

Clinton Community College

POLICIES AND PROCEDURE MANUAL

**Clinton Community College
Plattsburgh, New York 12901-4297**

UPDATED FALL 2013

PREFACE

In colleges, as in other organizations, communication is an essential process. Through communication, educational systems establish their objectives, designate and coordinate the duties and responsibilities of personnel, define their programs, utilize their resources and evaluate results.

Selection and transmission of information relative to objectives, programs, personnel, and resources of an educational institution are essential parts of this process of communication. It is with this thought in mind that this **POLICIES AND PROCEDURE MANUAL** has been compiled to interpret general procedures as well as approved policies of the Board of Trustees of Clinton Community College. An attempt has been made to organize the materials in such a manner that these materials may be utilized as a continuing resource.

Benefits specifically provided to employees through agreements with collective bargaining units (i.e., Clinton County and the Civil Service Employees Association, Inc., Local 1000 AFSCME AFL/CIO; Clinton County, Board of Trustees of Clinton Community College, and the Non-Teaching/Professionals Coalition of Clinton Community College; and Clinton County Legislature, Board of Trustees of Clinton Community College, Clinton Community College, and the Clinton Community College Faculty Association) shall not be diminished by College policies, nor shall an employee's rights under the law be diminished by any of these applicable collective bargaining agreements.

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0100 INTRODUCTION TO THE MANUAL

This Policies and Procedures Manual covers items of general interest to all Clinton Community College personnel. It is intended to give the reader a ready access to information pertaining to the College. Other sources of information on the College, its students, and its staff may be found in the College Catalog, Student Handbook, Employee Collective Bargaining Agreements, and official files.

It is anticipated that additions and changes to the manual will be made from time to time as approved by the Board of Trustees. These additions or changes shall be distributed through interoffice mail. Each employee will be responsible for keeping his/her manual current.

The policies set forth in this manual shall constitute policies of Clinton Community College for governance of the College. Nothing contained in these policies shall be construed to restrict the powers of the Board of Trustees to amend, revise, or repeal any provision. If any clause or provision of these policies is in conflict with any part of the respective Collective Bargaining Agreements, such clause or provision shall be preempted by the applicable collective bargaining agreement.

Additional policy manuals are available through the Human Resources Office and on the college's website at ww.clinton.edu.

0101 DEFINITION OF TERMS

Terms used in these policies, and at the College, unless otherwise specified, shall mean:

- A. **"University"** – State University of New York.
- B. **"College"** – Clinton Community College.
- C. **"Board of Trustees"** – The Board of Trustees of Clinton Community College.
- D. **"Sponsor"** – Clinton County, represented by Clinton County Board of Legislators.
- E. **"President"** – The President of Clinton Community College.
- F. **"Faculty/Administrative Staff"** – All professional employees – the Administration, Management Confidential, Teaching and Non-Teaching Faculty of the College and Non-Teaching/Professional Coalition members.
 - 1. Coalition – Professional staff assigned administrative responsibility. Generally, a member of the "Administration" shall be responsible for the supervision of other staff.
 - 2. Management Confidential – Professional employees who by virtue of their positions are privy to and work with sensitive, confidential material and information.
 - 3. Teaching Faculty – Professional employees with academic rank.
 - 4. Non-Teaching Faculty – Professional employees without academic rank and whose function is primarily non-instructional.

- G. **“Supporting Service Staff”** – All persons occupying positions in the classified service.
- H. **“Academic Rank”** – Rank held by those members of the faculty having titles of Professor, Associate Professor, Assistant Professor, Instructor and Lecturer.
- I. **“Professional Employees”** – All persons occupying positions designated by the Chancellor of the University as being in the unclassified service and confirmed by the Trustees as “Professional Employees.”

0200 SUNY AND THE COMMUNITY COLLEGE SYSTEM

0201 THE STATE UNIVERSITY TRUSTEES

The State University Trustees shall be responsible for approving the establishment of the Community College and its programs, curricula and budgets and for providing standards and regulations to guide and govern its operation.

0202 THE SPONSOR

The Sponsor shall be responsible for establishing the College, providing local funding, accepting title to College property, and approving the total budget as prescribed by law.

0203 THE COLLEGE BOARD OF TRUSTEES

The College Trustees, with the approval of the State University Trustees, shall be responsible for the appointment of the President, adoption of the curricula, and preparation of the budget; and, subject to the general supervision of the State University Trustees, shall discharge other such duties as may be appropriate or necessary for the effective operation of the College.

- A. The Board acts as a corporate body and decides educational matters only when in session, except that special duties may be and on occasion are delegated to individual members or to ad hoc committees by action of the Board in session.
- B. All operating functions will be decided by the Board after consultation with the President. All capital construction functions will be upon recommendation of the Board and approval of the Sponsor.
- C. Care, custody, control and preservation, protection, and management of the land, grounds, buildings, equipment and supplies is also under the jurisdiction of the Board.
- D. Major additions to or deletions from the curriculum shall not be implemented without the approval of the Board after consultation with the President.
- E. Approval of the annual budget will be acted on by the Board after due consultation with the President.
- F. The Board shall require bonding and indemnification of all employees responsible for and working with funds, and shall require an annual audit of all College funds.
- G. The Board shall act on all recommendations of the President relative to leave for any eligible full-time Faculty or staff-member who has applied. Also, changes in conditions of employment and all personnel policies will require approval of the Board.
- H. The Board shall determine policies related to travel, supporting the services of the College.
- I. The Board is empowered to award such academic degrees and certificates as are authorized by the Board of Regents and the State University Trustees.

J. A person, other than a member of the Board of Trustees, may be granted the floor by the Chair of the Board to address the Board on a subject pertaining to the College. The following Rules of Order shall apply:

1. Before speaking a person will identify himself/herself.
2. Each person will be limited to five (5) minutes of time in which to make comments.
3. The Chair may suspend the individual's privilege if deemed necessary. Comments shall be subject to the rules of order and propriety.
4. A person will conduct himself/herself in a courteous and respectful manner. No personal attacks against persons present or absent will be permitted. (adopted by Board, November 1997)

0300 GENERAL INFORMATION ABOUT CLINTON COMMUNITY COLLEGE

0301 COLLEGE FOUNDING AND BACKGROUND HISTORY

Clinton Community College, a co-educational institution chartered by the Clinton County Board of Supervisors in 1966, first opened its doors in September, 1969. Operating under the approval of the Board of Trustees of the State University of New York, it is one of 30 locally sponsored community colleges in New York State.

The buildings and 100-acre campus are dramatically situated on a bluff overlooking Lake Champlain. Once the Hotel Champlain, this facility became the permanent home of the College in 1971 when the Clinton County Legislature, upon recommendation of the Finance Committee and the College Board of Trustees, approved the purchase.

The spacious, five-story building has been transformed through a three-phase renovation program into a modern educational center. It now houses classrooms, laboratories, a library housing over 35,000 volumes, faculty and administrative offices and dining facilities.

A physical education facility was built in the early 1990s, with a gymnasium, weight room, locker facilities, and other amenities. In addition, a modern science and technology building was built in the late 1990s to house a theatre, laboratories, classrooms and offices.

Clinton Community College, located in Clinton County two miles south of the city of Plattsburgh on Route 9, lies in the midst of excellent cultural and recreational activities. This area is known for its natural beauty, popular resorts, and invigorating temperate climate. It is only about an hour's drive from Plattsburgh to Montreal to the north and to Lake Placid to the southwest. Burlington, Vermont, is but a ferry trip and short drive to the east.

Plattsburgh is easily accessible from other cities by bus, air, train, and car. Clinton County has its own airport connecting with all major air routes; flight time to New York City is a mere 90 minutes. Only a few minutes from the College, the scenic Northway (Interstate 87) connects Plattsburgh with Albany and joins the New York State Thruway.

0302 MISSION/VISION/VALUES STATEMENTS

(ADOPTED BY BOARD DECEMBER 19, 2006)

Mission Statement:

Building on a strong foundation of academic excellence and responsiveness to community and regional needs, we strive to provide "learner-focused" educational experiences through a wide array of transfer, career, and life-long learning programs, partnerships with our local K-12, vocational, and university neighbors, and emphasis on access, opportunity, and empowerment for the broad range of students we serve.

Vision Statement:

Clinton Community College will position itself as a comprehensive provider of educational opportunities to help students bridge academic, economic, technological, and cultural divides, participate in local and global societies and prepare them for the 21st century workplace.

Values Statement: As stewards of Clinton Community College's "learner-focused" mission, the following values form the core of our individual and shared commitment to educational excellence:

1. **Focus on the Student:** First and foremost committed to student success, CCC is deeply attentive to understanding—and providing for—the diverse learning needs and styles associated with our comprehensive teaching mission.
2. **Access, Opportunity, and Empowerment:** In service to our open enrollment mandate, we are committed to offering access to educational opportunities that provide students relevant learning and career paths and empower them to pursue their professional and educational goals.
3. **Respect:** All members of the CCC community are committed to fostering a collegial and collaborative environment defined by principled advocacy for student needs and where all perspectives are valued and given voice.
4. **Community:** We are committed to being an integral and responsive contributor to the educational, economic, and social vitality of the community. We believe that "community" is about acknowledging difference and finding commonality. To that end, a hallmark of our contribution is the promotion of the wealth of diversity of thought, belief, and experience all our community members bring to the College and greater Clinton region.
5. **Quality:** The College's commitment to high standards and excellence is reflected in our adherence to and promotion of these core values. We believe that meeting the needs of our students is successfully achieved through continuous assessment of our application of these values—and the outcomes they engender—as the driving force of our teaching and responsiveness to the community.

Strategic Planning Priorities (prioritized on Strategic Planning Day 4/13/06)

- Build community within Clinton Community College
- Embrace a holistic approach to student success
- Build on the existing quality of learning at the College and make it the hallmark of Clinton Community College
- Place a renewed emphasis on, and aggressively address, the learning needs of adults in the service region
- Pursue a strategy of targeted and strategic growth
- Become an active player in the regional economic development
- Build Educational Bridges
- Position the College as a community resource and as a hub for community development

0303 REPRESENTATION AND GOVERNANCE AT CCC

The structure of representation and governance of Clinton Community College shall consist of the following bodies:

Board of Trustees – a voting body whose membership, policies, and committees are established by New York State education law and according to its own by-laws.

Faculty Council – a voting body whose membership, policies, and committees are established according to its own by-laws.

Faculty Student Association – a self-supporting not-for-profit organization, governed by its own by-laws, whose responsibilities are to establish, operate, manage, and promote services that further the educational, extracurricular, working, and living activities at Clinton Community College.

CCC Foundation – a not-for-profit organization, governed by its own by-laws, whose goal is to support the mission of the College by providing additional resources.

The above voting bodies, governed by their own by-laws, may be altered or dissolved only as stipulated by those by-laws. The College Communication Council must be notified and this document amended to reflect such changes.

President's Cabinet – a non-voting body chaired by the President whose membership includes, but is not restricted to, all administrators reporting directly to the President. The Cabinet meets at least monthly for discussion and to advise the President. The following permanent committees report to the Cabinet: Health and Safety, College Professional Development, Commencement, Calendar, Strategic Planning, Affirmative Action.

Academic Council – a non-voting body chaired by the Vice President for Academic Affairs whose membership includes, but is not restricted to, all those reporting directly to the Vice President for Academic Affairs. Academic Council meets at least monthly for discussion and to advise the Vice President.

Student Affairs Council – a nonvoting body chaired by the Vice president for Student Affairs whose membership includes, but is not restricted to, all those reporting directly to the Vice president for Student Affairs. Student Affairs Council meets at least monthly for discussion and to advise the Vice President.

Clerical and Maintenance Employees Council – a nonvoting body chaired by the President whose membership includes all clerical and maintenance employees. The Council meets at least monthly for discussion and to advise the President

College Communication Council – a nonvoting body that consists of the College President and one representative elected for a two-year term from each of the following groups: teaching faculty, non-teaching faculty, administrative support staff, maintenance and clerical support staff, students, Board of Trustees. With the exception of the

College President, who is a permanent member, all members are elected to serve two-year terms. The College Communication Council will meet at least monthly or at the request of any members.

The Council has responsibility for helping to maintain effective communication College-wide by serving as an additional opportunity for representation and by encouraging open communication, overseeing the creation of representative bodies and committees to help avoid duplication or conflict of effort, and acting as a monitor of campus climate by providing the opportunity to address concerns regarding issues of governance and representation. Members are charged with the responsibility to bring forth for discussion, as requested, matters of concern to the groups they represent.

The above nonvoting bodies may be altered or dissolved only at consensus of the members and with notification of the College Communication Council and the amendment of this document to reflect those changes.

Additional nonvoting bodies may be created with the consent of those represented and notification of the College Communication Council and the amendment of this document to reflect those changes.

REGULATION OF COMMITTEES

Permanent committees may be created or dissolved according to their by-laws, through collective bargaining agreements made by specific bargaining units with the College, or with the agreement of the bodies they serve, with notification of the College community through the College Communication Council.

Permanent advisory committees may be established by any academic department or program, or any organizational area of the College, by notifying the President, who will inform the College Communication Council and keep a record of such committees. Advisory committees will also be listed in the College Catalog. Advisory committees may be discontinued in the same way.

0304 ADMINISTRATOR IN CHARGE (adopted by Board August 19, 1987)

0304A POLICY

In the absence of the President from campus for half a day or more, there shall be in place a chain of administrative responsibility in order that the College may continue to be administered in accordance with established policy and procedure.

0304B PROCEDURE

The President shall appoint a person who will act as administrator-in-charge. The person appointed shall be so notified and advised of the scope of responsibility. Appropriate college staff and administrative personnel will be notified of the appointed administrator-in-charge and the duration of his/her responsibility.

STANDARDS OF CONDUCT FOR THE MEMBERS OF THE BOARD OF TRUSTEES, ADMINISTRATORS, FACULTY, AND STAFF OF CLINTON COMMUNITY COLLEGE

Section 1

Pursuant to the provisions of Section Eight Hundred Six of the General Municipal Law, the Board of Trustees of Clinton Community College recognizes that it is proper and necessary to establish rules of ethical conduct for the Members of the Board of Trustees, Administrators, Faculty and Staff which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in the operation and conduct of business of Clinton Community College. It is the purpose of this standard to promulgate these rules of ethical conduct.

These rules shall serve as a guide for official conduct and shall not conflict with, but shall be in addition to any prohibition of Article Eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of all municipal officers and employees or quasi-municipal officers and employees.

