpretation stated here, some more conservative.
Williamsburg Technical College
STATEMENT OF POLICY

SECTION E – FACILITIES MANAGEMENT

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Supersedes Policy No. E-14 Date 3/1/98

Williamsburg Technical College provides bulletin boards for posting of the following:

A. Posters required to be posted by applicable laws and regulations.

B. Approved notices concerning Williamsburg Technical College’s programs and other matters of employee/student interest.

C. Approved departmental notices.

All postings on any boards other than Human Resources and Student Services bulletin boards are to be approved by the Director of Development and Public Relations to ensure that they are suitable both in content, grammar and design for posting on the campus. All unapproved posters or flyers will be removed at the discretion of the Director of Development and Public Relations.

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.
I. Only items having approval of the appropriate person (as indicated below) may be posted on campus bulletin boards. Items not approved will be removed at the discretion of the appropriate person. Appeals concerning items not approved for posting are to be made to the President of Williamsburg Technical College. Requests from the general public wishing to post items on Williamsburg Technical College bulletin boards will be directed to the President. Notices should only be posted in appropriate places as listed below unless with the expressed permission of the Director of Development and Public Relations or his/her designee. At no time should notices be taped to wooden, painted, or glass surfaces.

II. Classification of Bulletin Boards

A. Special or Restricted Boards

1. Messages as required by applicable laws and regulations as well as human resources notices and job openings are to be placed on the following boards. The appropriate person to see: Human Resources Manager.
   
   a. “Personnel” board near Faculty/Staff Lounge door on faculty office hall
   b. Right board in Faculty/Staff Lounge
   c. “Do Not Remove” board across facing hallway beside Library entrance in Meriwether Building

2. The Library board immediately beside the library entrance inside the library is for the express use of the library. The appropriate person to see: Library Director.

B. Faculty/Staff Lounge/Faculty Office Hallway Bulletin Boards

1. Faculty/Staff Lounge Boards: The posting of notices, news, and notes of interest to the employees of Williamsburg Technical College is permitted. The appropriate person to see: Director of Development and Public Relations.
   
   a. Left board is designated for general college postings
b. Center board is designated for CARE (Committee for Activities and Recognition of Employees) postings

2. Faculty office hallway board beside Room 253: This board is to be used for newsworthy items, notices, and newspaper clippings of interest to faculty and staff. The appropriate person to see: Dean of Instruction or his designee.

C. Student Lounge Bulletin Boards (includes canteen wall area and audio/video equipment):

1. Center board between handicap ramp doors: Posters required to be posted by applicable laws and regulations, approved notices concerning Williamsburg Technical College’s programs and other matters of student and general public interest, as well as approved departmental notices, will be displayed on these boards. The appropriate person to see: Dean of Student Services/Financial Aid.

2. Board over suggestion box: Responses to Suggestion Box items will be posted here. The appropriate person to see: Director of Development and Public Relations.

3. SGA bulletin board beneath LED sign in Student Lounge: Students are allowed to post books for sale and other items of interest on this board. The appropriate person to see: Dean of Student Services/Financial Aid.

D. General Information Bulletin Boards: These boards are for approved notices concerning Williamsburg Technical College’s programs and other matters of employee, student, and general public interest. The appropriate person to see: Director of Development and Public Relations.

1. Administration Building

   a. Movable glass-enclosed board positioned in the lobby of Building A
   b. Glass-enclosed board on wall near Room 212
   c. Glass-enclosed board on wall near Room 240 (Instruction Office)
   d. Board by Continuing Education Office
   e. Board by Institutional Research Office
   f. Glass-enclosed board on wall near Room 226
   g. Small, glass-enclosed board by Room 276 (auditorium)
   h. Board inside classrooms and by doorways in halls
   i. Board in entrance area to Suite 500
   j. Board in shop areas and adjoining classrooms
2. Meriwether Building

   a. Board between Room 141 and ladies’ restroom
   b. Board between water fountain and Room 112
   c. Board by Room 117

E. Individual Office Bulletin Boards: Boards beside faculty office doors and within individual offices are to be used to display office hours, notices of class/student interest, and items that pertain to the overall instructional realm of the College. Notices of interest to the entire campus may, at times, be posted on these boards as approved by the Director of Development and Public Relations. Otherwise, the persons responsible for these boards will be the faculty or staff members who inhabit the offices where the boards are located.
It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy Policies 4-4-102 concerning the purpose and functions of the wide area network (TECHNET) and Policy 4-4-103 concerning network acceptable use.

I. GENERAL PRINCIPLES

A. Access to computer systems and networks owned or operated by the State of South Carolina imposes certain responsibilities and obligations on students, state employees, and officials (hereinafter termed “users”) and is subject to state government policies and local, state, and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual’s rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

B. Users may be subject to limitations on their use of the networks as determined by the appropriate supervising authority.

C. Use of network services provided by the State of South Carolina may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice.

D. Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority, and the State of South Carolina is relieved of any legal responsibility therefore. Users will be personally responsible and liable for such infringing activities.

