



# FACULTY/STAFF HANDBOOK

*Dedicated to providing the highest possible level of technical, academic, and professional preparation to all people*

# **LAKES REGION COMMUNITY COLLEGE**

## **FACULTY HANDBOOK**

**2018/2019**

**This handbook is intended as a permanent manual for faculty and staff. Changes will be made, as appropriate, each year or as necessary. If any material in this handbook conflicts with the System Board of Trustees Policy Manual or State of New Hampshire Division of Personnel, the Board of Trustees Policy Manual or the New Hampshire Division of Personnel procedures will take precedence.**

# FACULTY/STAFF HANDBOOK

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## INTRODUCTION

This Faculty and Staff Handbook is a reflection of guidelines and procedures at the Lakes Region Community College. Each year changes are made with which faculty and staff should be familiar.

If you have ideas you feel will be constructive, you are invited to become involved with the change process. Submit suggestions to the Academic Affairs Office.

## COLLEGE OBJECTIVES

The primary objectives of this College are:

1. To serve as an educational, cultural and economic development resource for the citizens of the Lakes Region and the State of New Hampshire.
2. To provide students with the opportunity to acquire a comprehensive education that will enable the student to evolve as a productive member of a changing society.
3. To offer the highest quality academic and student support programs possible, via ongoing assessment and response.
4. To prepare the student to be a lifelong learner.

## ADMINISTRATION

The seven regional community colleges are a part of the Community College System of New Hampshire. All policy is promulgated by the Board of Trustees for the Community College System of New Hampshire. The administration of the Lakes Region Community College shall be governed by the rules and regulations as set forth in the Manual of Procedures established by the New Hampshire Department of Administrative Services as well as the Board of Trustees Policy Manual.

Faculty and staff are urged to become acquainted with these manuals and refer to them whenever questions arise. Copies are in the President's, Vice Presidents', and Business Offices.

Examples of job specifications and examples of work are available in the President's Office and in the Library.

## COLLEGE MISSION STATEMENT

The mission of Lakes Region Community College is to serve all students seeking a high-quality education, emphasizing active learning and personal attention, whether their goal is to transfer to a four-year college or university, enters immediately into employment in a technical or professional field, or simply improve their current skills and knowledge. We prepare students to meet their personal goals as well as the needs of business, industry, and the community; and we support the community through our involvement in educational, social, cultural and economic development activities.

## SYSTEM MISSION STATEMENT

The Community College System of New Hampshire will provide comprehensive, market-driven, accessible, quality programs of higher education and services that respond to the changing needs of students, businesses and communities.

## SYSTEM VISION STATEMENT

The Community College System of New Hampshire will be a key access point for the broad spectrum of New Hampshire learners providing evolving programs responsive to regional and state social and economic needs. We will be a key community resource woven into New Hampshire's quality of life, providing a seamless pathway of lifelong learning and career development.

### Five Essential Elements of New Hampshire's Community College System

1. Occupational and Technical Programs
2. Open Access and Student Success
3. Teaching and Learning
4. Transferability
5. Economic Development and Employee Training

### Core Values

- *Lifelong Learning*: We believe the opportunity to access higher education is a key to the advancement of social and economic betterment of the individual, increases social capital in our communities and the state, and contributes to a strong economic climate.
- *Quality*: We value continuous improvement in educational programs and services through innovation, assessment, relevance and rigor. We have high expectations of students, faculty and staff, and encourage aspirations of high achievement. We seek and encourage ongoing feedback from each of our stakeholders as a basis for continuous improvement.
- *Public Service*: We believe public service is the fabric that strengthens our communities; therefore, we believe we should create environments where students are instilled with a sense of community, social involvement and public service and prepare students while encouraging faculty and staff to function as world citizens.
- *Diversity*: We appreciate diversity among students, programs, employees, communities and regions. Our environment enables students to develop as individuals with unique academic, career and personal goals.
- *Honesty, Integrity and Mutual Respect*: We believe academic and personal honesty and integrity, and mutual respect for all constituencies (students, faculty and staff) is essential to the success of our learning environment.
- *Leadership*: We value the leadership achievements and contributions of students, faculty and staff at each of our regional colleges. We encourage environments where leadership and continuous improvement can prosper and be modeled to students, faculty, staff, and the communities we serve.
- *Adaptability*: We believe we must diligently identify and respond to the changing needs of New Hampshire businesses, communities and students, faculty and staff. Furthermore, we strive to foster a climate where students and faculty are problem-solvers and adaptable to changing conditions.

- *Public Trust:* We value the trust placed in our System of colleges by the residents of this State to prepare students to take their place as productive citizens. As part of the trust, we acknowledge our responsibility to use our resources effectively and efficiently, and to maximize the use of tax dollars.

### **Goal Statements**

- Develop a plan that will provide direction for the System for enrollment growth through increased access, assessment of capacity in support of growth, and measures of retention and educational attainment.
- Expand and enhance the acquisition of public, private and governmental funding to sustain and advance System operations.
- Ensure that continuous quality improvement processes are present in all aspects of System and campus life.
- Enhance the System's ability to improve efforts in economic and workforce development for the State of New Hampshire.
- CCSNH will utilize state-of-the-art technology to enhance college and system operations.
- CCSNH will utilize state-of-the-art technology to improve academic programs and on-line access to academic courses, programs and services.
- The System will enhance efforts to ensure fiscal stability and improved physical facilities necessary to address student learning, academic programs, business and industry training, and support services.
- The CCSNH will strengthen relations with state and federal government entities.
- The CCSNH will improve efforts to enhance community relations.
- The CCSNH will initiate efforts to develop and enhance relations with K-12 school districts to provide for more collaboration and coordination.

### **Strategic Goals**

- Increase enrollment by providing affordable and accessible learning opportunities to NH residents in all regions of the state.
- Offer rigorous, accredited programs of career and technical education that prepare NH residents with skills to thrive in the modern-day economy.
- Prepare students for successful college transfer and increase opportunities for transfer.
- Develop mutually supportive partnerships with communities, businesses and the state's public secondary school system.
- Develop in students a sense of service and a capacity for responsible citizenship.
- Implement a statewide, collaborative workforce development system and significantly reduce the number of under-prepared workers in the NH workforce.