Section 2: Standards Of Conduct

A. Professional Manner

Appearance and behavior will be presented in a professional manner befitting an individual's official capacity as an officer or employee of Clinton Community College.

B. Equipment

College supplies, telephones, computer use, network and software, copiers, vehicles, or other equipment shall not be used for anything other than College business. Employees should have no privacy interest or right to privacy with respect to computers, e-mail, or voice mail. The College reserves the right to review and inspect these items.

C. Gift

Direct or indirect solicitation, acceptance or receipt of any gift having the value of twenty-five dollars (\$25.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, shall not be made under circumstances in which it could be inferred that the gift was intended to influence an officer or employee or could reasonably be expected to influence

in the performance of official duties or was intended as a reward for any official action on the officer or employee's part.

D. Confidential Information

Confidential information acquired in the course of official duties shall not be disclosed or used to further personal interest.

E. Representation Before One's Own Agency

Any agreement, expressed or implied, shall not be received or entered into for compensation for services to be rendered in relation to any matter before any municipal agency of which a College employee is an officer, member or employee, or of any municipal agency over which he/she has jurisdiction or the power to appoint any member, officer or employee.

F. Representation Before Any Agency For A Contingent Fee

Any agreement, expressed or implied, shall not be received or entered into for compensation for services to be rendered in relation to any matter before any agency of the employee's municipality, whereby compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

G. Disclosure Of Interest In Legislation Of Any College Business

To the extent that a Member of the Board of Trustees and any officer or employee of Clinton Community College, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any matter before the Board of Trustees shall publicly disclose, on the official College record, the nature and extent of any direct or indirect financial or other private interest they have in such matter.

H. Investments in Conflict With Official Duties

Officers or employees shall not invest or hold any direct or indirect investment in any financial, business, commercial, or other private transaction which creates a conflict with official duties.

I. Private Employment

Soliciting, negotiating for, or promising to accept private employment, or rendering services for private interests shall not be engaged in when such employment or services creates a conflict with or impairs the proper discharge of official duties.

J. Future Employment

Officers or employees shall not, after the termination of service or employment with the College, appear before any Board or agent of the Board of Trustees of Clinton Community College in relation to any case, proceeding or application in which they personally participated during their tenure which was under their active consideration. This prohibition shall remain in effect for a period of two (2) years, commencing from the date of termination.

K. Influence

Conduct shall not give reasonable basis for the impression that any person can improperly influence or unduly enjoy an employee's favor in the performance of official duties, or that the employee is affected by the kinship, rank, position or influence of any party or person.

L. Violation Of Trust

A course of conduct shall be pursued which will not raise suspicion among the public that employees are likely to be engaged in acts that are in violation of trust.

Section 3

Nothing herein shall be deemed to bar or prevent the timely filing by any present or former officers or employees of any claim, account, demand or suit against the Board of Trustees of Clinton Community College or Clinton Community College on behalf of themselves or any member of their family arising out of any personal injury of property damage or for any lawful benefit authorized or permitted by law.

Section 4: Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Section 5: Nepotism

No College officers or employees may appoint, employ, promote, advance or recommend a relative to any position over which they have supervisory control unless full disclosure is made to the President and the Board of Trustees. Any individual who is related to the employee as a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, half-brother, or half-sister, or person residing in the same household shall be considered a "relative" for the purpose of this section.

0305A Student Code of Conduct (adopted by Board , December 17, 2002)

This document is available in the Catalog and in the Student Handbook and is updated annually.

0306 LINES OF COMMUNICATION

Channels of communication are considered to be from the Board of Trustees through the President via the governance and management system.

Unless specifically delegated, no one other than the President or the Chairperson of the Board shall communicate official business with the State University of New York, the Sponsor and Clinton Community College's Board of Trustees.

0307 EQUAL EMPLOYMENT OPPORTUNITY POLICY

Clinton Community College is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment and/or educational opportunities without being subject to harassment or unlawful discrimination in the workplace. As with unlawful discrimination based on sex, and sexual harassment, it is Clinton Community College's policy to provide an employment and educational environment free from unlawful discrimination and harassment based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status.

0308 Affirmative Action Handbook

This document and the following policies are available in the Douglas Library, the Human Resources Office, on the College's webpage and in the public folders.

0308A POLICY AGAINST HARASSMENT AND DISCRIMINATION/BIAS

0308B POLICY AGAINST SEX DISCRIMINATION AND SEXUAL HARASSMENT

0309 FACULTY COUNCIL

The Faculty Council is an advisory body to the President and Board composed of Faculty, Non-Teaching Faculty, and certain Administrative Staff of the College. Its purpose is to review and make recommendations in the areas of curriculum, academic standards, assessment, cultural affairs and programming, and student affairs.

0310 HEALTH SERVICES ON CAMPUS

The Clinton Community College Health Office (Room 149) is staffed with a Registered Nurse and provides health services to students and staff Monday through Friday, 8:00

a.m. to 4:00 p.m. during the Fall and Spring semesters. Services are also available in the summer when day session classes are being held.

Services provided include first aid, blood pressure screening, referrals, and health information. Health records of students are also on file in the Health Office.

In the event of a medical emergency when the Health Office is closed, contact the Switchboard Operator by dialing extension 299. Identify your location and the nature of the problem and request assistance from Security and instruct the Operator to call 911. If no one is at the switchboard, call 911 directly. If two people are in the victim's presence, one should call Switchboard and the other should call 911. The purpose of calling Switchboard first is to get AED to victim as quickly as possible and notify security by dialing the switchboard at extension 299.

All injuries or accidents on or involving College property must be reported to the College Nurse(Room 149). If an individual is unable to report an accident/incident, it must be reported by any College staff who witnessed or has knowledge of the accident/incident. All full-time students at Clinton Community College are covered by a mandatory accident policy and must report injuries to the College Nurse as soon as possible following the injury (within 24 hours). College staff who are injured in the workplace should report immediately to the College Nurse for first aid and to complete an accident/incident report and workmen's compensation forms.

0311 HEALTH AND SAFETY AND SECURITY

At Clinton Community College, the health and safety of its students, staff, and visiting public is of great concern. The College has established a Health, Safety, and Security Committee comprised of administrators, faculty, non-teaching faculty, support staff, and students to act in an advisory capacity on health, safety, and security issues. This committee meets monthly to review the College's health, safety, and security policies and practices. For information, contacts can be made through the College Nurse, or the Human Resources Officer.

0312 N.Y.S. "RIGHT TO KNOW" LAW

(Public Health Law, Article 48)

According to New York State's "Right To Know" Law (Public Health Law, Article 48), employers must inform employees of the health effects and hazards of toxic substances at the worksite and institute education and training programs for employees routinely exposed to toxic substances before initial assignment and annually thereafter. Material Safety Data Sheet (Form OSHA-20, as required by the Federal and State law for each toxic substance at the College will be available in the Stafford Center. The MSDS sheet details specific conditions and properties of chemical substances in a product. The purpose of said MSDS is to inform the chemical product user of safe handling and storage methods, appropriate personal protective equipment (PPE) along with specific spill cleanup and disposal procedures.

0313 FREEDOM OF INFORMATION LAW

In accordance with the Freedom of Information Law L. 1974, Chapters 578-580, Public Officers Law, Article 6, Rules and Regulations of Public Access to Records at Clinton Community College were established, and a copy is available in the Office of the Vice President for Administration. To provide continuity and consistency, the College has designated the Vice President for Administration as the Records Access Officer. The disclosure of public records is only to be made by the Records Access Officer.

0314 SPECIAL INTEREST GROUPS

Requests are sometimes received from special interest groups or organizations not directly related to a College sanctioned activity to sell products, distribute information, maintain a booth or table, proselytize on campus, conduct activities, post information, or release lists of student names, addresses or telephone numbers to external organizations. The policy of the Board of Trustees of Clinton Community College is to disapprove any such requests from these groups or organizations.

Any request to post information on College bulletin boards by non-College recognized or affiliated groups must receive prior approval from the Vice President for Student Services.

0315 Federal Educational Rights and Privacy Act (FERPA)

Annually, Clinton Community College informs students of this Act. This Act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Copies of the policy can be found in the Registrar's Office.

The College will not release lists of student's names, addresses, or phone numbers to external organizations without the prior written consent of the student except as authorized by the Solomon Act.

0316 Fundraising Policy

The Board of Trustees of Clinton Community College formally establishes the Clinton Community College Foundation, Inc., as the sole fundraising arm of the College. The Foundation will provide for acceptance and administration of these funds in such a fashion as may be appropriate to the various funds, their source and their purpose. All off-campus fundraising requests must be submitted in advance and approved by the Dean of Development & Alumni Affairs. Off-campus fundraising request forms can be obtained from the Office of Development & Alumni Affairs in Room #231 of the main academic building.

0316 Identity Theft Prevention Program Effective May 1, 2009 (Adopted 5/19/09)

PROGRAM ADOPTION:

Clinton Community College developed this Identity Theft Prevention Program pursuant to the Federal Trade Commission's Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This program was developed with oversight and approval of the Clinton Community College Board of Trustees. After consideration of the size of the College's operations and account systems, and the nature and scope of the College's activities, the Board of Trustees determined that this Program was appropriate for Clinton Community College, and therefore approved this Program effective May 1, 2009.

PURPOSE:

The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

1. Identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the program;
2. Detect red flags that have been incorporated into the Program;
3. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to students and to the safety and soundness of the creditor from identity theft.

The program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

DEFINITIONS:

Identity Theft is a fraud committed or attempted using the identifying information of another person without authority.

A **Red Flag** is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Program Administrator is the individual designated with primary responsibility for oversight of the program.

Identifying Information is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, or routing code.

A **Covered Account** includes all student accounts or loans that are administered by the College.

IDENTIFICATION OF COVERED ACCOUNTS:

Clinton Community College has identified five types of accounts, three of which are covered accounts administered by the College and two of which are administered by a service provider.

College covered Accounts:

1. Refund of student loan credit balances
2. Refund of PLUS loan credit balances
3. Deferment of tuition payments

Service provider covered accounts:

1. Resident Hall payment plan administered by Faculty Student Association, refer to Oversight of Service Provider Arrangements on page 5
2. Bad debt collection administered by Security Credit Systems Inc., refer to Oversight of Service Provider Arrangements on page 5

IDENTIFICATION OF RED FLAGS:

In order to identify relevant red flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The College identifies the following **Red Flags** in each of the listed categories:

Suspicious Documents

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing student information.

Suspicious Personal Identifying Information

1. Identifying information presented that is inconsistent with other information the student provides (example; inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. Social security number presented that is the same as one given by another student;
6. An address or phone number presented that is the same as that of another person;

7. A person fails to provide complete personal identifying information on an application when reminded to do so; and
8. A person's identifying information is not consistent with the information that is on file for that student.

Suspicious Covered Account Activity or Unusual Use of Account

1. Change of address for an account followed by a request to change the student's name;
2. Mail sent to the student's permanent address is returned as undeliverable;
3. Notice to the College that an account has unauthorized activity;
4. Breach in the College's computer system security; and
5. Unauthorized access to or use of student account information.

Alerts from Others

1. Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

DETECTION OF RED FLAGS:

Student Enrollment

In order to detect any red flags associated with the enrollment of a student, college personnel will take the following steps to obtain and verify the identity of the person "opening the account":

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification).

Covered Accounts

The program will detect red flags relevant to each type of covered account as follows:

1. **Refund of student loan credit balances** – requests from current students must be made in person by presenting a picture ID or in writing. The refund check can only be mailed to an address on file or picked up in person by showing picture ID.

Red Flag – Picture ID not appearing to be authentic or not matching the appearance of the student presenting it; signature on written request not matching signature on file for the student.

2. **Refund of PLUS loan credit balances** – As directed by federal regulations (US Department of Education) these balances are required to be refunded in the parent's name and mailed to their address on file within the time period specified. No request is required.

Red Flag – None as this is initiated by the College.

3. **Deferment of Tuition Payments** – Requests for payment plans are made in person or by phone and mailed to the permanent address on file. Student signature is required.

Red Flag – None.

4. **Resident Hall Payment Plan** – Students must contact an outside service provider (the FSA) and provide identifying information to them.

Red Flag – None, see Oversight of Service Provider Arrangements.

5. **Collection of Bad Debts** – Identifying information is provided by the College to an outside service provider as authorized in the tuition payment plan signed by the student.

Red Flag – None, see Oversight of Service Provider Arrangements.

Protect Student Identifying Information

In order to prevent the likelihood of identity theft the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to covered account information are password protected;
4. Limit use of social security numbers;
5. Ensure computer virus protection is up to date;
6. Require and keep only the kinds of student information that are necessary for college purposes.

RESPONSE TO RED FLAG DETECTION:

The Program shall provide for appropriate responses to detected red flags to prevent and mitigate identity theft. If a red flag is detected the Vice President of Student Affairs will be notified. The Vice President will appropriately respond to the relevant red flags as follows:

1. Deny access to the covered account until other information is available to eliminate the red flag; or
2. Contact the student; or
3. Change any passwords, security codes or other security devices that permit access to a covered account; or
4. Notify law enforcement; or
5. Determine no response is warranted under the particular circumstances.

PROGRAM ADMINISTRATION:

Oversight of the Program

Responsibility for developing, implementing and updating this Program lies with the Vice President of Administration/Business Affairs. As Program Administrator the Vice President will be responsible for ensuring appropriate training of College staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

Updating the Program

This Program will be periodically reviewed and updated to reflect changes in risks to students and the soundness of the College from identity theft. At least once per year the Program Administrator will consider the College's experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the College maintains and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will update the Program.

Staff Training

College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected.

Oversight of Service Provider Arrangements

The College shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts.

0318 LOST AND FOUND (5/19/09)

Periodically items are lost (misplaced) by students, college personnel and guests, these items are turned in and held at the reception desk and these lost and found items are held at this central location while an e-mail announcement is made on the campus indicating items have been found and how they may be recovered. Those items that remain unclaimed are held and twice per year, near the end of each semester, these items are auctioned off, and in this way, the number of unclaimed items is reduced. A similar procedure occurs in the residence halls where the central repository is the Security Office. All monies received from the sale of the lost items will be used to assist the Child Care Center.