E. By participating in the use of networks and systems provided by the state, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in state disciplinary action.
SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE

F. This document may be updated on an as-needed basis and is subject to annual review.

II. SPECIFIC PROVISIONS

A. Users shall:

1. Use the network only for official class and/or state business and access only files and data that are their own, that are publicly available, or to which they have authorized access. “Official state business” for education and research purposes by entities established specifically for such purposes (e.g. schools, colleges, universities, libraries) may be more broadly interpreted in accordance with guidelines developed by such entities.

2. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

3. Protect their USER ID and system from unauthorized use.

4. Assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

B. Users shall not:

1. Use the networks for illegal, unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene, or otherwise illegal or unlawful materials.

2. Use mail or messaging services to harass, intimidate, or otherwise annoy another person.

3. Use the networks for private, recreational, nonpublic purposes including the conduct of personal commercial transactions.

4. Use the networks for commercial or partisan political purposes.

5. Use the networks or other state equipment for personal gain such as selling access to a USER ID or by performing work for profit with state resources in a manner not authorized by the state.

6. Use the network to disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer “worms” and viruses, and sustained high volume network traffic which substantially hinders others in their use of the network.
7. Attempt to circumvent or subvert system or network security measures.

8. Intercept network traffic for any purpose unless engaged in authorized network administrative duties.

9. Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks.
I. Use of Computer Equipment:

A. The College's data processing facilities and services are available for use by the following personnel and organizations:

1. Students, faculty, and staff. Computer use must be related to the institution's instructional mission or administrative needs and not used to support personal or outside commercial activities.

2. Outside organizations having comparable data processing equipment that are willing to reciprocate use of equipment under written arrangement with the data processing manager.

3. Nonprofit organizations for which the institution grants use of facilities as a community service project on written approval by the President.

4. Outside organizations or persons who, because of the unique nature of facilities or services, or because these facilities or services are the sole sources in the district, wish to use them and pay a comparable commercial use rate. The Chief Business Officer must approve such arrangements.

B. All other requests for use of data processing facilities and services are submitted in written form to the MIS Director for review and approval.

C. Employees are required to sign a statement of acceptable use for computers, network services and the internet. The statement is maintained in the Human Resources Office.

II. Computer Access (Non-PC)

Access to the computer is gained by contacting the MIS Director. The user is assigned a user name, an account, a priority, a data storage allocation, and an access level dependent on need and type of task to be performed. Instructors may request computer access by class.
III. Programming Services (Non-PC)

Programming services are obtained by making a request to the MIS Director. The MIS Director estimates the effort required and arrives at an estimated completion date for the project. The completion date is dependent on existing workload, priority of the proposed project, and resources required.

IV. Personal Computer Lab

A. The Williamsburg Technical College Computer Labs are open to students, faculty, staff, and approved persons or organizations. Students may use the lab services by presenting a current WTC identification.

B. Various instructional software and several word processing packages are available for use. Instructional software includes such topics as career planning, perspective drawing, English usage, basic algebra, electrical circuits, and computer assisted design. Additional software is frequently ordered to meet changing needs and interests. Authorized individuals may use the software in various ways such as classroom instruction, exploring a topic of special interest, or typing a term paper.

C. The hours of open lab operation may vary. The hours are posted at the beginning of each semester. A lab operator is available to assist authorized individuals desiring to use the computer lab. If you would like additional information, please contact the computer lab operator or the MIS Director.

V. Priorities

There are sufficient computer resources at Williamsburg Technical College to meet the present usage demand; therefore, contention for computer access would be very rare. In general, conflict resolution will be effected using the following priorities:

- X Students
- X Faculty
- X Administrative

On a case by case basis, these priorities may be overridden by the MIS Director with the advice and consent of the Chief Business Officer and/or the College President.
VI. Account Maintenance (Non-PC)

A. Student Accounts

Student accounts are valid for one semester. At the end of the semester, the MIS Director will remove all accounts for that semester. Instructors may request that individual student accounts not be deleted by submitting a request through the Dean of Instruction to the MIS Director. These requests will be reviewed on a case by case basis by the MIS Director.

B. Faculty/Staff

Faculty/staff accounts will be maintained as long as the individual is employed on either a part-time or full-time basis. If the employee leaves employment at Williamsburg Technical College, the account will be deleted or reassigned in the following manner:

1. Planned Termination

If sufficient notice is given by the employee/institution, the employee, immediate supervisor, and the MIS Director will review the employee's account. Files considered germane to the mission of the institution will be backed up and archived by the MIS Director. These files will be restored to the account of the individual's replacement.

2. Unplanned Termination

In the event the employee is not available to review the account, the following will be done.

(a) The MIS Director will disable the individual's account.

(b) The account will be reviewed by the employee's immediate supervisor and MIS Director.

(c) Appropriate steps as per "a." above will be taken.