## **BOARD OF TRUSTEES POLICY STATEMENT**

The Board of Trustees and the Department accept the responsibility to implement, through regulation and procedure, the following policies:

1. The Regional Colleges shall operate and be administered as one unified system for publicly supported community education in New Hampshire at the postsecondary level.

2. The unification, viability and image of the System shall be maintained through annual evaluation of the Department mission by the Board and through delineation and adherence to:
  - a. A clear statement of the role, responsibility, and accountability of the Board of Trustees.
  - b. A clear statement of the role, responsibility, and accountability of the Office of the Commissioner.
  - c. A clear statement of the role, responsibility, and accountability of the Presidents of the Regional Colleges.
  - d. A clear statement of the role, responsibility, and accountability of the Vice Presidents of the Regional Colleges.
  - e. Clear statements of the roles, responsibilities, and accountabilities of the advisory committees.
3. The Department shall work in close cooperation with the State Department of Education and the University System of New Hampshire to avoid unwarranted duplication, foster student mobility, provide continuity, and contribute, as appropriate, to state, regional and national education policy.
4. The Department shall base decisions relative to the viability of existing, planned and/ or potential structures, equipment and programs.
5. The Department shall conduct continuing market research to delineate job opportunities for which the Regional Colleges will prepare students. Strategic planning for curriculum outcomes that deliver knowledge, skills and attitudes critical to job performance shall also be based upon research. This research should help identify needs of employers and concomitant responses from the colleges.
6. The Regional Colleges shall develop and adapt their curricula and delivery standards to assure employers and regional accrediting agencies that graduates shall possess a consistent minimum level of competence in technical, communication and social skills for productive employment.
7. The Regional Colleges shall place emphasis upon adult learners in recruitment and selection for students, adaptation of curricula to flexible modular scheduling to permit self-paced learning, open-entry and open-exit program participation, and formal contracts with industry for provision of training, retraining and updating of the current workforce.
8. The Regional Colleges shall foster on-site instruction of students in industrial settings, encourage placement of students in cooperative education programs and minimize differences between day and evening schools.

#### NOTICE OF NON-DISCRIMINATION

Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, political affiliation, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and LRCC and refers to, but is not limited to, the provisions of the following laws: Titles VI and VII of the Civil Rights Act of 1964; The Age Discrimination Act of 1967; Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1975; Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974; NH Law Against Discrimination (RSA 354-A).

Inquiries regarding discrimination may be directed to Dr. Alan Panches, Vice President of Academic and Student Affairs, Lakes Region Community College, 379 Belmont Road, Laconia, NH 03246, (603) 524-3207; or to **Sara A. Sawyer**, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region 1, 1875 JFK Federal Building, Boston, MA 02203, (617) 565-1340; the NH Commission for Human Rights, 2 Chenell Drive,

Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

## ACCREDITATION

Lakes Region Community College is accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education, a non-governmental, nationally-recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation means the institution meets or exceeds criteria for quality as determined through a peer group review process. An accredited college is one that has the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the future. Institutional integrity is also addressed through the accreditation process.

Accreditation provides reasonable assurance about the quality of opportunities available to students who attend the college.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the college. Individuals may also contact the New England Association of Schools and Colleges, 3 Burlington Wood Drive, STE 100, Burlington MA, 01803-4514, (781) 425-7714.