0400 ACADEMIC PROGRAM

The Vice President for Academic Affairs, under the direction of the President, is responsible for the entire academic program, which includes the Learning Resources Center, Network and Information Services, division of Workforce Development, Continuing Education, and Community Services. and all academic divisions and departments. The academic divisions are divided into five areas: Humanities, Nursing and Allied Health, Math and Science, Social Science, and Business and Technology.

0401 ACADEMIC POLICIES

Clinton Community College, in order to carry out its academic mission and goals, must be a place of free inquiry. Students and faculty members must be free to seek information in the library, in the classroom, in the laboratory, in the many fields of study, and in the words of campus speakers.

0402 POLICIES CONCERNING CAMPUS SPEAKERS (UPDATED 12/16/08)

Without freedom of inquiry, true intellectual responsibility and courage can never be realized. Therefore, faculty members and student groups recognized by Clinton Community College are encouraged to invite speakers representing various points of view to the campus.

1. The appearance of invited speakers on the campus does not involve an endorsement, either implicit or explicit, of the speaker's views by this College, its students, its faculty, its administration, or its Board of Trustees. Clinton Community College is not required to take a stand either for or against the ideas presented by any speaker.
2. A reasonable honorarium as deemed appropriate by the President's Office may be paid to speakers engaged strictly for instructional purposes; all expenses, if applicable, of other speakers must be borne by the sponsoring group.
3. The College assumes no obligation to provide an audience for invited speakers.
4. All invited speakers must observe the laws of the United States, the State of New York, and the rules of Clinton Community College.
5. The inviting faculty member or organization is responsible for appropriate and realistic planning for such an event.
6. A student group will inform the Vice President for Student Services of Clinton Community College in writing at least two (2) weeks prior to the proposed scheduled event concerning the subject to be discussed and the names of all guest speakers who will be invited to the event.
7. A faculty member inviting a speaker to other than regularly scheduled classes will inform the Vice President for Academic Affairs in writing at least two (2) weeks prior to the proposed scheduled event concerning the subject to be discussed and the names of all guest speakers who will be invited to the event.

8. To assure that various aspects of an issue will be critically examined, invited speakers shall submit to questions from the audience immediately following their presentation.
- B. Speakers who have NOT been invited to campus:
1. The South East side of the HPER building on the lawn is the designated place on campus for those wishing to exercise their freedom of speech rights and who have not been invited to speak on campus.

0403 ACADEMIC RANK

FULL-TIME TEACHING FACULTY RANK and PROMOTION CRITERIA

Teaching faculty and librarians are accorded academic rank. The college assigns the ranks to incoming personnel based upon experience and education.

INSTRUCTOR

This is the beginning level faculty title usually assigned to the inexperienced teacher as he/she starts his/her academic career. While a master's degree is expected, the bachelor's degree plus some graduate study may be accepted. Experience, special training and personal accomplishments might replace formal higher education, particularly in technical fields and in special programs. Conditions of employment will be added to the appointment, such as the understanding that a certain degree or credential will be obtained within a reasonable time-frame. No previous teaching experience is usually required.

ASSISTANT PROFESSOR

A master's degree in the subject matter area or significant study beyond the baccalaureate level is required. At least three years of teaching experience at the collegiate level or equated public school teaching experience (2:1) or field experience; special training or personal accomplishment may be substituted in part, especially in the technical fields or special professional programs.

ASSOCIATE PROFESSOR

Possession of a master's degree in the academic subject matter is required, and a doctorate is desired. In the technical fields and special programs, significant experience, special training or personal accomplishments may be considered in lieu of degrees. In most cases, at least five years of collegiate level teaching experience or equated public school teaching experience (2:1) and/or experience beyond the baccalaureate degree should be expected before attainment of this rank.

PROFESSOR

Possession of an earned doctorate is expected but not an absolute requirement. In the technical fields and in special programs, significant experience, special training or personal accomplishment may be considered in lieu of the doctorate degree. In almost all cases, more than 10 years of education and/or experience beyond the master's degree, should be expected before attainment of this rank.

PROMOTION CRITERIA:

Faculty members who have consistently and outstandingly performed at Clinton Community College may be eligible for promotion in accordance with the following criteria:

INSTRUCTOR TO ASSISTANT PROFESSOR

Completion of a master's degree or significant study beyond the baccalaureate degree. Three years of collegiate teaching or equivalent experience, of which, at least two years of teaching must be at this College, and recommendations of peer review committee and administrative review, based on the qualities which determine the effectiveness of the faculty member in performing prescribed duties and responsibilities, his/her general contribution to the aims of the College, and professional growth.

ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

Meet all qualifications of Associate Professor rank with at least four years of satisfactory teaching experience in the rank of Assistant Professor at this College and recommendations of peer review committee and administrative review, based on the qualities which determine the effectiveness of the faculty member in performing prescribed duties and responsibilities, his/her general contribution to the aims of the College, and professional growth.

ASSOCIATE PROFESSOR TO PROFESSOR

Meet all qualifications of the Professor rank with at least five years of satisfactory teaching experience in the rank of Associate Professor at this College and recommendations of peer review committee and administrative review, based on the qualities which determine the effectiveness of the faculty member in performing prescribed duties and responsibilities, his/her general contribution to the aims of the College, and professional growth.

0404 POLICY GRANTING EMERITUS STATUS TO FULL-TIME FACULTY AND LIBRARIANS

In recognition of long and distinguished service to the College, emeritus status may be granted to full-time faculty and librarians who meet the following conditions:

1. have been employed at Clinton Community College for a minimum of fifteen (15) years of consecutive full-time service,
2. have achieved the rank of Professor
3. have retired in accordance with college policy, and
4. have made "significant and lasting contributions" related to the culture and student life of the College.

Granting of the Professor/Librarian Emeritus status is not an entitlement. The College President has the responsibility to implement, execute and administer this policy.

(BOT 4/19/11)

0405 WEEKLY COLLEGE HOUR

The weekly "College Hours" of Monday, Wednesday, and Friday from 12:00 p.m. to 1:15 p.m. are set aside with no scheduled classes or make-up sessions. The purpose of this time is to make available a consistent block of time for all faculty and students for enrichment and college-related activities (including guest speakers, professional development seminars, and workshops).

0406 FIELD TRIPS

Faculty are encouraged to organize field trips within their course work, limited by budget allowances and College policy. Requests, in writing, through the appropriate Division Coordinator and/or Dean to the Vice President for Academic Affairs should be submitted at least two (2) weeks in advance of the planned trip. A Field Trip Request Form should be used for this purpose. A list of the names of students who will be participating should be attached to the form. The faculty member organizing the field trip must publish the student list for all faculty prior to the field trip. No student should be kept from going on an institutional field trip, nor should they be penalized for going. It shall be the student's responsibility to contact his/her instructors for makeup assignments for any work missed.

Personal vehicles shall be used only when College vehicles are not available. Faculty shall be reimbursed for mileage expense for the use of their own personal vehicles for authorized field trips in accordance with the regular travel allowance for actual miles traveled.

Students are not allowed to travel to and from field trips in their own vehicles because the college insurance would be liable for any accidents during these trips.

Students are allowed to drive + when college personnel are not available. However, their names must be submitted to the Vice President for Administration at least FOUR WEEKS prior to the date of travel. This is necessary because a motor vehicle record check must be completed before a student can be authorized by our insurance carrier to drive.

All field trips are to begin and end at the college. Students are not allowed to meet the class at the destination, nor can students be picked up or dropped off at a predetermined location.

Students should not be charged to attend field trips. The cost of all field trips should be included in the department budget. Only the Clinton Community College Board of Trustees can establish tuition and fees. Faculty cannot establish a fee to attend a field trip without the approval of the Board.

0407 STUDENT RECOGNITION PROGRAM

The College shall annually hold an Awards Convocation to recognize the academic achievements of its students. The Convocation shall be planned and presented by the academic area of the College, under the direction of the Vice President for Academic Affairs. Specific awards to be presented shall be at the discretion of the Vice President for Academic Affairs in consultation with the faculty in each academic division or department of the College.

The Vice President for Academic Affairs shall budget for the cost of the Convocation and be responsible for all expenditures related thereto.

The Convocation shall be scheduled on a day and time when student participation will be maximized.

0408 PROHIBITION OF CORPORAL PUNISHMENT

The Board of Trustees of Clinton Community College has adopted a policy PROHIBITING CORPORAL PUNISHMENT, thereby placing Clinton Community College in compliance with the policy established by the New York State Board of Regents.

Corporal Punishment means any act of physical force upon a student for the purpose of punishing the student.

Exceptions:

- a. To protect oneself from physical injury;
- b. To protect another student or teacher or any person from physical injury;
- c. To protect the property of the College or others; or
- d. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of College functions, powers, and duties, if that student has refused to comply with a request to refrain from further disruptive acts.

0409 POLICY ON CHILDREN ON CAMPUS

Students, faculty, and staff with small children must receive explicit permission from an instructor allowing them to bring a child with them to class. Such permission should be used sparingly and should take into account the best interest of all of the students in the class. Faculty should not take their own children to their classes when instructing. Under no circumstances should a child be allowed to accompany a parent or guardian in the laboratory class.

Student, staff, or faculty may not leave a young child unattended in any area on campus and/or in any building on campus. All young children must be accompanied in all restroom facilities of the College.

0410 PROCEDURE FOR CURRICULUM REVIEW AND COURSE PROPOSALS

Procedures for curriculum review and/or new course proposals may be obtained from the Chair of the Curriculum Committee of the Faculty Council or from the Office of the Vice President for Academic Affairs.

0411 GRADEBOOKS

A record of attendance and performance (grade) must be maintained for each course section taught at Clinton Community College. Gradebooks are normally distributed prior to the beginning of each semester. The gradebook shall be a complete record of student enrollment in a course, dates of class meetings, attendance, and a record of the students' performance.

Mid-term grades must be noted in the mid-term grade column. The "P" grade is not permissible for a mid-term grade. Both mid-term and final grade reporting are required by the College. Grades are to be submitted in writing on the form provided by the College Registrar. Due dates for grade reporting are to be strictly adhered to.

Final grades must be noted in the final grade column.

Gradebooks MUST be turned into the Vice President for Academic Affairs' office at the end of each semester. No exceptions will be made.

0412 LEROY M. DOUGLAS, SR., LIBRARY

The LeRoy M. Douglas, Sr. Library is located on the second floor of the George Moore Academic and Administrative Building. Named for the first chair of the Board of Trustees of Clinton Community College, the library provides an array of information services to meet the academic mission of the college. It houses approximately 38,000 volumes and maintains a collection of 117 print magazines and journals as well as thousands of book and periodical titles online. The library is fully automated with an online catalog, 29 computer stations, a state-of-the-art library classroom for bibliographic instruction and library research skills classes, and a Teaching and Learning Center (TLC) for professional development opportunities. The library's Media Services department has an outstanding collection of videotapes, audiocassettes, compact discs, and DVDs as well as media equipment. Reference services are available during library hours to assist patrons in selection and locating materials.

0413 ACADEMIC PROGRAM ADVISORY COMMITTEES

Academic Program Advisory Committees are made up of individuals from the community who have first-hand experience in the occupational/educational areas being serviced. The committees provide a valuable two-way system of information sharing and understanding between Clinton Community College and the community. The Advisory Committees advise the professional staff regarding a specific instructional program. Specific Committee functions are:

1. Community Surveys
2. Course Content Advisement
3. Student Placement
4. Marketing/Recruiting
5. Evaluation of Equipment and Facilities
6. Assessment of Staffing Needs
7. Program Evaluation

CLINTON COMMUNITY COLLEGE ADVISORY GROUPS

- Vocational Programs Advisory Council
- Nursing Program
- Medical Laboratory Technology Program
- Criminal Justice Program
- Human Service Assistant Program
- Business Programs
- College Entry Program
- Distance Learning

0414 TEXTBOOK ORDERING POLICY

Book orders are normally requested on the following schedule:
 (Bookstore manager sends textbook adoption forms to the Division Coordinators.
 Electronic textbook adoption form also available on CCC website.)

For Fall Semester:	Request by Bookstore	1 st week in Mar
	Request Due to Bookstore	Middle of Apr
For Spring Semester	Request by Bookstore	1 st week in Oct
	Request Due to Bookstore	1 st week in Nov
For Summer Sessions	Request by Bookstore	1 st week in Mar
	Request Due to Bookstore	1 st week in Apr

Faculty are asked to submit and process their book orders using the “Textbook Order Form” available through their Division Coordinators or the electronic textbook order form available on the CCC website under Faculty and Staff: Information for Faculty & Staff members at CCC.. When a number of faculty are involved in teaching the same course, they are encouraged to standardize as much as possible on textbooks. Faculty are encouraged to adopt textbooks for at least two or three year periods of time.

0415 SUNY TUITION REIMBURSEMENT PROGRAM

The State University of New York offers CCC an important source professional development funding by providing tuition reimbursement for full-time faculty and professional staff who pursue formal coursework. Campus allocations are subject to change each year.

Eligible Clinton Community College personnel may apply for these funds using the forms available in the Human Resources Office. The requests are funded on a “first-come, first-served” basis. The College President has discretion on the percentage of tuition reimbursement granted and the maximum number of credit hours.

The waivers are good for enrollment in both undergraduate and graduate level coursework at other SUNY colleges and universities. IRS rulings govern whether or not the amount of the waivers are subject to federal and state taxes.

0500 ADMINISTRATIVE SERVICES

Administrative Services at Clinton Community College are supportive services to the academic and operational areas of the College. This includes all of the financial, logistical, budgetary, maintenance, and clerical services.

0501 FINANCES

The fiscal policies and management of the College are in accordance with applicable New York State and federal laws, and with the laws and regulations prescribed by the State University Trustees and promulgated by the Clinton Community Board of Trustees. The College's Chief Fiscal Officer, the Vice President for Administration/Business Affairs, administer these.

0502 AGREEMENTS/CONTRACTS/APPOINTMENTS

All Clinton Community College Agreements/Contracts must be submitted to the Vice President for Administration, the President, the Vice President for Academic Affairs of the College, or the Vice President of Student Affairs, as appropriate, for signature. A copy of each Agreement/Contract must be provided to the office of Vice President for Administration/Business Affairs.

The Board of Trustees of Clinton Community College delegates to the President of Clinton Community College the authority to appoint members of the college staff pending ratification by the Board of Trustees at the next regularly scheduled meeting following the appointment. (updated by Board resolution, December 19, 2000)

0503 PURCHASING

The Vice President for Administration/Business Affairs oversees the purchasing of all materials, equipment, and supplies. A Purchasing Manual is available in the Vice President for Administration's Office and as an appendix to this document. Forms are available electronically in a public folder.