VII. Assessment of Facilities and Services

Computer facilities and services are periodically assessed by students and faculty/staff through survey instruments. The Student Opinion Survey is administered annually to students, and the Administrative Survey is administered to faculty/staff every other year.
Title | COMPUTER FACILITIES AND SERVICES | Number | E-15.1  
---|---|---|---  
Division of Responsibility | President – Development and Public Relations | Approval Date | 5/24/10  
| | | Page | 4 of 4  

VIII. Maintenance of College’s Database System

The College maintains all student, alumni and personnel data as well as course and program data on the Datatel software system. It is the responsibility of the Datatel coordinator on campus to provide assistance to Datatel users in the form of consultation, evaluation, and recommendation for issues that arise.

Proper professional training, peer-to-peer resolution, and Datatel or other consortia assistance are regarded as the first steps to issue resolution. The Datatel coordinator may provide limited training and upgrade seminars, and may suggest Datatel-sponsored or sister institution-sponsored training sessions or conferences, but it is the responsibility of individual divisions to cover costs of training and to ensure that their Datatel users are professionally trained to utilize the section(s) germane to their jobs. It is also the responsibility of each division to ensure that their users are sufficiently cross-trained to cover for each other in the event one user is out.

The College maintains the server and hardware necessary to house Datatel records. A daily back-up tape of Datatel records is maintained in a fire-safe lockbox in the server room of the MIS office. A weekly back-up tape of Datatel records is maintained in a fire-safe lockbox in the vault at Williamsburg Regional Hospital. It is the responsibility of the MIS Director or his/her designee to ensure that the back-up tapes are placed accordingly to provide data security.

Should the Datatel coordinator become incapacitated, it shall be the responsibility of the MIS Director or his/her divisional supervisor to work with consortia, consultants, or outsourced professionals to ensure that the College’s Datatel activities and issues can be handled.
It is the policy of Williamsburg Technical College to provide library services and resources to support the educational mission of the College. Faculty involvement in collection development is essential and is expected of faculty within the realm of their assigned duties. Collection, development, and withdrawal of library materials shall occur on a continuing basis; procedures for this process reside in WTC Procedure E-16.1.

The mission of the Williamsburg Technical College Library is to provide students, faculty, staff, and the local community with access to resources which foster the acquisition of knowledge and skills needed to achieve their educational and personal goals. The library is dedicated to fulfilling this mission by:

- Providing the resources to be used as part of instruction and as a part of lifelong learning
- Facilitating and improving learning for all users
- Providing a variety of support services including reference, interlibrary loan, and acquisition of materials to meet the needs of users
- Cooperating in the development of area, regional, or state networks to improve operational efficiency and to enhance utilization of resources.
I. LIBRARY HOURS

Normal hours of operation for the library are 8:00 a.m. to 9:00 p.m., Monday through Thursday. During holiday periods or when classes are not in session, the library will observe the same hours scheduled for overall college operations.

II. LIBRARY INSTRUCTION

The staff of the library provides a general orientation to the library to all college orientation classes at the beginning of each semester. In-depth library instruction is available to any class upon the request of the instructor.

III. CIRCULATION

A. General

1. All individuals who borrow library material assume responsibility for that material. Each borrower should be aware of his/her loan period and should make every effort to return material promptly.

2. It is the responsibility of faculty and staff members to check out their library material in person. Students should not be sent to check out material for faculty members.

B. Periodicals

Noncurrent periodicals (magazines and newspapers) may be checked out for two days or over a weekend.

C. Reference Books

Some reference books may be circulated for one day. Reference books, by their nature, must be available in the library for quick reference at any time. This is the reason for their
purchase and, normally, reference books are never circulated. A few heavily used reference books are never circulated, such as encyclopedias, World Almanac, etc.

D. Other Books

Other books may be checked out for the duration of three weeks for faculty, staff, students, and community patrons.

E. Renewals

Faculty renewals will be made upon request if the renewal is considered important to curriculum related purposes.

IV. ACQUISITIONS

A. The library actively acquires materials which strengthen the collection, facilitate learning, and promote intellectual, professional, and cultural growth. The library acquires resources needed by students as expressed by faculty requests and usage.

B. Purchase recommendations which enhance and strengthen the collection and further the educational mission of the College will be ordered as funds are available. Justification will be given by the Library Director for any materials which are not ordered.

C. Teaching faculty, college employees, and professional researchers participate in the continuing development of the library collection as delineated by the following guidelines.

V. ORDERING

A. Employees desiring the library to purchase material should submit their educational needs to the librarian for acquisition. If not purchased, an explanation will be given.

B. Employees should submit requests to the library on the appropriate form entitled "PURCHASE RECOMMENDATIONS FOR LIBRARY MATERIAL" which may be reproduced for use as needed. The form is available in the Library. Requests by other means are accepted.

C. Material needed for curriculum support and augmentation should be requested sufficiently in advance to allow for orderly processing and timely receipt. Faculty and staff are asked to furnish as much information as possible to facilitate the ordering process.

D. Contingent upon the availability of funds, routine material orders are made from September through April to allow timely receipt and processing of materials and purchase orders before the end of the fiscal year.
E. As a standard library procedure, periodicals are generally started in September (ordered in April) so that they may all have a common expiration date and may be more effectively handled by a jobber. Funds for periodicals are limited; suggestions for additional subscriptions should be accompanied by a recommendation to drop a publication.