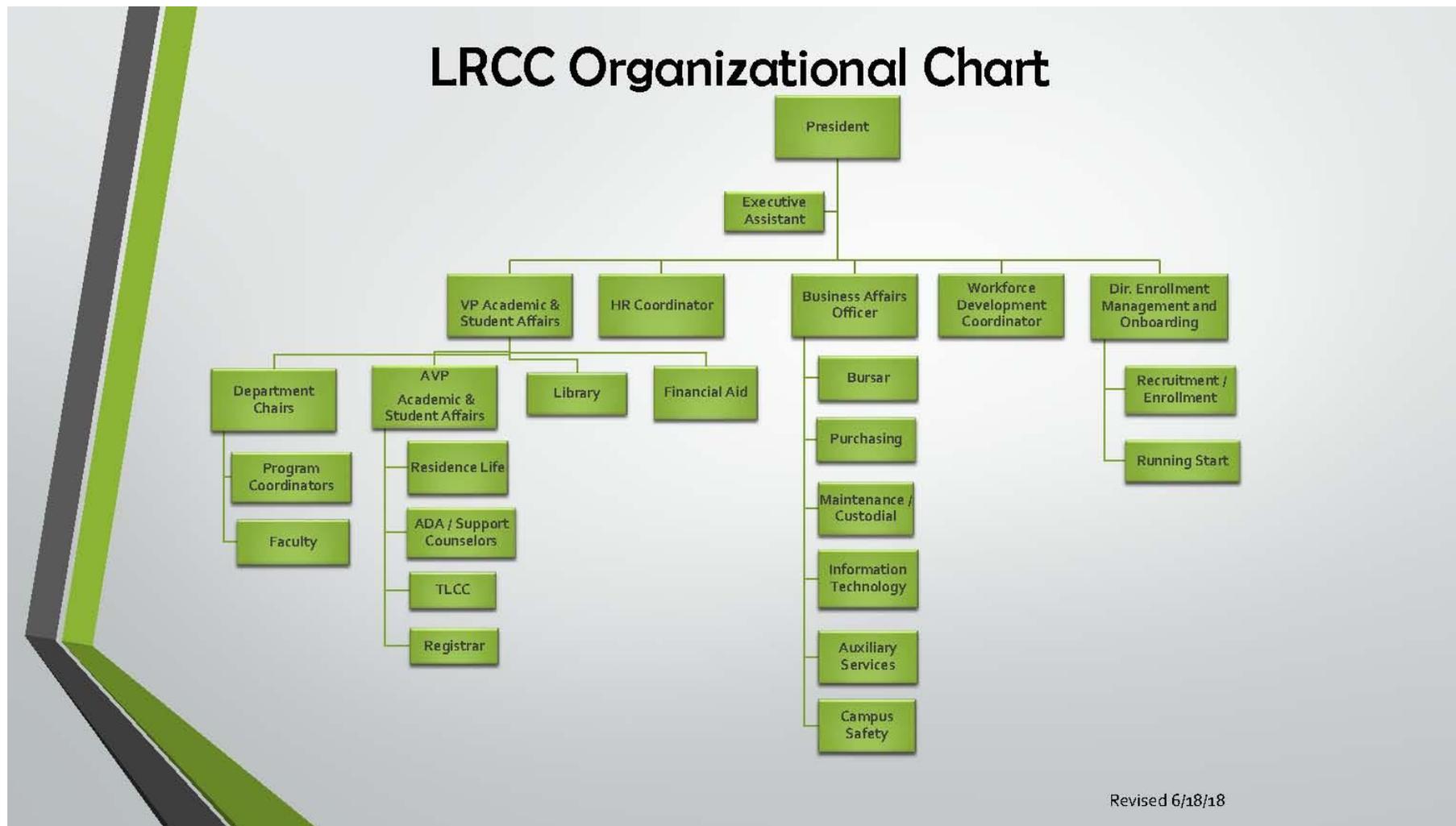
**SPRING 2019 ACADEMIC CALENDAR**

<b>January</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>April</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
			<b>9</b>	<b>10</b>	<b>11</b>		1	2	3	4	5
DR=17	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	DR=22	8	9	10	11	12
CD=8	<b>X</b>	22	23	24	25	CD=22	15	16	17	18	19
	28	29	30	31			22	23	24	25	26
							29	30			
<b>February</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>May</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
					1				1	2	3
DR=19	4	5	6	7	8	DR=14	6	7	8	9	10
CD=19	11	12	13	14	15	CD=8					
	<b>X</b>	19	20	21	22		<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	25	26	27	28			<b>20</b>				
<b>March</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>						
					1						
DR=16	4	5	6	7	8						
CD=16	11	12	13	14	15						
	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>						
	25	26	27	28	29						

- January**
- 7 *Winterim Session Begins*
  - 9 Faculty Return
  - 18 Winterim Session ends
  - 21 Martin Luther King Jr. Day/Holiday-College Closed**
  - 22 Spring Semester begins
- February**
- 8 *Last Day to Resolve "I" (Incomplete) Grades from Fall Semester*
  - 18 President's Day/Holiday-College Closed**
- March**
- 18-22 Spring Break - No Day or Evening Classes**
- May**
- 10 **Spring Semester ends**
  - 18 Commencement - 11:00 a.m.**
  - 20 Last day of Faculty Responsibility for Spring Semester**

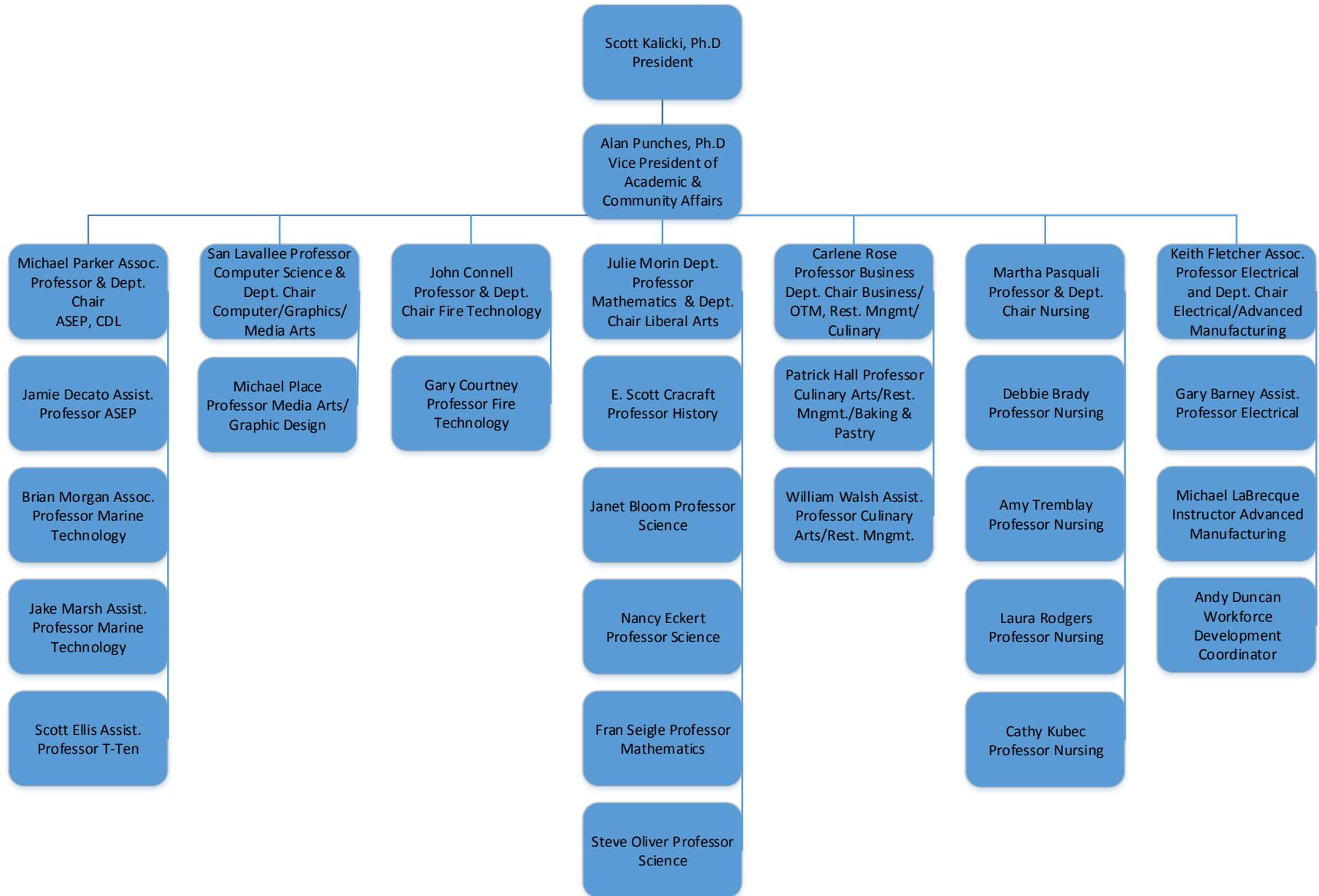
ADMINISTRATION LAKES REGION COMMUNITY COLLEGE