0504 Equipment

A variety of equipment is available at Clinton Community College for use by its faculty and staff in the performance of duties. Equipment assigned to a given room or location is not to be moved from that area without first obtaining permission. Permission is received by filing a "Permission to Change Equipment Location" form from the Office of the Assistant Controller. Audio-visual equipment is available through the Douglas Library. To schedule or use audio-visual equipment, refer to the process as outlined in the Media Services public folder available on the College network.

College equipment is available and at the disposal of faculty and staff for their use on campus or at designated off-campus centers in carrying out their responsibilities. College equipment is not to be loaned or used for personal or private benefit.

Permission to take or use equipment off campus may be given for use other than specified above, provided such use is College related. Authorization must be received from the Vice President for Administration.

An inventory of all College equipment is on file in the Office of the Assistant Controller. If equipment is discovered missing or damaged, please immediately notify the Assistant Controller. For missing equipment, provide a written statement of what is missing, serial numbers, model, and College decal number, if known. For damaged equipment or equipment in need of repair, write a statement of the condition needing attention.

The College considers equipment purchases as an investment. In order to invest wisely, a purchasing procedure for the approval of equipment purchases has been developed. This procedure calls for the review and approval of all requests, by the Equipment Committee. This Committee has representatives from all areas of the College and is charged with aligning our equipment spending with our Strategic Plan.

0505 KEYS, NAME BADGES, TELEPHONES, AND MAIL

0505A KEYS

All key requests should be submitted in writing to the Buildings and Grounds Department by a supervisor or department head using a "maintenance work order request" (request forms may be obtained in the Public Folder for the Buildings and Grounds Department or at the switchboard.). Upon approval by both the supervisor/department head and the Director of Buildings and Grounds, the key(s) will be issued and charged out by a designee. Keys are NOT to be DUPLICATED or TRANSFERRED to other staff. Each person assigned keys will be responsible for them. The security of the campus and equipment requires care in use and protection from loss of these keys. Loss of any assigned key is serious and must be reported to the Director of Buildings and Grounds immediately. Keys must be returned to the Director of Buildings and Grounds at any time the keys are no longer needed and at the termination of employment.

0505B EMPLOYEE NAME BADGES/ID CARDS

At the beginning of an employee's tenure with Clinton Community College, he/she will be issued a name badge. The name badge will not include a birth date, and hence is not usable for proof of age. The badge is primarily used for safety purposes and customer service and to identify employees of Clinton Community College.

The Douglas Library will issue employees a Library Card which will allow access to the College Library and to the Feinberg Library on the PSUC campus.

0505C COLLEGE TELEPHONES

Each employee is assigned a telephone access code (obtained from the Assistant Controller's Office). This code is necessary to make any outside or off-campus calls. All telephone calls made from the College's telephones must be for College business.

0505C1 VOICE MAIL

Clinton Community College has a voicemail system. Use of this constitutes the user's consent to college interception, monitoring or accessing of all communications sent to or received by the user, at any time, whether business-related or not. This monitoring may be conducted without notice to ensure that the system is being used for business purposes only.

Voicemail messages should be viewed in the same manner as written communications. Users should take the same precautions to ensure the propriety of the content of their communications. Messages should contain clear, concise, and specific information. The use of obscene, discriminatory, harassing or otherwise inappropriate messages is prohibited.

Employees shall abide by the code of ethics in their use of voicemail system. In particular, soliciting or rendering services for private interests shall not be engaged in when such employment or services creates a conflict with, or impairs the proper discharge of official duties.

Failure to abide by the College's policy on use of the voicemail system may result in disciplinary action, up to and including termination. (adopted by Board, May 15, 2001)

0505D MAIL

A central mailroom (Room 128M) is located on the first floor of the main building. All incoming and outgoing mail goes through this office. Each office or employee is assigned a mailbox in the mailroom. Incoming mail is delivered to the College by the United States Postal Service and will be sorted and distributed to the appropriate mailboxes daily upon arrival. Mail should be picked up from the individual mailboxes daily. Outgoing mail must be brought to the mailroom each day by 3:00 p.m. for sorting and stamping. Mail will leave the campus at 3:00 p.m. daily.

0505E CELL PHONES (ADOPTED BY BOARD OF TRUSTEES 4/17/07)

Policy: Clinton Community College establishes guidelines for the purchase and use of cell phones for college-related business. Employees whose duties and responsibilities warrant, may be provided with cell phones. *College-related business* is any use in the course of performing specific job-related duties on behalf of and to benefit the college.

Procedures:

1. Cell phone service provided to an employee is for business use and anything other than incidental private use is prohibited.
2. The President's Office will be responsible for the determination of what employees/areas need cell phones for College business purposes.

3. Cell phones provided to employees will be purchased and owned by the college. Employees are responsible for the safekeeping and care of the cell phones they are assigned.
4. Baseline cell phone equipment and the most economical usage plan that meets business needs must be chosen.
5. All costs associated with cellular telephone service are charged to the department utilizing the equipment. Such costs include but are not limited to purchase of equipment; service initiation; monthly fees; per-minute cost of calls in excess of calling plan; roaming fees; maintenance and repair of equipment and programming; and replacement of lost or stolen equipment.
6. Cell Phones will be used in accordance with all state laws governing such use.

Approved Cell Phone Holders:

President	Security
Vice President Administration/Business Affairs	Student Services
Vice President Academic Affairs	Athletics
Vice President Student Affairs	Buildings and Grounds Director
Human Resources Officer	Dean of Development/Alumni Affairs

0506 MAINTENANCE WORK

The Buildings and Grounds Department is responsible for maintenance and cleaning of the College facilities and grounds. All offices or departments that require maintenance work beyond the routine tasks performed in their areas must submit a “maintenance work order request” (work order) to the Buildings and Grounds Department. Forms may be obtained through the public folder for the Buildings and Grounds Department or at the switchboard. Forms must be filed at least one week in advance of the required completion date. Forms should be signed by the originator of the work order request and approved by the department head.

0507 PAYROLL/DIRECT DEPOSIT

Payroll is maintained and administered by the Payroll Officer. Employees of the College are paid biweekly on alternating Thursdays. Teaching faculty and other ten-month employees may elect to receive their pay on a twenty-one or twenty-six pay schedule. All twelve-month employees will be paid on a twenty-six-pay schedule. Forms for the election of pay periods are available in the Human Resources Office and the Bursar’s Office. The payroll schedule for the year will be provided at the beginning of each fiscal year. Clinton Community College’s fiscal year is **September first through August thirty-first**. The College also offers voluntary direct deposit of net pay for College employees. Details of this plan are available from Human Resources or the Payroll Office.

0508 TRAVEL

Approved professional travel for College staff is administered by the Business Office. Travel packets are available at the switchboard that explain both the travel policies of the College and

the procedures to follow in scheduling and filing travel expenses. Completed travel forms must be filed with the Purchasing Office.

All College personnel will be asked to submit their operator's/chauffeur's license to the office of the Vice President for Administration. A photocopy will be made and forwarded to the College's insurance carrier.

0509 CREDIT CARD MARKETING POLICY (1/17/06)

Prohibition. The advertising, marketing, or merchandising of credit cards to students on the campus of Clinton Community College is strictly prohibited.

Penalty. Any individual visitor, licensee, or invitee on said campus found violating this policy shall be banned from the campus for a period of two years and any credit card issuer represented by said visitor, licensee, or invitee shall be banned from the campus for a period of one year. Any student, faculty, or other staff found violating this policy shall receive a warning and be prohibited from any and all future credit card marketing on the campus.

Exemptions. This policy does not apply to any advertising, marketing, or merchandising of credit cards by either the college or an agent of the college to non-students, nor does it prohibit the advertising, marketing, or merchandising of credit cards to students through direct mail, newspapers, magazines, or within any banking institution located on the campus.

0510 PROCESSING CENTER

The Processing Center, located in Room 136, will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday, when the College is open. Work-orders are necessary in order to process the request and to charge the appropriate cost center. The Work-order forms are available in the Processing Center, Switchboard, and the Continuing Education Office. Completed work-orders **must be submitted at least 48 hours in advance of time required.**

At examination time, Faculty should submit exams well in advance of administration date to allow the processing center staff adequate time to complete the work.

Processing Center **staff are not permitted to do work of a personal nature.**

The processing center staff are responsible for the "confidentiality" of tests and other data given to them.

0511 COPYRIGHT POLICY

Copies of Clinton Community College's Copyright Policy are located at the Processing Center, the Learning Resources Center, and posted near a variety of photocopiers located throughout the campus.

0512 POLICY ON USE OF PHYSICAL FACILITIES (REVISED 2/16/2010)

Purposes

Facilities of the College should be used for purposes for which they were designed and according to the following activity-based priorities:

1. Academic Programs.
2. Extra-Curricular Programs, including Athletics.
3. College Affiliated Groups (Foundation, Alumni, etc.).
4. Non-College Group Functions.

The use of College facilities shall be generally limited to groups engaged in educational, cultural, social or charitable activities. Specific Board approval is required for uses by groups for purposes that are primarily profit-oriented. This, however, does not rule out educational activities that may also enhance the user's profit potential. An example of this would be training sessions or classes for members of a professional group or trade association designed to enable the participant to serve society more effectively.

Clinton Community College campus facilities are available for community use when they are not being used for college classes and activities. All dates are subject to availability.

As a community college, Clinton Community college wishes to cooperate and accommodate local business and industry requests if at all possible.

Requests for serving alcoholic beverages require Board of Directors approval.

0600 COLLEGE RELATIONS

The College Relations Office is responsible for the marketing and promotion of the majority of College programs and activities via news releases, advertising, publications and the College website. Input for both publications and advertising comes from a variety of sources. Advertising input is sought from the President, Vice President for Academic Affairs, Vice President of Student Services, Dean for Continuing Education, and the Director of Admissions. Input for publications (catalog, view book, program brochures) is sought from Division and/or Program Coordinators, the Deans and Human Resources.

Position Vacancy advertising is also handled by the College Relations Office. Prior to placement of the ad, the copy must be approved by the appropriate Vice President, Human Resources Officer, and the President. The College Relations Office will work with the Human Resources Officer to determine publication dates. Placement of ads will depend upon the scope of the position being advertised. Ads should be submitted at least one week prior to desired publication date.

0700 Human Resources

The Human Resources Officer is responsible for the overall management of the College's personnel and human resources policies and practices. Although the Human Resources Officer is responsible for coordinating and enforcing policies relating to human relations functions, responsibility for performing these functions rests with all managers and supervisors within the College.

The Human Resources office assists in the development and implementation of all personnel policies and procedures, which are established as a means to carry out the management process.

Clinton Community College has established a series of human resource policies to serve as guides for staff. Policies are necessary to provide uniformity and consistency in the work environment. Written policy statements can serve as invaluable aids in orienting and training staff, administering disciplinary action, and resolving issues of concern. The following sections will consist of established personnel policies and prescribed practices.

0701 Policy on Employment Verification and References

- (1) Requests for verification of employment or employment references shall be submitted in writing to: Human Resources Officer, Clinton Community College, 136 Clinton Point Drive, Plattsburgh, NY 12901.
- (2) A request for verification for employment shall be submitted with a written authorization/consent to release information, signed by the current or former employer. A copy of this release may be forwarded by the requesting authority, if the authorization allows for the use of a copy of the document in lieu of an original. Verification requests submitted to Clinton Community College without the individual's signed release/consent will be denied.
- (3) The Human resources Officer, on behalf of Clinton Community College, shall respond to verification requests in a timely manner. Clinton Community College shall limit their response to the following information and upon request only: Name; Last Known Address; Position(s) Held; Dates of Employment and Termination (if applicable); Salary and Wage Information.
- (4) A copy of the employment verification will be maintained in the current or former employee's personnel record.
- (5) If a request for employee verification is received by any employee of the college such request should be forwarded to the Human Resources Officer without response by the employee.
- (6) No comment will be made as to the reason for termination (if applicable) or the performance of the employee or former employee.

Professional References:

Current or former employees of Clinton Community College are not prohibited from granting professional references on behalf of colleagues and co-workers. Professional references, both orally and in writing, must include the following disclaimer statement:

“The information provided represents the exclusive opinion and beliefs of the author, personally, and does NOT represent the response of Clinton Community College, it’s Board of Trustees, Officers, Administrators or assigns. Official verification of this individual’s employment with Clinton Community College should be obtained by writing to: Human Resources Officer, Clinton Community College, 136 Clinton Point Drive, Plattsburgh, NY 12901.” (adopted by Board, August 21, 2001)

0702 ABSENCES

Absences from the College for illness, vacation, conferences or personal reasons require the filing of appropriate forms, following the guidelines established for the specific forms. The forms to be used by teaching faculty, administrators, non-teaching faculty, and professional and support staff are available in the Human Resources Office. Each form must be signed and approved by the immediate supervisor and/or department head. Once completed, it is to be submitted to the Human Resources Office.

0703 Policy on Family Leave (adopted by the Board on February 20, 2001, Revised September 16, 2008)

Clinton Community College, a community college organized under the New York State Education Law, sets forth a Family Medical Leave Policy in accordance with the Federal Family Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq.*), which was enacted on February 5, 1993. Clinton Community College is covered under Title I of the Family Medical Leave Act, effective February 5, 1994.

Eligibility

All full-time and part-time employees who have been employed by Clinton Community College for at least twelve months and who have worked a minimum of 1,250 hours during the 12 month period prior to the requested leave, shall be eligible for up to 12 weeks of family and medical leave during each calendar year.

Benefits Under Existing Collective Bargaining Agreements

Benefits specifically provided to employees through agreements with collective bargaining units (i.e. Clinton County and the Civil Service Employees Association, Inc. Local 1000/AFSCME AFL & CIO; Clinton County, Board of Trustees of Clinton Community College and the Non-Teaching/Professionals Coalition of Clinton Community College; and Clinton County Legislature, Board of Trustees of Clinton Community College, Clinton Community College, and the Clinton Community College Faculty Association) shall not be diminished by this resolution, nor shall an employee’s rights under the Family Medical Leave Act be diminished by any of these applicable collective bargaining agreements.