F. Since the library collection supplements and augments the curriculum, textbooks adopted for class use are not normally purchased. In accordance with the general library principle that materials not be purchased for one individual's use, one copy of a text may be purchased for the reserve collection for short-term student sharing (upon the instructor's request).

G. Books for students, faculty, and staff may be borrowed through interlibrary loan from other libraries when they are needed for short-term use and are not available in local collections.

H. Unresolved problems and exceptions will be referred to the dean responsible for the library.

VI. FINES OR REPLACEMENTS OF BOOKS AND PERIODICALS

Books not returned on the date due are considered overdue, and the borrower will be charged ten cents per day as an overdue fine. A fine will not exceed the cost of the book. Books lost or damaged beyond repair will be billed at the replacement cost.

VII. SUSPENSION OF BORROWING PRIVILEGES

In rare cases, it may become necessary to suspend borrowing privileges. Failure to return books, pay fines, or pay for lost or damaged books may result in loss of privileges.

VIII. RESERVE MATERIAL

A. Some library materials are needed by a large group of people for a short period of time and are designated as reserve materials by instructors. In order to ensure that reserve materials are available at the time they are needed, it is necessary to submit a "Reserve Form," available upon request, at least five days prior to the assignment date. Reserve materials may be limited to the schedule printed below:

1. Library Use Only - May not be removed from the Library.
2. Overnight - May be circulated overnight and are due back within 24 hours.
3. Three-Day Checkout - May be circulated for three days, or as designated by the faculty member.
B. Fines for overdue reserved materials will be 25 cents per day unless otherwise specified. Books which are no longer needed on reserve are removed and returned to the main circulation collection on the dates specified by the faculty member.

IX. SELECTION AND WEEDING

A. Selected materials should further educational and community service goals of the college.

B. Selection considerations applicable to library acquisitions (purchases and gifts) include:

1. The suitability and usefulness of the material to the college.
2. The permanent or timely value of the material for interest, information, or enlightenment.
3. The accuracy of the material.
4. The authoritativeness of the material and/or its author.
5. Appropriateness of the material with respect to other materials already in the collection or available from other collections.
6. The scarcity of material on the subject.
7. The cost of the material in comparison with other equally useful material.
8. The form of the material in comparison with other available forms of the same material and the quality of the physical state of the item.
9. Materials received as gifts will be evaluated by the same criteria as materials purchased. In general, materials are accepted without condition and become the property of the library to be utilized as deemed appropriate.

C. Factors to be considered in weeding materials include:

1. Lack of usage.
2. Age of material and availability of more current material on the same subject.
3. Physical condition.
4. Accuracy.
5. Availability of the material elsewhere.
6. Availability of space.
# STATEMENT OF POLICY

## SECTION E – FACILITIES MANAGEMENT

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**Division of Responsibility**  
**Business Affairs**

**Approval**  
Commission Chair:  
President:  

**Supersedes Policy**  
No. E-17  
Date 2/4/02

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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

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It is the policy of Williamsburg Technical College that institutional housekeeping will be a joint cooperative effort of all instructional (both day and night), administrative, and clerical personnel, as well as maintenance and custodial personnel. For specific procedures related to this policy, refer to WTC Procedure E-17.1.
I. FLOOR CARE

The care of all tiled floors in classrooms, offices, hallways, and restrooms are the responsibility of the Director of Physical Plant and Maintenance Department personnel and are swept daily, scrubbed or stripped, waxed, and buffed on a periodic basis.

II. CLASSROOMS AND OFFICES

Maintenance Department personnel are responsible for vacuuming of the carpeted areas and for periodic dusting and cleaning of the public portions of the offices. Administrative and clerical personnel are responsible for the neatness and attractiveness of their own respective areas.

III. WASTEPAPER OR TRASH

Maintenance Department personnel are responsible for emptying all wastepaper containers and trash containers directly related to classroom or office use. Shop trash cans are the responsibility of the instructor.

IV. OUTSIDE AREAS

Outside areas utilized by or assigned to specific departments will be the responsibility of the instructor. Maintenance Department personnel will be responsible for all other outside areas, including policing of the grounds and buildings, mowing of grass, and any other general cleanliness or appearance of the outside area.

V. STUDENTS

Students should be reminded of their responsibility to assist all College personnel in maintaining a clean and attractive campus at all times to portray to the public an attractive physical image of the College.
VI. REPORTING DEFICIENCIES

All staff and faculty are requested to advise the Director of Physical Plant of any housekeeping or maintenance deficiency they observe in any classroom, lab, office, or anywhere on campus. An email should be sent to report what the deficiency is and where it is located.
Security of classrooms and their equipment is the responsibility of the instructors using them.

Security of the laboratories or shops and their equipment is the responsibility of the instructors using them.

Administrative offices and their equipment are the responsibility of the administrative supervisor and the individuals working in that office.

Building security is the responsibility of Physical Plant personnel and the dean on duty.