Administration and Support Staff Organizational Chart

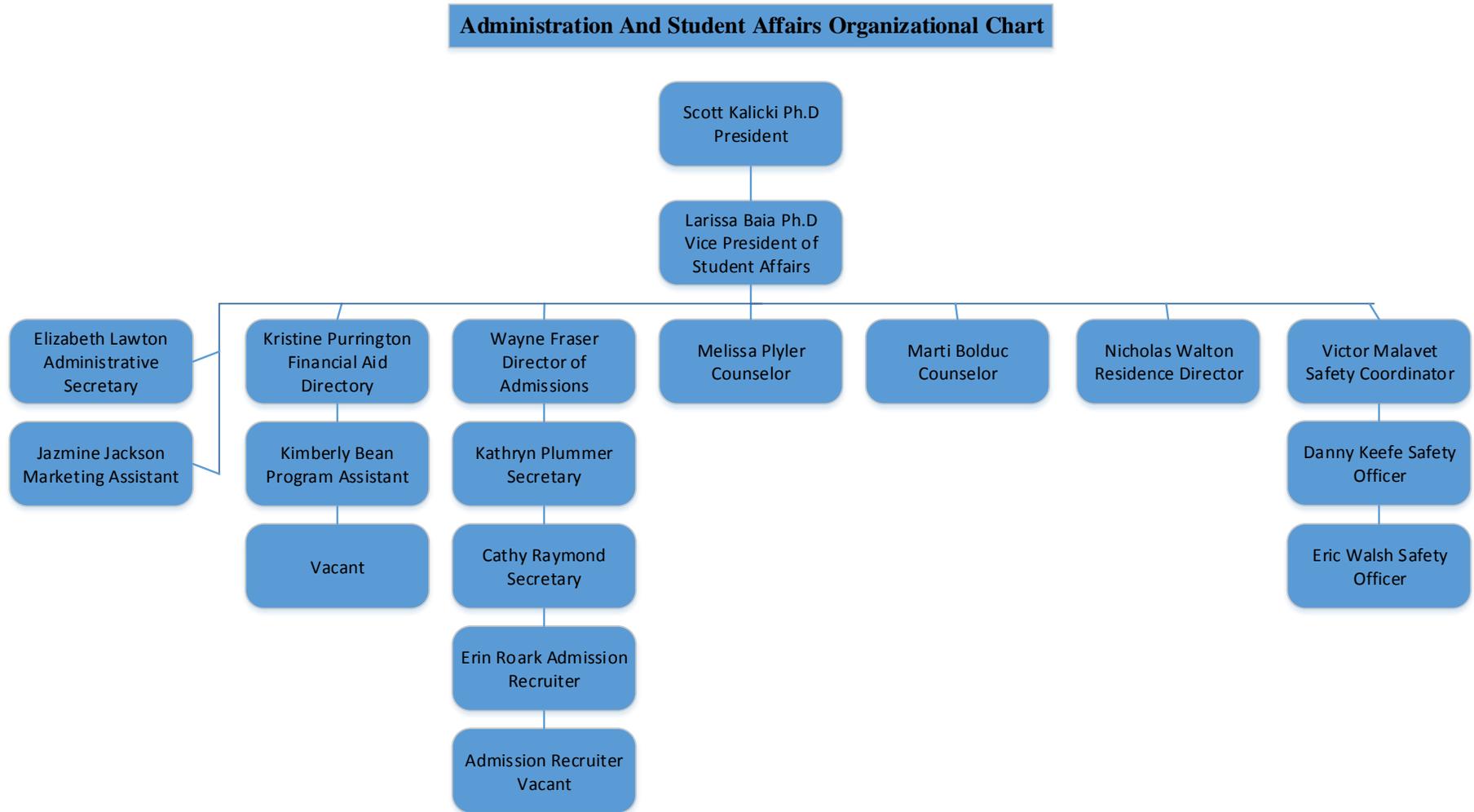


Revised 6/18/18

## Administration And Faculty Organizational Chart

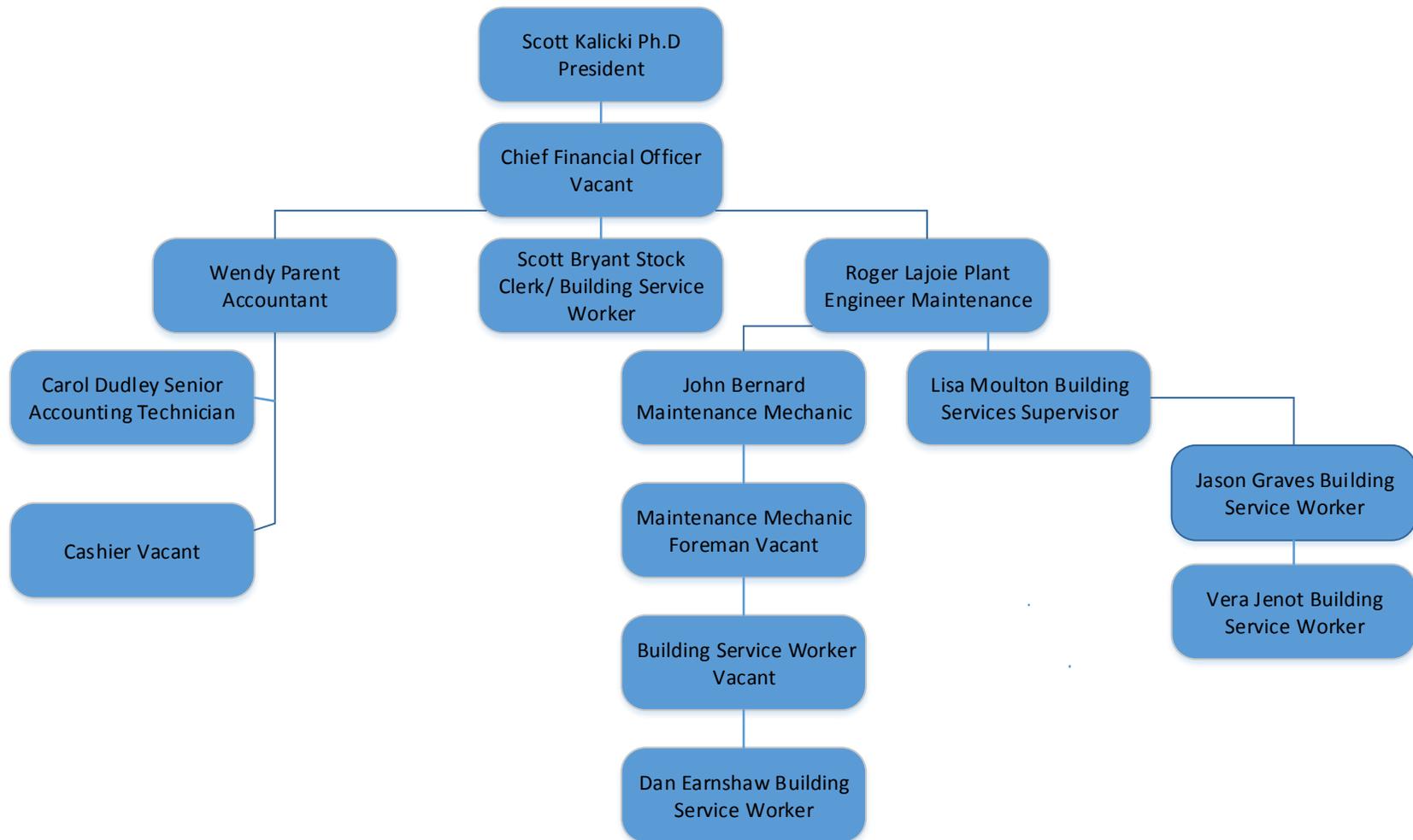


## Administration And Student Affairs Organizational Chart



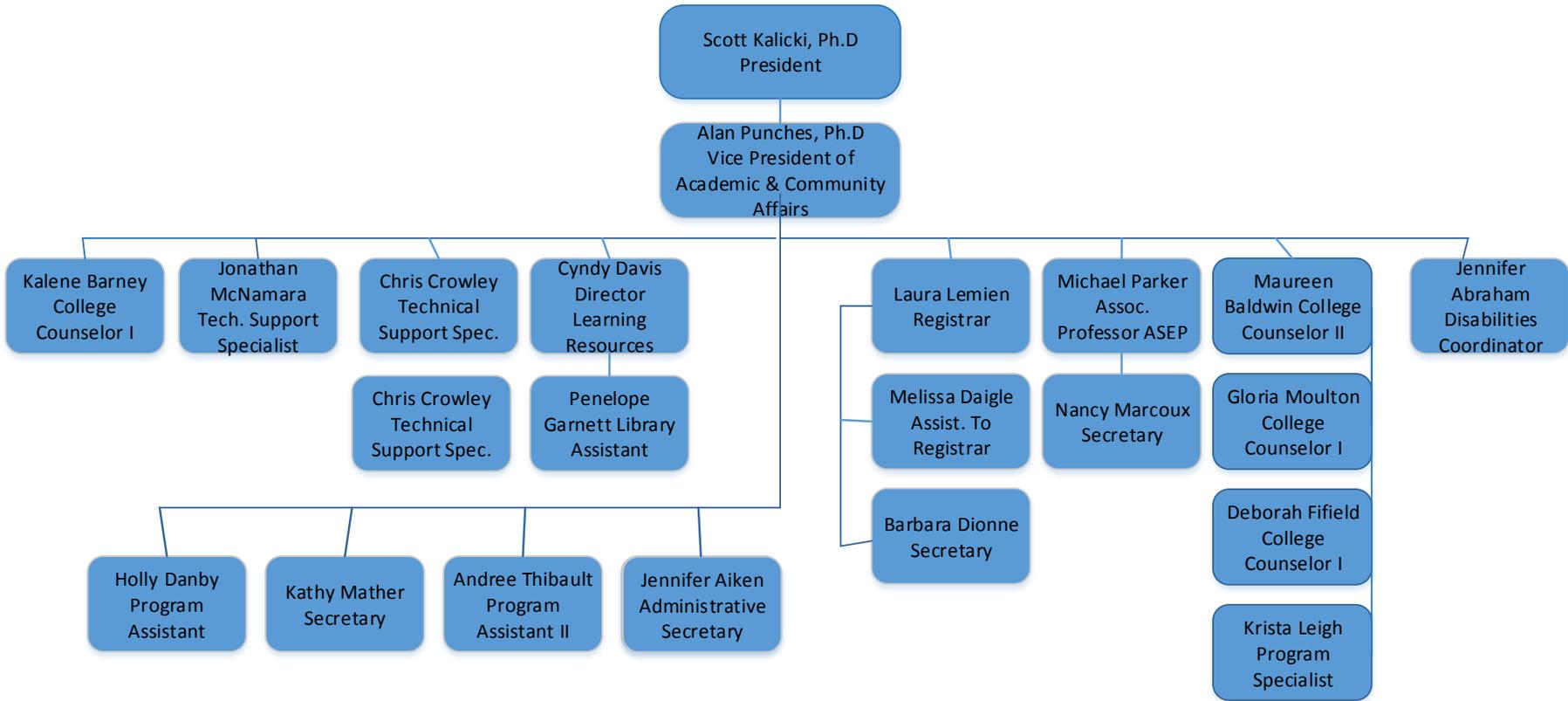
## Administration, Business Office And Maintenance Organizational Chart

### Administration, Business Office And Maintenance Organizational Chart



## Administration, Academic And Community Affairs Organizational Chart

### Administration, Academic And Community Affairs



COLLEGE STANDING COMMITTEES  
2018-2019

**ACADEMIC POLICY  
AND CURRICULUM**

Alan Punches, VPASA  
Laura LeMien\_Staff  
Kristen Purrington-Staff  
William Walsh (BTAC)  
Sann Lavallee (CDT)  
Andy Duncan (EMT)  
Gary Courtney (FS)  
Janet Bloom (LPS)  
Marty Pasquali (N)  
Jamie Decato (TT)