Leave Requirements

An eligible employee shall be entitled to 12 weeks of leave during each calendar year for:

- (1) the birth of a son or daughter (entitlement expires when the child is 1 year old);
- (2) the placement of a child in the employee's home as a result of adoption or foster care (entitlement expires 1 year after the child is placed);
- (3) the serious health condition of the employee; or
- (4) the physical or psychological care of an immediate family member (child, spouse, or parent) who has a serious health condition.
- (5) "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of this statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency". In the interim, employers are encouraged to provide this type of leave to qualifying employees.

Leave shall be calculated based on the employee's workweek. Multiple-day FMLA absences that last more or less than a week shall be prorated accordingly.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This military caregiver leave is available during "a single 12 month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Definition of Terms

CHILD – biological, adopted or foster child, stepchild, legal ward or child of person acting as a parent, who is either under 18 years of age or 18 years of age or older but incapable of self-care because of mental or physical ability (as defined by the ADA).

PARENT – biological parent of an employee or an individual who acted as employee's parent when the employee was a child.

SPOUSE – husband or wife as defined or recognized by the State of New York for purposes of marriage. Common law marriage is not recognized in New York State. Unmarried domestic partners do not qualify.

SERIOUS HEALTH CONDITION – an illness, injury, impairment, or a physical or mental condition that falls into one or more of the following:

- inpatient care in hospital, hospice or residential medical facility
- period of incapacity of more than 3 consecutive calendar days that also involves continuing treatment by a health care provider
- period of incapacity because of pregnancy or for prenatal care
- period of incapacity or treatment for such incapacity because of a chronic health condition, such as asthma
- period of incapacity that is permanent or long-term because of a condition for which treatment might not be effective
- multiple treatments for a condition that would likely result in a period of incapacity of more than 3 consecutive calendar days without such treatment

Cosmetic or other voluntary treatments, which are not medically necessary, are not serious health conditions unless inpatient care is required.

Unless complications arise, the following conditions are EXCLUDED from the definition of serious health conditions: the common cold, the flu, earaches, upset stomachs, minor ulcers, headaches other than migraines, and routine dental, orthodontia problems and periodontal disease.

HEALTH CARE PROVIDER – doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state where he/she practices, or any other person determined by the Secretary of Labor to be capable of providing health care services. Health care providers include: any health care provider that is recognized by the employer or accepted by the group health plan, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation), nurse practitioners, nurse midwives and clinical social workers who provide diagnosis and treatment, Christian Science practitioners, a health care provider who practices in a foreign country and who is authorized to practice under the laws of that country, and any health care provider from whom Clinton Community College's group health plan's benefit manager will accept certification of the existence of a serious health condition.

Substitution of Paid Leave

An eligible employee qualifying for Family Medical Leave must utilize their accrued paid leave (sick, personal, vacation, other) concurrently with such FMLA leave entitlement. An employee is not required to utilize their accrued paid leave if the leave is due to a qualifying serious health condition resulting from the employee's work-related injury covered under the Worker's Compensation Law. Under these circumstances, the FMLA leave shall run concurrently with a paid worker's compensation absence. Paid sick leave normally allowed, that is not due to a serious health condition, does not diminish the allowable twelve weeks per year under this policy. Unpaid FMLA leave shall be granted to an eligible employee who does not have any accrued paid leave or who exhausts their accrued paid leave prior to the expiration of their allowable FMLA leave.

Health Insurance Benefits

Clinton Community College shall continue to maintain an employee's coverage for a maximum of 12 weeks under its group health plan during the FMLA period under the same terms and conditions as when the employee was on the job. If the employee fails to return for reasons other than the serious health condition of the employee or an immediate family member, Clinton Community College may seek recovery of all the premiums paid during the unpaid leave from the employee.

Reinstatement Rights

An employee shall be restored to his/her former position or positions or to an equivalent position with equivalent pay, benefits and other conditions of employment upon return from a FMLA leave. Employees shall not accrue benefits, other than health insurance coverage, during the unpaid leave period. Seniority shall be pursuant to the applicable collective bargaining agreement. Employees shall not lose any benefits or seniority accrued prior to their leave.

Spouses Employed By the Same Employer

If spouses work for the same employer, they are entitled to a total of 12 weeks of leave per 12-month period for childcare or to care for a sick parent. This limitation does not apply to leave due to a serious health condition of the employee.

Intermittent Leave

Intermittent or reduced schedule leave may be taken when “medically necessary” for leave due to a serious health condition. Certification from a health care provider is required, stating the medical necessity, the expected duration and the schedule of such leave. An employee may be required to transfer temporarily to an available alternate position with equivalent pay and benefits, if the position better accommodates the recurring leave periods and the needs of the department.

Notice

All employees requesting leave under this policy must submit a Leave of Absence Request form, indicating the specific reason for their absence and the estimated amount of time of the absence. An employee must give 30 days notice before the leave begins, if possible. If the event occurs with less than 30 days, the employee is required to provide such notice as is practicable. Ordinarily this means at least oral notification within one or two working days from when the employee learns of the need for the leave. An employee must make a reasonable effort to schedule treatment so as not to disrupt unduly the operations of the department, in cases of leaves based upon the employee’s or family member’s serious health condition involving foreseeable planned medical treatment.

Medical Certification

Employees are required to submit a “Certification of Health Care Provider” form developed by the Department of Labor and available from the Human Resources Office, within 15 days of the FMLA request, or as soon as reasonably possible due to the circumstances. The College may request a second medical opinion. In this situation, the College shall designate the health care provider and be responsible for the second opinion expenses. The College may require a third opinion, at the College’s expense, if the first and second opinions differ. The medical provider shall be approved jointly by the College and the employee. The third opinion shall be binding on the parties. While on leave, employees must provide recertification regarding the status of the medical condition and their intent to return to work. Leave of absence forms must be renewed with supporting medical documentation every six weeks. A Physician’s Release is required upon the employee’s return to work.

Posting

Notice advising employees of their rights under the Family & Medical Leave Act are posted on the official College bulletin board outside the Bursar’s Office. In addition, all employees shall receive a copy of this resolution.

Clinton Community College shall not interfere with an employee’s exercise of rights under the Family Medical Leave Act or discriminate against any employee for opposing unlawful practices under the Act or for participating in any proceedings related to the enforcement of the Act.

0704 HOURS OF OPERATION

Clinton Community College’s hours of operation are from 8:00 a.m. through 9:30 p.m. Monday through Thursday, from 8:00 a.m. to 4:00 p.m. Fridays, and from 8:00 a.m. to 12:00 p.m. on Saturdays. This schedule is in effect from the Monday of the last two full weeks of August through graduation, except for Mid-semester and Spring breaks (generally when classes are not in session).

The hours of operation for most offices during the academic year are:

8:00 a.m. – 4:30 p.m. Monday – Thursday (Entire year)

8:00 a.m. – 4:00 p.m. Friday except during Summer, 8:00 – 1:00 on Friday

Breaks and lunch hours are to be scheduled so that all College offices are open to serve students, personnel, and visitors during these hours.

The buildings on campus will be open Monday through Thursday from 7:00 a.m. through 9:30 p.m., Friday from 7:00 a.m. through 4:30 p.m., and Saturdays from 7:30 a.m. through 4:00 p.m.* The buildings will be closed on Sunday.

*There may be exceptions to this schedule based on building, classroom, and workshop scheduling.

Access to Campus during Summer Hours: Employees who work on Friday and after 1:00 during the weekends must notify Buildings and Grounds by contacting the Assistant to the Director of Buildings and Grounds/Security Pager (574-1183 or 593-0777). A clipboard and sign in/sign out sheets will be placed in two centralized locations on campus, one location being the windowsill of Switchboard. The operator will place this clipboard on the windowsill before leaving each Friday during summer hours so that it is accessible. The other location will be on the reception counter in the Stafford Building across from the theater. If you are unable to inform Buildings and Grounds that you will remain on campus, please sign in and out on the clipboard so that they can check these centralized areas. This request is made only so that we know who is on campus in the event of an emergency. It will ensure safety of employees on campus should the building(s) need to be evacuated.

0705 COLLEGE CLOSING

In the event that it becomes necessary to close the College or to cancel classes due to bad weather, the following will occur:

1. The decision by the College Administration to close the College or to cancel classes will usually be made between the hours of 6:00 – 6:30 a.m.
2. Once the decision is made to close or cancel classes, local radio stations will be notified and asked to announce the closing. Tune to those stations for information. Announcements will indicate whether all College classes (day and evening) have been cancelled. Faculty and staff are encouraged to update their voice messages (by dialing 562-4390, extension number, enter password, select #4, change greeting, #3 ring no answer) to communicate with students and the community.
3. In the event that it becomes necessary to cancel evening classes, the decision usually will be made between 3:00 – 3:30 p.m. Notification procedures will remain as detailed in item #2 above.

Board Resolution adopted February 15, 1994:

During periods of inclement weather such as snowstorms, ice storms, or extreme cold or heat, the College administration will make the decision as to whether the college will be officially closed. When the college is officially closed, all employees* other than Buildings and Grounds staff will be excused from work. Employees will not be required to charge the time against their benefit time. On occasions when inclement weather conditions exist and the college is not officially closed, employees may make a conscientious decision to either remain home or to leave the campus early. If this decision is made by the employee, that person must then charge the lost time to benefit accruals (i.e., Personal Time or Vacation Time). Any exceptions to this policy will be at the discretion of the President of the College.

*College employees who are members of C.S.E.A. Inc. should refer to Article 40, Section 7 of the Collective Bargaining Agreement by and between the County of Clinton and the Civil Service Employees Association, Inc. for further clarification on the college closing policy.

0706 VACANCY PROCEDURES POLICY

FULL-TIME OR PART-TIME PERMANENT PROFESSIONAL POSITIONS

VACANCY - Once a letter or notice of resignation, or retirement is received, a non-reappointment determined, or a new position authorized, the appropriate Dean/Vice-President must be notified. In the case of resignation or retirement, the President must be notified through the Human Resources Officer. All resignation letters must be addressed to the President of the College.

The President will authorize the filling of any vacancy and its effective date, after consultation with the Board of Trustees, and will notify the appropriate Dean/Vice-President that they may begin the search process.

SEARCH COMMITTEE - The appropriate Dean's/Vice-President's office shall present a list of nominees for the Search Committee, and a recommendation for the Chairperson, to the President of the College through the Human Resources Officer. The President shall appoint the Search Committee, with the Chairperson designated, and the President's office will notify the appropriate Dean/Vice-President and each committee member of their appointment. The Human Resources Officer may serve as an ex-officio member of each Search Committee.

VACANCY ANNOUNCEMENT - A draft of an announcement/advertisement will be submitted by the department or division where the vacancy exists to the Human Resources Officer via the appropriate Dean/Vice President. Along with the draft, a list of recommended or desired publications to run the announcement in should be presented to the Human Resources Officer.

The Human Resources Officer will review the announcement/advertisement for all appropriate compliances. All advertisements will solicit responses to be sent to the Human Resources Office. Once the announcement is completed the Human Resources Officer shall forward it to the College Relations Officer for publication.

The announcement/advertisement should include a general sense of the position and it should closely relate to the position's job specifications. The announcement must include a statement in some form that proclaims that the College is an Affirmative Action and Equal Opportunity Employer. ("EO/AEE")

Copies of the announcement/advertisement will, where appropriate, be sent to the following locations and/or publications:

- a) New York State Department of Labor's local office.
- b) Clinton Community College's Learning Resources Center.
- c) CCC's Bulletin Board outside the Human Resources Office.
- d) Other New York State Community Colleges.
- e) Plattsburgh Press Republican.
- f) Albany Times Union.
- g) Chronicle of Higher Education.
- h) CCC Webpage
- i) Others as appropriate to a particular position.

ANNOUNCEMENT - All responses to the position announcement will be directed to RESPONSES the Human Resources Office. A file folder will be established for each position to be filled. The Human Resources Office will acknowledge receipt of all responses. The Human Resources Officer will review all of the responses for general applicability to the Position Duty Statements (Job Specifications).

INTERVIEW - Prior to beginning the actual interviews, the Search Committee will PREPARATION meet with the Human Resources Officer and College President to review the practices and procedures for the interview.

Search Committees should establish a Matrix and a series of questions to ask the applicants that are job specific or job related. The questions must be carefully reviewed to eliminate any potential bias. A list of legal and illegal questions is available in the Human Resources Office. As an ex-officio member of each Search Committee, the Human Resources Officer is available to assist each committee.

The selection process will be based on the candidates provided information in comparison to the qualifications for the vacant position. Recommendations will be made to the appropriate Dean/Vice-President.

The Search Committee, in cooperation with the appropriate Dean/Vice-President, will establish a schedule of interviews. Each candidate to be interviewed will be contacted by either the Search Committee or the Human Resources Office. This would be at the discretion of the Search Committee.

Generally three persons will be interviewed for a position. Exceptions to this practice must be approved by the appropriate Dean/Vice-President and the President.

The interview process must be consistent for each of the candidates being interviewed. If a member of the committee is unable to participate in all of the interviews they should refrain from voting on the final candidate.

The interview process must be highly structured to provide the best type of information needed to make a comprehensive and sound selection. It also will help to avoid potential questions of impropriety or bias. A good set of characteristics for a structured interview are:

- 1) Base the interview exclusively on job duties and requirements critical to job performance;
- 2) Utilize questions that are situational, job knowledgeable, and experiential;
- 3) Have an understanding of what you are looking for in answers for your questions (Benchmarks);
- 4) Consistently apply the same procedures to each candidate to ensure that they are given exactly the same chance;
- 5) Document the interview of each candidate for future reference or legal challenge.

INTERVIEW - The interview should be scheduled allowing enough time for the solicitation of information from the candidate and for a free exchange of information between the committee and the candidates.

The Committee should begin the interview by establishing the objectives and scope of the interview. The Committee needs to immediately establish and maintain rapport with the candidates. They need to be active listeners and to pay attention not just to the candidates verbal responses but also to their non-verbal responses. (Body language)

The Search Committee must also be aware of what they are communicating to the candidate both verbally and non-verbally.

The committee must provide information as honestly and freely as possible and separate out fact from fiction. Above all the committee must avoid stereotypes, biases, beautyism, and judging a candidate on the basis of one strong or weak point from which they place a high value.

SELECTION - Once the interviews are completed each member of the Search Committee, who sat in on all of the interviews, should rank or score all of the candidates. The committee chair will forward the committee's list of strengths and weakness of each candidate to the appropriate Dean/Vice-President (i.e. Academics, Student Services, or Administrative Services). If there is an intermediate manager the memorandum of recommendation should be directed to the Dean/Vice-President through the manager.