Keys for classrooms, labs, shops, storage areas, and administrative areas will be issued on a need basis.

All employees must prominently display their WTC name badges at all times while on campus. Students must have a student ID and be able to present it upon request.

For local/specific procedures related to this policy, refer to WTC Procedure E-18.1.
I. Classrooms, labs, shops, storage areas, and administrative areas are assigned to an instructor, supervisor, or administrative personnel to ensure the security of the area and the equipment assigned to that area. This includes closing and locking the area when not in use.

II. Keys will be issued to only those personnel to which an area and/or equipment is assigned upon recommendation of the appropriate dean and/or institutional officer. A master file and index of keys is maintained by the Business Office. Keys are issued to faculty and staff in the areas of their responsibility. Keys shall not be loaned to students or any unauthorized person. Each instructor is responsible for security of his/her shop, tool room, classroom, and office. Keys shall not be duplicated other than by the Business Office. Anyone leaving the employment of the College must turn in all keys assigned to him/her prior to receiving his/her final payroll check. These keys are to be turned in to the Chief Business Officer. Any faculty or staff member who needs access to a particular area of the College should check with the respective dean.

III. Master keys will be issued only with the approval of the President or designee.

IV. Burglar alarm code will be issued only to those approved by the President or designee.

V. Security of any or all buildings after class at the close of the day will be as follows:

A. Individual classroom, lab, shop, storage room, or any room within that area is the responsibility of the instructor using that area.

B. Night security officer and/or dean on duty will assist or check to ensure everyone has left the buildings so the buildings can be locked and the burglar alarm activated.

C. Anyone noticing something wrong should contact the Director of Physical Plant, security officer, and/or dean on duty immediately. If circumstances warrant, an incident report should be filed by the individual reporting the incident (see policy E-10).

D. The security officer will make independent security checks during his/her tour of duty, taking corrective action when needed and reporting any incident when warranted.
VI. Identification badges are to be worn at all times by all full and part-time faculty and staff members. Name tags will be turned in upon termination of employment or retirement.

VII. Students are issued ID badges during registration. The badges are updated yearly at the beginning of the Fall Semester. Replacement badges are issued at a cost of $5.00 and are made in designated areas.
It is the policy of Williamsburg Technical College that telephones are installed primarily to conduct College business by faculty and staff members. Personal calls are permitted but should be brief and minimal. For specific procedures related to this policy, refer to WTC Procedure E-19.1.
I. Telephones are provided in administrative and faculty offices. All telephones have direct access to local and long distance services. Each department is assigned a unique Project Accounting Code (PAC) to be used in placing calls. The PAC numbers are confidential as each department is accountable for calls placed against its PAC number.

II. Except in case of emergency, classes will not be interrupted for telephone calls. Student Services will take the name and number of the person calling and notify the instructor or student so a return call can be made. A pay telephone is provided in the Student Canteen for those who need to make personal calls. All telephones in campus offices are considered business telephones and are not available for personal calls by students. Students should notify their friends and families that they may not receive phone calls except in the case of an emergency. Emergencies are considered circumstances or conditions in which property or human life is in jeopardy.
Any individual not officially associated with Williamsburg Technical College is classified as a visitor. Parking is provided for such visitors in the visitor parking lot. Signs designate student/visitor area and faculty/staff area (See policy E-14).

All visitors are welcome to the campus of Williamsburg Technical College. Any interested individual or group of individuals may visit the College and should arrange for tours by calling ahead.

Students are encouraged to invite their families and friends to visit the College. However, permission should be obtained from the instructor before inviting visitors to a class or class activity.

As a general rule, unaccompanied children below the age of 12 shall not be allowed on campus. The college does not provide a day care center for children of its employees or students.

No children shall be allowed into classrooms or labs during instructional periods unless they are invited to a class for a specific project and approved by a dean.

Children are allowed on campus to take noncurriculum courses designed specifically for them or to make use of the library.
A lounge is provided for the convenience of faculty, staff, and their guests. It is not to be used by students, or for faculty/student conferences. Employees using the lounge are responsible for cleanup of items they have used (dishes, utensils, etc.). The lounge is equipped with a stove, microwave oven, refrigerators, and a coffee maker.
Williamsburg Technical College  
STATEMENT OF POLICY

SECTION E – FACILITIES MANAGEMENT

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Williamsburg Technical College takes responsibility for: 1) the enforcement of institutional regulations and local and state laws, 2) the creation and maintenance of a safe and secure environment on campus, 3) the identification and elimination of hazards and of opportunities for crime, and 4) the establishment of effective crime prevention programs in which the college community is educated to protect life and property.

The college works alongside the City of Kingstree Police who patrol the campus on a regular basis and have jurisdiction and arrest authority. Officers may enforce all local, county, and state laws in addition to college policies and regulations.
It is the policy of Williamsburg Technical College to comply with the South Carolina Freedom of Information Act. For specific procedures related to this policy, refer to WTC Procedure F-1.1.
In accordance with the specifications of the Freedom of Information Act of 1988, as amended:

A. The Director of Development and Public Relations shall notify all news media of the time and place of all meetings of the Area Commission.