**ASSESSMENT COMMITTEE**

Alan Punches, VPASA, Chair  
Marsha Bourdon, CFO  
Carlene Rose-Faculty  
Sann Lavallee-Faculty  
John Connell-Faculty  
Julie Morin-Faculty  
Marty Pasquali-Faculty  
Jamie Decato-Faculty  
Melissa Plyler-Staff

**BLAST COMMITTEE**

Marsha Bourdon-Staff  
Laura LeMien-Staff  
Holly Danby-Staff  
Chris Crowley-Staff  
Kristen Purrington-Staff  
Andree Thibault-Staff

**COLLEGE COORDINATING  
COUNCIL (16)**

Larissa Baia, President  
Alan Punches, VPASA  
Marsha Bourdon, CFO  
Laura Lemien – Staff  
Holly Danby-Staff  
Carlene Rose- Faculty  
Julie Morin- Faculty  
Patrick Hall – Faculty  
Keith Fletcher, Faculty  
Jennifer Aiken-Staff  
Andy Duncan (guest/NEASC)  
Cathy Kubec (guest/NEASC)

**COMMENCEMENT  
COMMITTEE**

Larissa Baia-President  
Alan Punches, VPASA  
Marsha Bourdon, CFO  
Laura Lemien-Staff  
Roger Lajoie-Staff  
Fran Seigle-Faculty  
Jennifer Aiken-Staff  
Tim Ford-Staff  
Linda Ferruolo-Faculty

**DISTANCE LEARNING  
COMMITTEE**

Sann Lavallee- Faculty  
Andrée Thibault-Staff  
Holly Danby-Staff  
Carl Daniels-Faculty  
Rosa Blais-Faculty

**EQUITY COMMITTEE**

Alan Punches (ex officio)  
Carl Daniels-Faculty  
Nancy Eckert-Faculty  
Kristen Purrington-Staff  
Melissa Plyler-Staff

**FINANCIAL APPEALS  
COMMITTEE**

Alan Punches, VPASA  
Marsha Bourdon, CFO  
Laura LeMien-Staff  
Kristen Purrington-Staff

**JUDICIAL COMMITTEE**

Alan Punches, VPASA  
William Walsh-Faculty  
Laura Rodgers-Faculty  
Scott Ellis-Faculty  
Laura LeMien-Staff  
Kim Bean-Staff  
Wayne Fraser-Staff

**LIBRARY COMMITTEE**

Penelope Garrett\*  
 Alan Punches  
 Scott Cracraft  
 Elizabeth Wilson  
 Debbie Brady  
 Kathy Mather

Gary Courtney  
 Chris Crowley  
 Roger Lajoie  
 Tim Ford  
 Patrick Hall  
 Amy Tremblay  
 Jake Marsh

**MARKETING COMMITTEE**

Larissa Baia, President  
 Kathy Plummer  
 Carlene Rose  
 John Connell  
 Elizabeth Wilson

**PROFESSIONAL DEVELOPMENT COMMITTEE**

Stacey Emerton\*  
 Marsha Bourdon, CFO  
 Jennifer Aiken  
 Cathy Kubec  
 Elizabeth Wilson

**SAFETY COMMITTEE**

Larissa Baia, President

**STUDENT SERVICES COMMITTEE**

Alan Punches, VPASA  
 Kristen Purrington  
 Marty Bolduc\*  
 Julie Morin  
 John Connell  
 Melissa Daigle  
 Tim Ford  
 Carol Dudley  
 Kathy Mather

**TECHNOLOGY COMMITTEE**

Alan Punches, VPASA  
 Chris Crowley  
 Andy Duncan  
 Sann Lavallee  
 Holly Danby

Ex-Officio's on all committees: President, VP of Academic & Student Affairs

\*Chair

## COLLEGE STANDING COMMITTEE OBJECTIVES

### **Assessment**

- Address all issues regarding assessment of the student achievement and development.
- Review and evaluate the College's Assessment Plan.
- Oversee and evaluate the implementation of the College's Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.
- Make recommendations regarding how to address any deficiencies that are revealed by the assessment activities.
- Report results of assessment activities to the community as required.

### **Banner Leadership Administrative Strategy Team (BLAST)**

- Improve Banner processes.
- Solve Banner problems.
- Make recommendations for the implementation of new modules.
- Identify and adopt best practices.

### **College Coordinating Council**

- Propose and recommend annual campus and college goals.
- Propose and recommend annual campus and college objectives to carry out goals that are clearly defined, easy to understand, and realistic.
- Provide shared governance leadership for college strategic planning and college goals and objectives.
- Participate in the college-wide strategic planning process (short and long-range), achievement of outcomes, and policies and procedures.
- Advise the President and major college groups on policy development matters.
- Request, consider, and make recommendations to the President on proposals.
- Make recommendations concerning enrollment, facilities, and curriculum.
- Represent the college governance and decision-making constituencies.

### **Commencement**

- Plan the commencement program for the college.
- Coordinate with outside agencies for necessary support.
- Monitor the success of commencement and develop changes in the program where required.

### **Academic Policy and Curriculum**

- Review curriculum changes and proposals for compliance with the institutional objectives.
- Monitor System academic policies with college policies to ensure compliance and consistency.
- Propose, implement, and communicate college academic policies.
- Maintain the college Academic Policy Manual.

### **Distance Learning**

- Provide training and mentoring to students on the use of Blackboard.
- Provide training and mentoring to faculty on the use of Blackboard and online delivery.
- Communicate Best Practices and other standards and procedures as approved by the System Distance Learning Committee.
- Make recommendations to VPAA regarding distance learning courses, procedures, and policies.

**Equity**

- Respond to any inquiries regarding the College Non-Discrimination Policy that is published in the College Handbook, the College Catalog, and posted throughout the College.
- Assume accountability for distribution of Perkins funds.
- Conduct training for all employees.