(Example:
To: Dean Smith
Through: Associate Dean Parker)

The written search committee report should include the number of applicants interviewed and their names. The memorandum should also include a brief statement as to the candidates' strengths, attributes and general qualifications for the position.

The Dean/Vice-President will review the memorandum and submit a written recommendation, along with the Search Committee's report, to the President of the College through the Human Resources Office. The Vice President, or his/her designee, shall conduct reference checks on the applicant deemed most qualified for the position. Reference checks shall include current and previous employers, as well as reference contacts. The Human Resources Office shall provide the VP, or his/her designee, with a standardized form of questions for use in conducting the reference checks.

Following reference checks, the applicant shall be contacted informally and a date as to when the applicant will begin should be established, contingent upon the Board's approval of the recommendation. It is imperative that the Human Resources Officer be apprised of all stages of the selection process.

Final action will be based upon the President's recommendation to the Board of Trustees and their subsequent enactment of a resolution to appoint.

When an internal applicant for the position is not the successful finalist for the position, he/she will be notified by the applicable Vice President, prior to the Board of Trustees official appointment of the successful applicant.

APPOINTMENT-The President's office will notify the respective Dean/Vice-President and the Human Resources Officer of the Board's action. The Human Resources Officer will contact the Search Committee Chair.

The successful candidate may be contacted by either the Dean/Vice-President or his/her designee and formally offered the position. The new employee must be notified that they must report to the Human Resources Office upon their initial day of employment. The Human Resources Office will process all documentation relative to their employment. A “New Employee Orientation” will be provided.

The appointment letter will be issued out of the President’s office to be returned signed, by the candidate, within ten days of its receipt.

Once the successful candidate accepts the position, all of the other applicants will be notified that the position has been filled. This notification will be generated from the Human Resources Office.

If at all during this process an applicant contacts a member of the College in regard to the status of the search they should be referred to the Human Resources Officer to maintain some uniformity in response.

0707 VACANCY NOTICES

College vacancy notices will be posted in the “Employment Opportunities Notebook” located in the Douglas Library, on the bulletin board located outside the Human Resources Office, and on the College’s website.

0708 NEW EMPLOYEE ORIENTATION

Each new employee appointed to the College will receive a business and benefits-related orientation by the Human Resources Officer. This orientation will include the completion of all necessary employment documentation.

0709 OATH OF OFFICE

Section 3002 of the Education Law of the State of New York requires that all professional staff members, instructional and non-instructional, are required to take an oath of office at the time they begin employment. At Clinton Community College, we ask all employees to file such an Oath. The signed Oath is placed in the employee’s personnel file.

0710 EXIT PROCESS

Given the considerable time and effort normally required to recruit and replace personnel, it is the expectation of the College that persons leaving would comply with the following exit process:

1. Give a reasonable advance notice of resignation or retirement. Reasonable for these purposes generally is understood to mean a minimum of two weeks for support staff and a minimum full semester for professional appointments.
2. A written letter of resignation/retirement should be directed to the College President, with copies to the Human Resources Officer and the department head or immediate supervisor.
3. Any and all College property must be checked in with the appropriate issuing office:

Keys	Buildings and Grounds Dept.
Uniforms	Building and Grounds Dept.
Library Books And Media Resources	Douglas Library
Employee's Access to Network	Help Desk Coordinator (NIS)
Other	Office where property was issued
4. A written notice of termination will be provided to each resignee that will state the exact date employment terminates and the exact date employee benefits will cease.
5. The resignee will also receive notification regarding eligibility for continuation of the College's Health Insurance Benefit Program for a specific period of time after termination in accordance with COBRA legislation. If eligible, the cost of this continuation, along with a 2% administrative fee, will be borne by the resignee. Additional information may be obtained by contacting the Human Resources Office.

0800 BENEFITS

Clinton Community College, in an effort to attract and retain quality faculty and staff essential to the proper operation of the College, provides a variety of employee benefits. The following are a general description of those benefits. Specific benefit allocations are defined in each employee group's respective Collective Bargaining Agreements.

A. Retirement

Each full-time employee is required to join or be a member of one of the New York State sponsored retirement systems. Part-time employees have the option of joining. Depending on the employment category, the employee may join either the New York State Teachers' Retirement System, or the New York State Employees' Retirement System, or the SUNY Optional Retirement Program. Details regarding each of these retirement systems may be obtained from the Human Resources Officer.

B. Health Insurance

The College offers a Master Health Plan consisting of basic hospitalization, basic medical-surgical and major medical. Applications and additional information are available in the Human Resources Office. Eligible staff who have coverage with another employer or who do not desire coverage are required to complete a declination form. This form is also available in the Human Resources Office.

C. Cafeteria Plan

The College has established a "flexible benefit plan" for eligible employees, which provides certain benefits as outlined in the summary plan description. The Summary Plan Description and information regarding eligibility, enrollment, and claim submission may be obtained from Human Resources.

D. Workmen's Compensation

All employees of the College, including work-study students, are covered under the College's Workmen's Compensation Coverage. All injuries to faculty, staff, and work study students received while on College premises are required by law to be reported to New York State Workmen's Compensation Board within 10 days. Therefore, regardless of how minor the injury received appears to be, please report injuries/accidents to the Health Office. In the absence of the College Nurse, report all injuries/accidents to the Human Resources Office.

E. Liability

The College will provide liability insurance to all College employees while performing his/her duties on or off campus, pursuant to current insurance policy. Notice of potential claims shall be reported in writing immediately to the Vice President for Administration.

F. Personal Time

Personal days shall be defined as paid absence from employment for personal reasons that cannot be handled at any other time. Permission must be obtained in advance of the absence. Quantities and limitations are addressed in the respective employee group's Collective Bargaining Agreements.

G. Vacations

See the respective employee's group Collective Bargaining Agreement. College personnel will not be absent from campus on vacation or personal days, excluding emergency, the last two weeks of August and /or two weeks prior to the start of the Fall and Spring semesters since all personnel are needed to provide service in the offices to the students and to others.

H. Sick Time

See the respective employee's group Collective Bargaining Agreement.

I. Tuition-Free Courses

College employees are permitted to take job-related courses for credit, non-credit, or audit for any course or workshop offered by the College (adopted by Board, October 18, 1994) tuition-free. Employees may take up to four (4) credits and two (2) non-credit workshops per semester. Applications to take courses may be obtained in the Human Resources Office. Employees must register for non job-related courses on a seats available basis.

Employees will pay lab fees (e.g. Biology) and any special fees or charges related to the course of workshops. Student Activity Fees will be waived.

Authorization to take additional credit hours may be granted at the discretion of the President or his/her designee.

Part-time adjunct faculty who teach credit-bearing courses and who have contracted with the College to provide instructional services for a specific enrollment period, shall be permitted to enroll, during the same period of enrollment, in a maximum of four (4) credit hours or a maximum of two (2) non-credit workshops on a seats available basis. (Seats available basis will be determined the first day of class. "Tuition free" registration cannot take place before that day.) Tuition and student activity fees will waived for these courses. All other related fees and material costs will be paid for by the part-time faculty member. (Amended resolution adopted by the Board in November, 1999.)

J. Breastfeeding (Adopted by Board of Trustees September 16, 2008)

Employees have the right to express breast milk following the birth of a child. Clinton Community College strives to create a work environment that is highly supportive of breastfeeding employees electing to express breast milk in the workplace.

Breastfeeding employees will be provided with reasonable unpaid break time or paid break or meal time to express breast milk for their nursing child, for up to three years after the birth of the child. Employees are required to provide their Human Resources with advance notice of their intent to use break time to express breast milk.

Reasonable Unpaid Break Time - At least once every three hours nursing mothers shall be permitted unpaid break time of no less than 20 minutes to express breast milk or 30 minutes if not in close proximity to an area designated for the expression of breast milk. We may require the employee to postpone (for no more than thirty minutes) their break period until appropriate coverage is available to fill in for them.

Reasonable Efforts, Privacy and Close Proximity – Upon notification, we will provide a private area or room for breastfeeding employees to express milk.

K. Blood Donation (Adopted by Board of Trustees September 16, 2008)

Employees have the right to take leave to donate blood.

Employees may use three or more hours of unpaid leave time within any twelve-month period to donate blood. If the blood donation site is at Clinton Community College, or scheduled by the College, the leave time shall be paid.

Employees are required to give reasonable notice of a few working days prior to taking leave for blood donation whenever possible. Employees will present proof of blood donation upon returning to work.

0900 STUDENT SERVICES

The Vice President of Student Services, under the direction of the President, is responsible for all student support services, which includes Admissions and Financial Aid, Enrollment Management (counseling, career and transfer advisement, registrar and accommodative services), athletics, health services, college relations, and the auxiliary services of the Faculty Student Association.

0901 TUTORING CENTER

The Tutoring Center is designed to assist students at Clinton Community College in a variety of academic areas. A primary aim of the Center is to assist students in developing skills that may enable them to achieve success. Free tutoring is available.

0902 FACULTY STUDENT ASSOCIATION

(Also see 0303 Representation and Governance at CCC)

The F.S.A. is a New York State incorporated body under contract with the College to perform services as required by the College for the benefit of students, faculty, and staff. Such services as the College Bookstore, the Child Care Center, the Residence Halls and supervision of Food Services are among the activities of the F.S.A.

0903 Policy on Refunds for Military Services (Adopted by the Board on October 17, 2001)

The Policy of Clinton Community College shall be as follows:

- 1) Active Duty Military Personnel who withdraw from school prior to the end of an Academic Term, as a result of a military buildup and who receive no academic credit, shall incur no tuition or fee liability. They shall be entitled to a full refund. The College will process the refund upon receipt of a copy of the student's military orders indicating that the student has been deployed. The refund of fees will not include Student Activity Fees which have been paid to the Student Life Committee or Student Accident Insurance Premiums which have been paid to the insurance company. Students receiving Financial Aid, if no tuition or fee liability is incurred, then become ineligible for Financial Aid, and any amount of Financial Aid paid to the student must be repaid to the College and forwarded to the original source.
- 2) Members of a National Guard, Army, Navy (including Marine Corp), Air Force or Coast Guard Reserve Unit who withdraw from school as a result of being called to Active Duty shall be treated the same as Active Duty Personnel.

- 3) Members of the immediate family of any of the persons mentioned above who withdraw from school in response to the deployment or activation of a family members will not receive an automatic refund but may submit a refund request via the Tuition Appeal procedure to be considered by the Tuition and Fee Appeals Committee in accordance with standard procedures.

FSA ROOM AND BOARD POLICY:

When a full-time student leaves college as a result of being called to Active Duty, the unused portion of the fees paid for room and board will be refunded.

0904 STATEMENT OF ETHICAL PRINCIPLES (ADOPTED MAR 17, 2009)

The primary goal of financial aid staff is to assist students in securing financial funding for their education. Clinton Community College is a member of the National Association of Student Financial Aid Administrators and adheres to their Statement of Ethical Principles.

The Financial Aid Professional shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state and federal levels.
4. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
5. Educate students and families through quality consumer information.
6. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
7. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
8. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
9. Recognize the need for professional development and continuing education opportunities.
10. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
11. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
12. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

Code of Ethics

The College Board of Trustees has Standards of Conduct for members of the Board of Trustees, Administrators, Faculty and Staff (Policy and Procedures Manual, August 1, 1991, Section 0305). Pursuant to the Higher Education Act our professionals will:

- Refrain from any revenue-sharing arrangement with any lender
- Not accept any gifts from lenders, guaranty agency or loan servicer
- Refrain from having any paid contractual/consulting arrangement with a lender or lender affiliate for the purpose of providing services for lenders relating to education loans
- Ensure that loans are not assigned, delayed or denied based on student lender choice
- Prohibit offers of funds for private loans from lenders
- Not request or accept from any lender any assistance with call center staffing or financial aid staffing
- Ban any advisory board compensation

0905 FREE TUITION FOR COUNTY HIGH SCHOOL STUDENTS 90% HIGHER (Adopted May 19, 2009)

It is the intent of Clinton Community College to increase the number of students attending the college from the highest rankings of the Clinton County high schools and in the effort to attract these students, CCC will offer free tuition to any student with a 90 or higher high school average in a regents based program. Each student attending under this initiative will complete the FAFSA materials and apply for any and all other financial aid opportunities, and the amount of tuition, less the financial aid offset, is the college's commitment to this initiative. Students during their first semester must carry a 2.75 GPA to continue receiving this waiver and in subsequent semesters a 3.25 GPA. This is a two-year proposal with an evaluation taking place at the beginning of each semester- fall and spring. After this initial period, the college's administration will make a recommendation to continue or dissolve this initiative.

1000 COLLEGE FOUNDATION AND ALUMNI AFFAIRS

The Dean of Development and Alumni Affairs, under the direction of the President, is responsible for working with the Foundation through its Board of Directors and the Alumni, through its Alumni Board

1001 PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

Each year the Foundation Board, through its budgeting process, identifies a sum of money to be awarded to faculty or staff to be used for professional development activities. Details are available in the Development Office.

1002 FOUNDATION CONTRIBUTIONS - PAYROLL DEDUCTIONS

Donations to various Foundation accounts are always welcome. One easy method for faculty and staff to donate is through payroll deductions. Details are available in the Development Office.

1100 SAFETY AND SECURITY

Clinton Community College wishes to ensure a safe and healthy work environment that protects employees and students from physical hazards, unhealthy conditions, and unsafe acts. Through effective safety and health programs, the physical and emotional well-being, as well as the economic security of employees, may be preserved and even enhanced.

It is the right of every employee to report safety issues to the New York State Division of Safety and Health (O.S.H.A.) when the employee believes such to be a possible danger or an impingement on his/her rights. Clinton Community College has implemented the following to provide for an immediate response: Upon observation of a questionable safety practice, the employee should notify one of the following members of the College's Health and Safety Committee.

- Director of Buildings and Grounds
- Vice President for Student Services
- College Nurse
- Human Resources Officer

The above-named will make, or cause to be made, an immediate investigation of the complaint. The name of the individual registering the complaint will be kept in strict confidence.

Anyone may contact any member of the Health and Safety Committee to request more information or to discuss Health and Safety concerns. A list of current members is published annually.

1101 EMERGENCY ACTIVATION PLAN

THE EMERGENCY ACTION PLAN IS LOCATED IN A PUBLIC FOLDER IN OUTLOOK .