B. An agenda for the Area Commission meeting will be posted in close proximity to the meeting location (normally the lobby bulletin board at the College) at least 24 hours in advance of the meeting. If an Area Commission meeting is held off campus, a copy of the agenda for the meeting will be forwarded to the meeting site for posting in a prominent location.

C. Copies of the agenda shall be distributed to the news media present at the meetings.

D. In the event that the various news agencies do not send representatives to public meetings of the College, it shall be the responsibility of the Director of Development and Public Relations to issue a news release covering the meetings if, in the opinion of the College, the meeting produced newsworthy material. Distribution of this release shall be done as expeditiously as possible.

E. Williamsburg Technical College will make available public records for inspection by any person in accordance with reasonable rules concerning time and place of access as defined in §30-4-30 of the South Carolina Freedom of Information Act.

F. Every meeting of the Area Commission shall be open to the public unless closed for reasons outlined in §30-4-70 of the South Carolina Freedom of Information Act which would include, for example, discussions of personal and private personnel matters, contract negotiations, receipt of legal advice, or matters requiring special security.
It is the policy of Williamsburg Technical College to provide a centralized source for disseminating information to the general public to ensure accuracy and consistency of such information. For specific procedures related to this policy, refer to WTC Procedure F-2.1.
I. Should a member of the administration, staff, faculty, or student body desire to inform the general public of a significant event or occurrence of widespread interest in a timely manner, he/she should notify the Director of Development and Public Relations as far in advance as possible since deadlines of various media may vary widely.

II. After having received notice of such an event, the Director of Development and Public Relations shall consult with the originating source about the best alternatives to follow in disseminating the information and will be guided by professional standards and budgetary considerations in publicizing the event.

III. All official news releases, public service announcements, and display advertising will be distributed by the Director of Development and Public Relations to the media. A draft of each release and ad will be reviewed by the originating party prior to distribution to the media. If revisions are needed, the originating party will indicate such changes on the draft. If no changes are noted regarding the press release or ad, it will be forwarded to the appropriate media outlets by the Office of Development and Public Relations.
It is the policy of the College to advertise those activities which are appropriate for this medium of dissemination. These activities include, but are not limited to, various registration periods, special observances, ongoing programs, and other College events. For specific procedures related to this policy, refer to WTC Procedure F-3.1.
Title: ADVERTISING
Number: F-3.1

I. Funds for advertising will be the responsibility of the initiating department unless otherwise allocated by the Director of Development and Public Relations.

II. The Director of Development and Public Relations will coordinate the selection of the advertising, layout, and content of advertising copy in consultation with the initiating source in compliance with institutional purchasing policies in the State Procurement Code.

III. Proper lead time shall be given the Director of Development and Public Relations on the placement of advertising, bearing in mind the deadlines involved and the priority of the advertising. At least ten working days prior to the desired date of publication for print or electronic advertising or one month for radio or television is required.

IV. The initiating department will request the advertising via email and will prepare purchase requests if the ad is deemed to be paid for by their department.

V. Approval of all copy will be coordinated between the Director of Development and Public Relations and the initiator.
It is the policy of the College to provide an orderly method for designing, developing, reviewing, and disseminating all College publications. This policy shall apply both to printing done in house and by commercial firms, and to initial printing and reprinting of previously published materials. For specific procedures related to this policy, refer to WTC Procedure F-4.1.
Williamsburg Technical College
PROCEDURE

SECTION F – DEVELOPMENT AND PUBLIC RELATIONS

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I. DESIGN AND DEVELOPMENT

A. Any department wishing to develop or revise a publication should contact the Director of Development and Public Relations. Departments wishing to develop new publications or to revise existing ones will either develop the copy to be printed or will request that the Director of Development and Public Relations develop the copy within a realistic time frame. As much copy wording as possible should be presented to the Director of Development and Public Relations electronically in Word format. The publication's concept must first have approval of the Department Head and/or Vice President before being submitted to the Director of Development and Public Relations. In all instances, the requesting department will be responsible for accuracy of the content. The Student Affairs Division will furnish standard admission information for use in production of College publications. The Director of Development and Public Relations will be responsible for grammar, syntax, and compliance with state and federal laws.

B. The Director of Development and Public Relations will be responsible for developing the layout, taking and/or selecting photographs, and working with the printer to ensure that the publication is completed in an accurate and timely manner.

C. The Procurement Department is responsible for all procurement. Publications must be bid according to state procurement regulations. The Director of Development and Public Relations will complete the necessary paperwork and submit it with a completed requisition form to the Procurement Department in a timely fashion.

D. Any member of the staff or faculty wishing to develop or revise a publication should request the development or changes via email and should either clearly mark revisions on a hard copy or present the revisions in their entirety electronically.

E. Upon receipt of printed materials, the Director of Development and Public Relations will check the shipment to ensure that the number of pieces ordered has been delivered and that the quality of printing conforms to that outlined in the specifications. Most materials will be delivered to the proper office by the Facilities Management staff at the College.
### Section F – Development and Public Relations

**Title**

PUBLICATIONS

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**II. Dissemination**

The Director of Development and Public Relations will be responsible for compiling and disseminating to the appropriate departments and divisions all material in order to maintain an adequate materials inventory.

**III. Publication Statements**

**A.** Williamsburg Technical College, when referring to its status of recognition achieved through the Southern Association of Colleges and Schools Commission on Colleges, will use only the following statement:

Williamsburg Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Williamsburg Technical College.

**B.** The following statement of nondiscrimination will be published on the college’s website and, where space permits, all advertisements and publications:

Williamsburg Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service, in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the Vice President for Business Affairs Melissa Coker, WTC, 601 MLK Jr. Avenue, Kingstree, SC 29556 843.355.4117, who will serve as the College’s Section 504, Title II, and Title IX Coordinator.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Vice President for Student Affairs, Dr. Eric Brown, WTC, 601 MLK Jr. Avenue, Kingstree, SC 29556 843.355.4170.

When space is limited, an abbreviated nondiscrimination/equal opportunity statement will be used.
Williamsburg Technical College  
STATEMENT OF POLICY  

SECTION F – DEVELOPMENT AND PUBLIC RELATIONS

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Division of Responsibility  
President – Development and Public Relations

Approval
Commission Chair 
President

Supersedes Policy No. F-6  
Date 2/4/02

It is the policy of Williamsburg Technical College that the Development Office be the controlling office for use of the College’s photographic equipment which shall not be used without the express permission of the Director of Development and Public Relations. For specific procedures related to this policy, refer to WTC Procedure F-5.1.
It is the policy of the Development Office to keep and maintain those files peculiar to its function in accordance with the state records retention plan. These files shall include all news releases, feature stories, advertising copy, public service announcements, scripts, certain audiovisual presentations, and other items and articles generated by the Development Office. The Development Office shall also keep and maintain a photographic file including negatives, prints, and slides taken for the general use of the College.
The College does not permit the use of its name in any announcement, advertisement, publication, or report without prior approval of the Director Development and Public Relations. Any firm or its advertising agency requesting the use of pictures or facilities of the institution for sale of advertising purposes, or requesting the use of any copy relating to such pictures or facilities, should be referred to the Director Development and Public Relations.

The Director Development and Public Relations is responsible for determining whether the College's name may be used in conjunction with the particular project or service.
Williamsburg Technical College  
STATEMENT OF POLICY

SECTION F – DEVELOPMENT AND PUBLIC RELATIONS

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<td>President – Development and Public Relations</td>
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<th>Approval</th>
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<tr>
<td>Commission Chair</td>
<td>No. F-9</td>
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<td>President</td>
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of Williamsburg Technical College to solicit and accept those cash and non-cash gifts which can be used to support activities appropriate to the mission and goals of the College. The vehicle for accepting restricted and unrestricted gifts shall be the Williamsburg Technical College Foundation, Inc. For specific procedures related to this policy, refer to WTC Procedure F-8.1.
I. As a general rule, all cash and noncash gifts, including scholarship donations, will be accepted by the Williamsburg Technical College Foundation as “unrestricted gifts.”

A. With regard to unrestricted cash or noncash gifts, any member of the staff or faculty who solicits a gift or is approached by a prospective donor shall seek the advice of the Director of Development and Public Relations prior to the solicitation or before accepting the donation. No fundraising, student or otherwise, should be done without first consulting with the Director of Development and Public Relations to ensure that other fundraising endeavors are not compromised and that donors receive proper recognition and tax deduction options.

B. With regard to a “restricted gift,” the Director of Development and Public Relations must be notified before any commitment can be made to accept the gift. The Director of Development and Public Relations, upon consulting with the President and Chair of the Foundation, will coordinate with the donor and appropriate department representative any conditions to be placed on acceptance of the gift.

C. Gifts of physical property having a value in excess of $300 will be reported to the Director of Development and Public Relations for recording and releasing to the media, as appropriate, and shall be reported to the Director of Physical Plant for proper inventory control. NOTE: Staff and faculty are reminded that it is the responsibility of the donor to place a dollar value on all non-cash gifts and that the College may/may not accept the gift if restrictions or conditions are placed on the gift.

D. The Director of Development and Public Relations will ensure that a written letter is received from the donor stating the value the donor places on the gift and that the gift is unrestricted. The Director of Development and Public Relations will ensure that a letter is sent from the Williamsburg Technical College Foundation to the donor acknowledging the gift to the WTC Foundation and will maintain careful electronic and hard copy records of all donor transactions.
The President of the College will authorize a staff member or the Director of Development and Public Relations to develop proposals for special projects. The developer will obtain academic assistance, technical assistance, and special project ideas from the administration when developing and preparing proposals. For specific procedures related to this policy, refer to WTC Procedure F-9.1.
I. DEFINITIONS

Special projects are those projects funded from sources other than normal state and county appropriations. These revenues may come from federal, state, county, or municipal governments and/or private sources. They usually result from a proposal submitted by the College and are awarded in the form of a grant, contract, or donation. Use of the awarded funds is constrained by the terms of the award both as to method of expenditure and period of availability. Development of a special project proposal always requires commitment of faculty and staff time and generally requires commitment of institutional funds, equipment, and space.