IT INCLUDES:

Safe Fire and Evacuation Practices
Chemical and Hazardous Material Spill Exposure
Bomb Threat, Explosion and Natural Disaster Management
Special Considerations for the Individuals with Disabilities
Emergency Medical Response Team Protocol/Procedure
Bioterrorism
Mental Health Plan / Crisis Intervention

1102 MOTOR VEHICLE SAFETY

Emergency Procedure: All motor vehicle accidents on campus must be reported in writing to the Vice President for Administration, Security and to the New York State Police Department. In case of personal injury, contact the College Nurse immediately.

1103 SECURITY

All faculty and staff will, whenever possible, assist in the enforcement and implementation of College regulations and take reasonable steps to maintain the security of the College, equipment, and facilities.

1104 MEDICAL ASSISTANCE

1. Life Threatening Emergency:
See Appendix E of Emergency Activation Plan, Section 1001, page 41.
2. Medical Attention:
Report to Health Office (Room 149M) or dial Switchboard at ext 299 to request assistance.

1105 CHEMICAL HYGIENE PLAN (adopted by the Board on October 16, 2001):
Copies of this plan are available from members of the Health and Safety Committee and as an appendix to this document.

1106 POLICY ON COMMUNICABLE DISEASES

Clinton Community College administration and Board members recognize the fact that there are many potentially life threatening illnesses that do not discriminate on the basis of age, sex, or lifestyle. As an educational institution, we view our responsibility as an educational one, and we support the provision of accurate, updated AIDS information to all of our students, staff, and administration.

Our students and staff have the right to pursue their personal goals without discrimination and the right to confidentiality of their health records. The College's responsibility, therefore, is to be cognizant of research of HIV, Hepatitis, and other communicable diseases and to provide students and staff with relevant information, and to revise health policies as needed.

1107 Policy on Transporting Students during Non-Emergency Medical/Mental Health Events

A. On Campus Student Medical/Mental Health Non-Emergency Event:

No CCC employee should transport a student in his or her private vehicle at any time. If a situation is deemed to be potentially life threatening, 911 will be phoned immediately. If the on-campus situation is deemed to be non-emergent by the Nurse or Athletic Trainer (at an intercollegiate "home" sporting event or team practice), the student may be transported to a medical facility via:

- Priority Two ambulance call (no lights, no sirens)
- Parent/relative's private vehicle

- Friend's private vehicle (if the student is over 18 years of age and other options are not available)
 - Taxi cab (if the student is over 18 years of age and other options are not available)
- CCC vehicles will not be used to transport students for situations that occur on-campus.

B. Off Campus Student Athlete Medical Non-Emergency Injury:

If the Athletic Trainer deems the situation at an off-campus “away” game to be an emergency, 911 will be phoned immediately. If the Athletic Trainer deems the injury to be non-emergent, the student may be transported to a medical facility via:

- Priority Two ambulance call (no lights, no sirens)
- The college van (or bus) used to transport the team to the game (last resort)
- Parent/relative's private vehicle
- Friend's private vehicle (if the student is over 18 years of age and other options are not available)
- Taxi cab (if the student is over 18 years of age and other options are not available)

C. Contacting a Family Member/Significant Other:

Efforts will be made to contact a family member to advise of the situation, with the student’s permission to do so (as per documentation on physical form submitted before practice begins for given sport). A CCC staff member will accompany student to the medical facility if able to do so. The student will see the College Nurse to complete an accident insurance claim when she/he returns.

1108 Policy on Missing Students (12/16/09 BOT)

A Missing Student is defined as any student who resides in a facility owned or operated by Clinton Community College and is reported missing from his or her residence on campus.

Residence Hall Students

Any person who believes a student is missing should be directed to Campus Security in the Main Building (Room 123), phone number: (518) 562-4215.

Campus Security will initiate a Missing Student Incident Report.

Campus Security will escort, or contact via phone after hours, the individual filing the report to the Vice President for Student Services. The following Level I protocol occurs during the first 60 minutes:

1. Residence hall room check
2. Call student cell phone
3. Discussion with roommate
4. Discussion with RA and friends
5. Check meal plan usage
6. Check vehicle
7. Review of class attendance
8. Check with employer (if possible)
9. Check hospital admittance records

10. Check cameras
11. Check residence hall access card reader
12. Check emergency contact number

Based on information gathered, and conversation with the emergency contact person, the Vice President for Student Services will decide if this case escalates to a Level II protocol. Level II protocol includes:

1. Make a copy of ID card picture, circulate an "All Points Bulletin" to Campus Security at CCC and University Police at Plattsburgh State University
2. Notification to local law enforcement and transfer of information
3. Notification to the college's crisis management team
4. Notification to the Associate Vice President for Institutional Advancement for possible press contacts/questions
5. Notify Roger Johnson, Assistant Vice Chancellor for University Policy at SUNY System Administration at (518) 443-5859 or Dispatch (24 hours/day) at (518) 443-5500.

Commuter Students

Off campus individuals who contact a College office in an attempt to locate a student should be transferred to the Office of the Vice President for Student Services to file a Missing Persons Incident Report or for the VP to attempt delivery of a message to the student assumed missing.

1109 Policy on Student Death Communication (12/16/09 BOT)

In the unfortunate situation when a faculty or staff member learns of a student's death, the faculty or staff member should contact the Vice President for Student Services (**Fred Smith, XXX-XXXX-Home; XXX-XXXX-Cell**) immediately. If unable to reach the VPSS, the second person to contact is the Vice President for Academic Affairs (**Cheryl Lesser, XXX-XXXX-Home; X-XXX-XXX-Cell**).

The VPSS will contact (in order):

- College President (who will notify the Board of Trustee members)
- Security
- Counseling and Advisement
- Student family (if appropriate)

The VPAA will contact:

- Appropriate faculty

The VPSS will then send a communication to the college faculty and staff informing them of the incident

1110 Policy on Workplace Violence (6/21/11 BOT)

It is Clinton Community College's policy that any person who makes threats, exhibits threatening behavior, or engages in violent acts on the college's property will be moved from the premises as quickly as possible and shall remain off the premises at the discretion of the College President. The College has designated a Workplace Violence Prevention Program Work Group whose responsibility is to identify risk factors and the methods the College will use to prevent workplace violence. The Work Group members are:

- Health & Safety Committee Chair
- Director of Buildings & Grounds
- Human Resources Director
- Lead Security Officer
- Representative of Administration/Business Affairs
- Representative of Student Services
- Representative of Academic Affairs
- Representative of Faculty Association
- Representative of Coalition
- Representative of CSEA

Contact the Human Resources Office of look in HR Public Folder for actual document.

1200 PARKING

Clinton Community College provides free parking for its students, faculty, and staff. The College attempts to make parking as convenient as possible for the entire community, recognizing that certain members of the community have special needs that require special consideration, and certain State and Federal regulations concerning parking must be adhered to. As a result, the College reserves the right to restrict parking in certain areas and to enforce adherence to these restrictions.

- a. The College reserves the right to require members of the campus community to register their vehicles and to post their parking decal as instructed.
- b. Visitors must obtain a pass from the switchboard and display it on the dashboard while parked on campus.
- c. Parking in the designated fire zones is prohibited.
- d. Parking in designated handicapped parking areas is restricted to handicapped persons. Handicapped persons must display the official handicapped card issued by local town clerks or the City of Plattsburgh Police Department.
- e. The College reserves the right to restrict parking spaces for special groups or functions. These areas will be clearly marked as restricted parking, and violators will be penalized.
- f. Parking is permitted in designated areas only.
- g. No overnight parking is permitted on campus, except when approved by the Superintendent of Buildings and Grounds or a designee.
- h. Blocking in other vehicles is prohibited.

Failure to abide by the above-stated regulations will result in the issuance of an “impound status” on the violator’s college records. The following penalties are subject to annual review:

1. Handicapped or fire zone violations - \$50.00
2. All other parking violations - \$15.00

All fines are payable at the Bursar’s Office, at which time the “impound status” is released.

1300 SMOKING REGULATIONS (REVISED 1/19/10)

In accordance with the New York State Clean Indoor Air Law, smoking is prohibited in all college buildings. Furthermore, in an effort to promote the health and well being of the campus community, smoking is prohibited on college grounds, except in outdoor smoking areas designated by the College president. Designated smoking areas shall be clearly marked as such.

1400 POLICY FOR ALCOHOLIC BEVERAGES (REVISED MARCH 18, 2008)

Clinton Community College is a drug and alcohol free campus. Possession, use or distribution of alcohol on college property or at college-sponsored events is prohibited.

The sale and/or consumption of wine and beer on the College campus may be permitted on a case-by-case basis subject to Board approval and within application procedures and in compliance with all NYS laws and ordinances. The use of student activity fees for the purchase of alcoholic beverages is prohibited. (New language adopted by the Board of Trustees on March 21, 2000)

1500 POLICY FOR DRUG FREE WORKPLACE

To ensure that Clinton Community College is in compliance with the Drug Free Workplace Act of 1988 (Pub. L. 100-600, Title V, Subtitle D), the Board of Trustees of Clinton Community College adopted the following policy at the Regular Meeting held June 14, 1989:

“It is the policy of Clinton Community College to provide and maintain a drug free workplace. The unlawful manufacture, distribution, dispensing and/or possession or use of a controlled substance is prohibited in the workplace. If a College employee is convicted of any one of the above unlawful act or acts, the College will take appropriate action against said employee, up to and including termination of employment, or require such employee to participate, in a satisfactory manner, in a drug abuse assistance or rehabilitation program that has been established by the College. The College further reserves the right to terminate the employment of the employee if it determines that the employee will not comply with the rehabilitation or related program so established. It is the intent of Clinton Community College to use its educational resources to establish a Drug Free Awareness Program for its employees.”

1600 SALES OF PRODUCTS

Personnel will not sell products or services for personal profit at the College campus on College time.

1700 PUBLIC ORDER

A. Statement Of Purpose

The following rules are adopted in compliance with Section 6450 of the Education Law and have been filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. (NYS Legislation Pending)

B. Application Of Rules

These rules are not intended to repeal, supercede, or preclude any other rules relating to the same subject matter, except to the extent they are inconsistent therewith. The rules hereby adopted shall govern the conduct of students, faculty, and other staff licenses, invitees, and all other persons, whether or not their presence is authorized, on the campus of Clinton Community College, and also with respect to any other premises or property under its control.

C. Prohibited Conduct

No person, either alone or in concert with others, shall:

1. Willfully or intentionally cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has a lawful right not to do.
2. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain.
3. Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office of an administrative officer, member of faculty or staff member.
5. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others.
6. Without authorization, remain in any building or facility after it is normally closed.
7. Refuse to leave any building or facility after being required to do so by an authorized administrative officer.
8. Obstruct the free movements of persons and vehicles in any place to which these rules apply.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings, or deliberately interfere with the freedom of any person to express his views, including invited speakers.
10. Knowingly have in their possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the President of Clinton Community College,

- whether or not a license to possess the same have been issued to such person. Duly authorized peace officers are excepted.
11. Willfully incite to commit any of the herein prohibited acts.

D. Penalties

A person who violates any of the provisions of these rules shall:

1. If the person is a licensee or invitee, have his/her authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his/her failure or refusal to do so, he/she shall be subject to ejection or other lawful process.
2. If the person is a trespasser or visitor without specific license or invitation, be subject to ejection or other legal process.
3. If the person is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand, or warning.
4. If the person is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
5. If the person is a staff member on the classified service of the civil service described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.
6. If the person is a staff member other than one described in Paragraphs (4) and (5), be subject to dismissal, suspension without pay or censure.

E. Enforcement Program

1. The President of the College shall be responsible for the enforcement of these rules, and he/she shall designate the other administrative officers who are authorized to take action in accordance with these rules when required or appropriate to carry them into effect.
2. It is not intended by any provision herein to curtail the right of students, faculty, or staff to be heard upon any matter affecting them in their relation with the institution. In the case of any apparent violation of these rules by persons which, in the judgment of the President of the College or his/her designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules.
3. In any case where violation of these rules does not cease after warning, and in other cases of willful or intentional violation of these rules, the President or his/her designee shall cause the ejection of the violator from any premises which he/she occupied in such violation and shall initiate disciplinary action as herein before provided.

4. The President or his/her designee may apply to the public authorities for any aid (or use any other legal process to enforce these rules and regulations), which he/she deems necessary in causing the ejection of any violator, or or a person who threatens violation of these rules or use any other legal process to enforce these rules and regulations.

1800 PROGRESSIVE DISCIPLINE

The College generally endorses progressive discipline as a reasonable and fair procedure to be followed in taking disciplinary action. This procedure may be followed with all College employee groups.

The steps in progressive discipline are as follows:

1. Verbal warning or reprimand
2. Written reprimand
3. Disciplinary suspension
4. Demotion (where applicable)
5. Discharge

It should be noted that a first serious offense might call for stern measures ranging from disciplinary suspension to discharge.

All action taken in applying progressive discipline should be fully documented.

Progressive discipline should be used with the full knowledge of the immediate supervisor or administrator of the person who wishes to initiate its use. Further consultation with other supervisors or administrators may also be required.

1900 Policy on Relationships between College Employees and Students (adopted by Board of Trustees – September 19, 1995)

Implicit in the ideal of professionalism is the recognition by those in positions of authority that in their relationships with others within the College there is always an element of power. It is incumbent upon those with authority not to abuse, nor to seem to abuse, the power with which they are entrusted.

Amorous relationships that might be appropriate in other circumstances always have inherent dangers when they occur between an employee of the college and any person for whom he or she has a professional responsibility (i.e. as teacher, advisor, evaluator or supervisor).

College employees should be aware that any amorous involvement with students makes them liable for formal action against them. Even when both parties have consented at the outset to the development of such a relationship, it is the employee who by virtue of his or her special responsibility and educational mission, will be held

accountable for unprofessional behavior. Support staff may be less accustomed than Professional Staff to thinking of themselves as holding positions of authority. All college employees need to exercise special care in their relationships with students when they work with them, evaluate them or supervise them. They must recognize that students might view them as more powerful and with more control than they perceive themselves to have.