II. PROPOSAL DEVELOPMENT

A. New Projects

Once the President has approved the special project, it is the duty of the respective dean to develop a viable proposal for new projects. The actual writing of a proposal will vary according to funding agency requirements.

B. Continuation Projects

The Project Director will normally be responsible for completing the application. The Project Director will be responsible for editing and compiling statistical data. The budget is jointly prepared by the Project Director and Chief Business Officer. The President must approve all budgets and applications.

III. THE PROPOSAL

The proposal is the official document used to apply for special project funds. The parts of the proposal may vary according to the requirements of the funding agency but generally consist of an application, a narrative, and a budget. Supportive information is sometimes shown in an appendix. The funding agency's final decision to approve or disapprove an award is based upon the contents of the proposal. Therefore, this document must be comprehensive and of the highest quality.
IV. RESPONSIBILITIES

A. The President of the College is the only official who may legally accept a special project award. The President is legally responsible to the funding agency for the fulfillment of all contractual obligations pertaining to the awarded funds. The Chief Business Officer acts as the President’s agent in administering these responsibilities.

B. The Project Director implements and manages the project. The Chief Business Officer is responsible for all fiscal records and management of awarded funds. A summary of these responsibilities by area follows:

1. The Staff Member:
   
a. Identification of funding sources.
b. Obtaining program information.
c. Maintaining a current special projects file.
d. Disseminating special project information to College personnel.
e. Assisting the Project Director in developing a narrative and budget.
f. Editing the proposal for conformity to funding agency requirements.
g. Submitting the completed proposal to the funding agency.
h. Informing the Chief Business Officer of all fiscal requirements.
i. Monitoring the establishment of adequate accounting records and procedures.
j. Negotiating with funding agency officials on the final details of project compliance for new grants.
k. Maintaining official special project administrative files.
l. Monitoring the submission of all special project progress and fiscal reports.
m. Keeping the President informed on special project progress.

2. The Project Director

a. Developing a detailed narrative to include the following:

   (1) An explanation - What is the project?
   (2) A justification - Why is the project worth funding?
   (3) A methodology - How will the project be implemented?
   (4) An evaluation - How will the funding agency know that the project has been successfully completed?
   (5) Clearing all contacts with the funding agency through the Chief Development Officer.
   (6) Negotiating with funding agency officials on the final details of project compliance for continuation grants.
3. The Chief Business Officer

a. Establishing adequate accounting procedures as required by the funding agency.
b. Maintaining current records of all project fiscal transactions.
c. Requisitioning and disbursing all project funds.
d. Submitting all official special project fiscal reports.
e. Clearing all contacts with the funding agency through the President.

V. Administration of Special Projects

A. The announcement of the funding of a proposal is made by a Notice of Grant Award. This award is made to the College and not to an individual. The notice is sent to the President, who formally accepts the award on behalf of the College. The Notice of Grant Award sets forth the amount of the award, the beginning and ending dates of the project, the budget period, and any special terms or constraints. The President forwards the Notice of Grant Award to the Business Office and respective deans as authorization to implement the project.

B. Upon acceptance of the award, the Project Director and the Chief Business Officer will meet to set up procedures for fiscal and physical management of the project. The procedures include:

1. Placement of the awarded revenue in a restricted account.
2. Establishment of an internal budget with account codes to comply with funding agency requirements.
3. Requests for reimbursement of expended funds are a function of the Business Office.
4. A review of special terms, reporting dates, check points, and constraints placed upon project management.

C. In case a question arises as to interpretation of project guidelines, the Project Director, with approval of the division head, will contact the funding agency for clarification. The President will make the final decision since the President is legally accountable.

VI. Administrative Outline

A. Upon receipt of a Notice of Grant Award, the principal parties will meet to establish fiscal and project management procedures.

B. The Project Director will initiate implementation of the project.

C. The principal parties will meet monthly to assess progress.

D. The Project Director, through his/her division head, will make a monthly progress report to the President, or as requested.
E. All project expenditures will be initiated, in writing, by the Project Director, approved by the division head, and expended by the Chief Business Officer in accordance with funding agency regulations and institutional policies and procedures.

F. The Chief Business Officer will requisition all project funds from the funding agency, maintain current records on all project expenditures, and submit all official fiscal reports.

G. The Project Director will maintain a complete set of project administrative records.

H. The Project Director will manage the project and maintain all project management records.

I. All contacts with the funding agency will clear through the division head.

J. All official reports will clear through the division head.

VII. Donations from Public or Private Donors for Special Projects

All donations from public or private donors shall be handled through the Office of Development and Public Relations, the President’s Office, and the WTC Foundation. Specific requirements or directions necessitating the inclusion of other personnel to fulfill the donor’s wishes will be determined by the Director of Development and Public Relations and the Executive Committee of the WTC Foundation.