Amorous relationships between college employees and students that occur outside the college environment can also lead to difficulties. In a personal relationship between an employee and a student for whom the employee has no current responsibility, the employee should be sensitive to the constant possibility that he or she may unexpectedly be placed in a position of responsibility for the student. This could involve instructing or evaluating the student, serving on a selection or admissions committee or simply being called upon to write a letter of recommendation. In addition, one should be aware of the perceptions and meanings others place on the appearance of a relationship between a person of authority and a student. Others may speculate that a specific power relationship exists, giving rise to feelings of inequality and assumptions of advantage for the student involved and disadvantages for those not involved. Relationships between college employees and students are always fundamentally unequal in nature.

As a matter of sound judgment and professional ethics, college employees have a responsibility to avoid any apparent or actual conflict between their responsibilities and personal interests in terms of their dealings or relationships with students.

In an ongoing effort to preserve an undiminished learning and working environment, amorous relationships between Clinton Community College employees and students should not exist. Violations of this policy by college employees will be regarded as unprofessional and inappropriate conduct, and violators will be subject to appropriate disciplinary action including, but not limited to, verbal reprimand, written reprimand, transfers, suspension or dismissal.

The goal of this policy is to sustain and protect the learning process and the educational integrity of the college. Unprofessional and inappropriate conduct subverts this mission by interfering with academic careers and work performance by creating, or appearing to create, an atmosphere of intimidation and hostility and by undermining respect for the institution, the individuals that constitute it, its degrees and its scholarship.

2000 Policy on Privacy Pertaining to the College Website (adopted by the Board on June 17, 2002)

Copies of this policy may be found at our website: www.clinton.edu.

HIPAA PRIVACY POLICY

A. Policy

Clinton Community College is committed to protecting the privacy and confidentiality of personal health information of its employees and students. Health information is strictly confidential and should never be disclosed, nor confirmed to anyone who is not specifically authorized under law or College policy to receive the information.

B. Scope

This policy applies to all members of the College's workforce, whether directly employed by the College or serving under an alternative arrangement such as, but not limited to:

1. Employees (including all faculty, all professional, civil service and management confidential staff)
2. Contracted staff (including temporary staff)
3. Consultants
4. Student workers (i.e. students performing work for the College under the Federal Work Study Program or other program(s))
5. Contractors and subcontractors
6. Volunteers

Students participating in clinical or educational experiences conducted through an outside agency must abide by the privacy policy applicable to that agency's workforce while engaged in those activities.

C. Statement of Intent

This policy is intended to ensure that personal health information collected by the College to comply with federal, state and local laws is kept confidential and not released to anyone who does not have a bona fide need to know. It is the responsibility of each and every staff member having access to personal health information to ensure that, in accordance with federal and state law, the information is gathered and used only to document that which is required and filed, maintained and disposed of in a secure manner and not disclosed to anyone who is not authorized to have the information.

D. Suspected Breach

Suspected breaches of confidentiality should be reported to the area/department supervisor or the College's Privacy Officer. Failure to report a breach will be considered a violation of this policy.

E. Complaint, Investigation and Sanction Process

Complaints regarding suspected policy breaches and failure to report breaches will be investigated promptly by the College's Privacy Officer or by the College's legal counsel and/or other impartial person designated by the President or his/her designee.

Upon a finding of a breach of confidentiality, by an employee in a collective bargaining unit, the College shall initiate action pursuant to the applicable collective bargaining agreement to implement an appropriate disciplinary penalty. The penalty may include, but is not limited to the following:

1. Letter of reprimand
2. Suspension
3. Fine
4. Demotion
5. Termination of employment

For employees not represented by a collective bargaining unit, sanctions will be in accordance with Clinton Community College's Progressive Discipline Policy.

2200 Information Technology Acceptable Use Policy

A. Introduction

Clinton Community College provides its students and employees wide access to information resources and technologies. With the advent of new forms of technology, the College has recognized that making technological resources more accessible furthers the free exchange of opinions and ideas essential to academic freedom.

Technological resources are shared by all users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Clinton Community College is a public institution of higher education, the proper use of those resources is all the more important. That the College makes its technology available for educational purposes requires users to observe state, federal, and other legal regulations the aims of which are to safeguard privacy (i.e. HIPAA, etc) equipment, networks, data and software acquired and maintained with public funds.

B. General responsibilities

Computing resources (including, but not limited to, desktop computers, printers, central computing facilities, the local-area network, access to the Internet, electronic mail and similar electronic information) of Clinton Community College are available only to authorized users, and any use of those resources is subject to these standards. These standards do not supercede or replace existing College policies, which will be applied as the situation warrants. All users of the College's computing resources are presumed to have read and understood the following standards.

The College's information technology is provided to support College operations and for educational and academic research purposes, professional development, communication and publication consistent with

the College's mission and goals. Any unauthorized use is prohibited (see, Section III).

The College's information technology acceptable use standards require that each user (anyone using these resources):

- 1. Accept responsibility for learning how to use information technology effectively and responsibly.** The College provides training on the use of information technology. All users are encouraged to learn the proper use of information technology through individual learning or by attending training sessions or classes. Each user is responsible for checking computer software and data files he/she introduces to any computer on the college network for computer viruses.
- 2. Accept responsibility for backup and security of your own work.** Each user should learn how to make backup copies of important work and learn and properly use software features for securing or sharing access to their information.
- 3. Use resources efficiently.** Accept limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed, when so instructed by the College. Each e-mail user is responsible for managing his/her message storage. Such restrictions are designed to ensure fair access for all users.
- 4. Abide by all security provisions.** Distributing or making your password or another person's password or access code available to unauthorized persons or otherwise attempting to evade, disable or "crack" passwords or other security provisions, or assisting others in doing so threatens the work, privacy and well-being of others and is prohibited.
- 5. Respect software copyright laws.** Software licensed by the College must only be used in accordance with the applicable license agreements.
- 6. Respect proprietary information of others.** A user may, subject to College policies and authorization, upload software files or otherwise distribute to on-line networks only information, software, photographs, videos, graphics, music, sounds and other material (collectively "content") not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted, used, copied or distributed with the consent of the copyright owner should contain a phrase such as "Copyright owned by [name of owner]; used by permission." Unauthorized transmission of copyrighted or other proprietary content is prohibited.

7. Respect the rights of others to have freedom from harassment or intimidation. Sending abusive or unwanted material is a violation of College policies, may violate the law and is prohibited. Targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment that is prohibited. Personal attacks or other actions to threaten, intimidate or embarrass an individual, group or organization, or attacks based on a person's race, color, national origin, creed, disability, religion, gender, veteran status, sexual orientation, age, arrest record, or marital status are prohibited. CCC will be the arbiter of what constitutes proper conduct, consistent with College policies.

8. Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications do not dissociate any user from responsibility for their actions and are inappropriate. Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Clinton Community College is prohibited.

9. Recognize limitations to privacy in electronic communications. Users may have an expectation that the contents of what they write or otherwise create, store and send be seen only by those to whom they intend or give permission to view; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed or sealed envelope—generally respected, but breachable by someone determined to do so. E-mail should be used for college business. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents of documents or messages to diagnose or correct problems.

10. Cooperate as necessary. When necessary in the College's discretion to maintain continued reasonable services, or in cases of irresponsible use, the college may suspend user privileges or take or recommend other action deemed necessary or appropriate. All users are expected to cooperate with investigations by resource managers or others at the College, either of technical problems or of possible unauthorized or irresponsible use as defined in these standards, College guidelines, other College policies or procedures.

Recognize the College reserves the right to access, review and monitor the use of computing resources, including but not limited to equipment and usage, as well as the data that is stored or transmitted.

11. Observe proper on-line etiquette. On-line networks shall be used only as permitted by the College, only in accordance with

applicable College policies and only for lawful purposes. Any conduct that in the College's discretion restricts or inhibits others from using an on-line network or violates College policies or applicable law is not permitted. Users are prohibited from posting on or transmitting through any on-line network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or college policies. Transmission of chain letters and pyramid schemes of any kind are prohibited. Use of any on-line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by College policies. Downloading and/or manipulation of, or the creation, sending, or forwarding of messages or other content which pertain to or act on behalf of organizations not part of the mission of Clinton Community College (such as religious groups, fraternal, political, private or athletic organizations, etc.) is prohibited. The College reserves the right to restrict and/or interrupt communications through or by use of any College computers or information technology services, which the College believes to be harmful to the College or to others.

12. Summary. College information technology resources may be used for lawful and permitted purposes only. Non-compliance with any of the provisions of these standards may subject the user to sanctions and/or criminal prosecution, as well as personal liability in a civil suit.

These standards apply to information technology and systems outside the college accessed via college facilities. Network or Internet providers outside the college may additionally impose their own conditions of appropriate use. Any computer account accessed from the College network is subject to College acceptable use and provider policies.

Issues, inquiries, or questions concerning training and the improper use of the information technology resources should be addressed to: Andrew Hersh-Tudor, Dean For Information Technology & Learning Resources, Room 218M, Clinton Community College, 136 Clinton Point Drive, Plattsburgh, New York 12901; (518) 562-4248.

C. Prohibited Conduct

The following conduct in the use of Clinton Community College computing resources is specifically prohibited. These standards are not limited to this list and are subject to change via periodic review by the Learning Resources Committee:

1. Unauthorized attempts to monitor another user's password-protected data or electronic communication, or delete another

user's password-protected data, electronic communications or software, without that person's permission.

2. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
3. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software or prolonged use of streaming media such as Internet radio stations.
4. Hosting a website through the use of Clinton Community College's computing resources without the use of "clintoncc.suny.edu" or "clinton.edu" in its URL, without permission of the Network Administrator.
5. Use of computing resources for non-Clinton Community College commercial purposes.
6. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally recognized protection of intellectual property rights.
7. Activities that would constitute a violation of any policy of Clinton Community College's Board of Trustees, including (but not limited to) the College's non-discrimination policy and its policy against sexual harassment and sex discrimination.
8. Intentionally transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of local, state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.
9. Attempting to gain unauthorized access to a remote (non-CCC) network or remote computer system.
10. Exploiting any CCC computing resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
11. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
12. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.

D. Electronic Communications

General Principle

Electronic messaging services (such as email, instant messaging and Web-based discussion boards) at Clinton Community College are provided to support education, research, scholarly communication, administration and other College business. Electronic communication is not different from any other form of communication and is subject to all applicable federal, state, and local regulations and administrative regulations.

As is the case with other technology resources, electronic messaging services are shared among the entire College community. Everyone using electronic messaging services should be considerate of the needs of others, and be certain that nothing is done to impede anyone else's ability to use this service. All electronic messages must contain the name and electronic mail address of the person making the information available—no anonymous information may be sent.

Specifically Acceptable Uses

- Communications with local and foreign educators, students, administrators, researchers and colleagues in connection with instruction or research.
- Communication and exchange for scholarly development, to maintain currency, or to debate issues in a field or sub-field of knowledge.
- Use in applying for or administering grants or contracts for research or instruction.
- Announcements of new products or services for use in research, college operations, student services, or instruction but not commercial advertising of any kind.
- Factual vendor communication relevant to official College business.

Specifically Unacceptable Uses

- Using electronic messaging for illegal activities is strictly prohibited.
- Use for for-profit activities (sales, consulting for pay, and so on) or use by for-profit institutions unless covered by the general principle, or as one of the specifically acceptable uses.
- Use for private or personal business in violation of Clinton Community College policies.
- Chain letter, or any illegal schemes or activities.

- Mailings to large numbers of people that contain unwanted solicitations or information. These mailings are often referred to as "spam."
- Communication that constitutes harassment and/or discrimination.
- Anonymous mailings, or mailings which impersonate another individual.
- Allowing anyone else to use your account.
- Any communication that intentionally and adversely impacts the communications of Clinton Community College by over-loading the network.

Confidentiality

The confidentiality of electronic messaging cannot be assured, and any confidentiality may be compromised by access consistent with applicable law or policy, including these standards, by unintended redistribution, or due to current technologies inadequate to protect against unauthorized access. Users, therefore, should exercise extreme caution in using electronic messaging to communicate confidential or sensitive matters, and should not assume that their electronic messaging is private or confidential.

In addition, Clinton Community College is subject to public records statutes that require state agencies, political subdivisions and other governmental entities to make available records they maintain—both paper and electronic—for public inspection.

E. Application Of Other Policies

All policies applied generally at Clinton Community College are expressly applicable to the electronic environment. Policies that apply to the use of College resources, including equipment and time also apply to electronic messaging. Relevant institutional policies include, but are not limited to:

1. Clinton Community College policies,
2. Clinton Community College administrative regulations,
3. Employee policy manuals,
4. Student code of conduct,
5. Confidentiality of student records,
6. CCC Policies Against Discrimination, Harassment, Sexual Harassment and Sex Discrimination,
7. General standards governing use of Clinton Community College computing resources, and
8. Clinton Community College Information Security Policy (pending).

This is not a comprehensive list of applicable Clinton Community College policies. Any policy that applies to the use of College resources, including equipment and time, also applies to electronic messaging. In the event of a conflict between policies, the more restrictive use policy shall govern.

F. Complaint Procedures

Persons experiencing misuse, abuse harassment or other incidents related to these technologies that they cannot pursue on their own, should report the matter to their supervisor, the Dean For Information Technology & Learning Resources, or to the authority at the company or service from which the sender is transmitting. Violations of privacy or property involving the technology may be reported, even if the perpetrator is not a member of the College community.

G. Enforcement Of Standards

Any individual, who is found to have engaged in conduct that may be prohibited by these standards, may receive education, training, counseling, warnings, discipline, and/or other measures designed to prevent future violations including loss of access privileges. Disciplinary action may include: warnings, suspension, or discharge from employment or enrollment, in the event of a student. Any third party found to have engaged in conduct prohibited by these standards may be barred from College property. If an individual is a member of any union or otherwise covered by a collective bargaining agreement with the College, such individual may exercise any and all rights prescribed by such agreement to challenge the findings and/or disciplinary action in accordance with any processes prescribed by such agreement(s).

2300 **Animals on Campus** (Adopted by Board January 16, 2007; revised March 18, 2008)

For reasons of health, sanitation and safety, no person shall be permitted to bring animals, including dogs, cats or other animals into any college building, nor leave such animal unattended on any college property or in any vehicle. All animals must be leashed/restrained when they accompany their owners on campus grounds. Pet owners are responsible for cleaning up after their pets.

Exception: persons with a disability who require the services and assistance of a service animal as defined by law (Americans with Disabilities Act, Sec. 36.104).

2400 **Environmental Issues** (Adopted by Board March 18, 2008)

2401 Styrofoam products are prohibited on campus with one exception : styrofoam may be used in science laboratories for experimental purposes.