**Judicial**

- Ensure equitable compliance with and application of published student judicial procedures.
- Foster self-discipline and self-direction in the student.
- Deal with College and State policy violations of students both on campus and at College sponsored off-campus functions.

**Library****Safety**

- Ensure a safe healthy and clean work environment for all students and employees.
- Conducts pro-active informational training sessions.
- Serve as the college agent for emergency management.

**Student Services**

- Review policies and procedures to create greater efficiencies in delivery of various services to students.
- Provide feedback to administrators and faculty on student issues and concerns.
- Recommends changes to streamline the non-academic issues of student life.

**Technology**

- Assess the technology needs of the college and develop a plan to address those needs.

## BENNETT LIBRARY

Bennett Library supports and enhances the on-campus and distance learning informational needs of the Lakes Region Community College faculty, staff, and students. Resources and services include:

- 12,000+ print books
- 40,000+ electronic books
- 90+ print journal, newspaper, and serial titles
- 75,000+ full text electronic journals and magazines
- Electronic databases – Ebscohost, SIRS Issues Researcher, GreenR, NFPA Codes, Ebrary, STAT!Ref
- 600+ videos/DVDs
- Interlibrary Loan
- Reference
- Class materials reserves
- Computer Lab with internet access and various software applications including Microsoft Office Suite
- Multimedia equipment – scanner, computer projectors, laptops, Flip video camera, TV with built-in DVD/VHS player.
- Wireless access
- Free Laconia Public Library card with college ID

Open year round with abbreviated summer and holiday hours, the library maintains a large reading room as well as 3 conference rooms that are available for all students, faculty, and staff. The weekly reservation calendar is available at the circulation desk on a “first come, first serve” basis.

Library instructional equipment such as LCD projectors, laptop computer, overhead/slide projectors, and Flip Video camera pe player may be borrowed for class presentations or other college activities. Please contact the library office to make a reservation.

Print materials are checked out for 3 weeks, except for reference books and the most current magazine/newspaper copy. There are no fines for overdue materials, however, there will be a replacement charge for any material not returned; a claim may be sent to the state collection agency if materials are not returned or reimbursed. Materials must be returned or replaced to the satisfaction of the librarian.

Library staff collaborates with faculty to provide resource materials that support the programs and mission of the college, and to provide instruction to students in learning how to find, evaluate and use information – a lifelong skill. Classes in library instruction are available upon request and can be designed to fit the needs of any class or program. Please contact the Library Director for more information.

The Bennett Library web page ([www.lrcc.edu/library/index.html](http://www.lrcc.edu/library/index.html)) provides access to the CCSNH libraries’ online catalog, all Bennett Library electronic databases, and links to evaluated program & subject web sites, as well as to library information and news. Off-campus access to the library’s online datatbases is available through one’s Easy Login username and password. A separate section on the library website is devoted to faculty services at <http://www.lrcc.edu/student-resources/bennett-library/faculty-support>

For further information or assistance, please email [laconialibrary@ccsnh.edu](mailto:laconialibrary@ccsnh.edu) or call 524-3207 x6727 or x6794.

## COMMENCEMENT

All faculty members, attired in appropriate regalia, are expected to attend commencement. This day is built into the calendar as a faculty day of responsibility. Staff is encouraged and welcome to participate and assist during the ceremony.

## EXTRA CURRICULAR ACTIVITIES

In addition to teaching assignments, faculty is expected to participate in other functions. This may include a variety of activities. Areas might be supervision of student activity, chaperone duties, athletic and social events, yearbook activities, acting in an advisory capacity to the Student Senate, the Honor Society, and others. The policy of the Board of Trustees requires that each student activity have supervision or advisement. Faculty may be requested to participate in a manner that equalizes participation. Volunteers in all phases of activity, and especially in special interest areas, are welcome.

## FIELD TRIPS AND SOCIAL EVENTS

As a college representative, each faculty or staff member should be concerned with:

Date and time of activity.

1. Student delegation of responsibility for the event.
2. General student decorum.
4. College representative and student organizers will be responsible for maintaining order.
  - a. Administration and college representative may recommend police assignment if conditions warrant.
  - b. College representative or student leaders should use the college judiciary process in appropriate circumstances.
3. College rules on drugs and alcoholic beverages are to be strictly enforced. (See Student Handbook)
4. Parking rules are to be observed.
5. Attendance, unless otherwise agreed to and publicized, is restricted to students of the College and their guests.
  - a. Alumni will not have student privileges unless agreed upon prior to scheduled activity.
6. Identification photo ID cards must be shown for admission to an activity or to satisfy an inquiry of those supervising the activity.
7. College representative assignments are limited to the immediate area of the activity and for the duration of the activity. The College property and building areas not used for the function will be supervised by custodial staff when the event is on campus.
8. All activities sponsored by the College are chemical free when taking place on College premises.
9. College representatives unable to attend their assigned duties must make arrangements with others to cover the assignment. When this is done, the Vice President of Student Affairs is to be notified.

Any trip based on student support to pay fees must be planned so that:

1. All students, day and evening, will have an equal opportunity to participate to the maximum extent possible.
2. All students receive receipts for payments.
3. An accurate record is kept of all receipts.
4. All payments are made three days prior to the trip or prior to final arrangements for the bus, whichever occurs first.
5. Trips not fully supported by such payment will not be completed.
6. Policies of disbursement are followed.

College representatives assume responsibility for the overall safe conduct of student events both on and off campus, and are liable for the same in accordance with liability definitions listed elsewhere in this section.

### COPYING

Machines such as a photocopier, a shredder and a folding machine are available in the mail room. Should you find that a machine is in need of repair, you should notify the Administration and Support Staff Administrative Assistant.

The copier in the mail room is for employee use only. A coin-operated photocopier is available in the library for student use. Faculty who send students to make copies for class must notify the Administration and Support Staff Administrative Assistant in advance.

## INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Effective Date: July 1, 2009

Revised Date: 01/06/2010

### INFORMATION TECHNOLOGY ACCEPTABLE USE

#### 1. Purpose:

The purpose of this policy is to encourage the responsible use of CCSNH and member campus technology resources consistent with expectations for the appropriate conduct of the members of our campus communities. This policy is intended to provide guidance to CCSNH technology users. While this policy and Addendum-A (Examples of Violations) are intended to provide guidance, it is impossible to contemplate all potential applications since technology and applications consistently change. If unsure whether any use or action would constitute a violation of this policy, contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy, the System Office determination will prevail. In addition to this policy, information on how to use CCSNH technology, resources and services can be found at [www.ccsnh.edu](http://www.ccsnh.edu)

Access to CCSNH technology resources is a privilege, not a right. This privilege is extended to all users including faculty, staff, students, alumni/ae, and affiliated individuals and organizations. CCSNH's technology resources include computing facilities, telecommunications and network services, video network services, web page servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology staff. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated below may result in loss of privileges.

#### 2. Responsibilities

Users of CCSNH technology resources have a shared responsibility with our Information Technology staff to maintain the integrity of our systems, services, and information so that high quality and secure services can be provided to everyone. Toward this end, all users shall:

- a. Comply with posted policies governing use of computing and printing facilities.
- b. Respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- c. Comply with federal, state, and local regulations regarding access and use of information resources (e.g., policies regarding Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional conduct and responsibility, etc.).
- d. Maintain and secure your own system accounts (including files and data associated with those accounts); this includes taking action to backup your files and data as appropriate.
- e. Exercise due diligence in protecting any computer you use to connect (either through dial-up, VPN or any other means) to the CCSNH network from viruses, worms, and security vulnerabilities by maintaining and regularly using anti-virus software, installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of un-trusted programs on your computer.
- f. Take precautions to keep your technology accounts (computer, network, Blackboard, Banner, etc.) secure.
- g. Do not share privileges with others. Your access to technology resources is not transferable to other members of the CCSNH community, to family members, or to outside individuals or organizations. If

someone wishes access to CCSNH's technology resources, s/he should contact the CCSNH Information Technology Office by sending email to [ITSupport@ccsnh.edu](mailto:ITSupport@ccsnh.edu)

h. Ensure that any and all of your web pages and blogs reflect the highest standards of quality and responsibility. As page or blog owner, you are responsible both for the content of your web page or blog and for ensuring that all links and references from these are consistent with this and other policies, copyright laws, and applicable local, state, federal laws. CCSNH hosted web pages and blogs are not to be used for commercial purposes or for activities unrelated to the educational mission of the college without written authorization from the CCSNH.

i. Ensure that any contributions of information to WIKIS reflect the highest standards of quality, accuracy, and responsibility.

j. Understand the implications of sharing information or data via the Internet, e-mail, Instant Messaging, social networks or other services that are either open to access by others, or that can be viewed and/or forwarded to others.

k. Report violations or suspected violations of this policy. Please report violations as follows:

- College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
- System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
- Students: Report violations to your College Vice-President of Academic Affairs or President.

### 3. Enforcement of this Policy

CCSNH reserves the right to monitor the System network and systems attached to it, and to take actions to protect the security of the CCSNH systems, information, and users.

a. Reporting Violations or Suspected Violations: Reports of violations or suspected violations as follows:

- College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
- System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
- Students: Report violations to your College Vice-President of Academic Affairs or President.

b. Response to Violations: The CCSNH Information Technology office will investigate and respond to reports of violations or suspected violations and include appropriate CCSNH offices as necessary. As part of this response, Information Technology reserves the right to immediately disconnect any system or terminate user access to protect the security of the CCSNH systems, information, and users.

c. Sanctions: Violation of this policy may result in the immediate termination of access and/or disciplinary action by CCSNH including, but not limited to restriction to all CCSNH technology resources and/or denial of employment opportunities with CCSNH. As a recognized agent under the Digital Millennium Copyright Act, CCSNH will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user.

d. Compliance: All users who access or use CCSNH Information Technology resources must agree to comply with the CCSNH Information Technology Acceptable Use Policy. (also referenced in Student Section 730.08)

## **Addendum A: Example Violations of Acceptable Use Policy**

The purpose of this addendum is to provide examples of violations of CCSNH's Acceptable Use Policy. The following is not an exhaustive list and if you are unsure whether any use or action would constitute a violation of this policy, please contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy the System Office determination will prevail.

### **Examples which Apply for ALL Users (Students, Faculty, Staff and Contract Employees):**

#### **Authorized Access/Accounts**

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account. This includes accessing data not intended for the user, logging into a server or account you are not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access CCSNH's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, Blackboard, Banner, etc.).
4. Using technology resources for unauthorized uses.
5. Logging onto another user's account (without the permission of the account owner)
6. Sending e-mail, messages, etc. from another individual's or from an anonymous account.
7. Unauthorized use of CCSNH registered Internet domain name(s).
8. Changing your issued machine name to a name that is different from that assigned by CCSNH or campus Information Technology departments without authorization.
9. Connecting computers or other devices to the CCSNH network that have not been registered with, or approved by, CCSNH.

#### **Services**

1. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
2. Use of any kind of program/script/command designed to interfere with a user's computer or network session or collect, use or distribute another user's personal information.
3. Damaging a computer or part of a computer or networking system.
4. Knowingly spreading computer viruses.
5. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent

6. Excessive use of technology resources for "frivolous" purposes **unrelated to the academic or administrative work of the Colleges**, Examples are game playing (local or networked), downloading of music/video media files, using peer to peer file sharing programs, listening/watching streaming audio/video feeds (Internet radio, Internet TV, YouTube, etc.). These examples can cause congestion of the campus network and Internet connection or may otherwise interfere with the academic and administrative work of others, especially those wanting to use public access PCs or network and Internet resources.
7. Violating copyright laws.
8. "Hacking" on computing and networking systems.
9. Using technology resources (networks, central computing systems, public access systems, voice and video systems) for new technologies research and development without review and authorization from the CCSNH Information Technology office.
10. Deployment of wireless access points (WAPs) without review and authorization from the CCSNH Information Technology office.

#### Software, Data & Information

1. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
2. Violating software licensing provisions.
3. Installing software on public access and other CCSNH owned computers without appropriate authorization from the CCSNH Information Technology office.
4. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on CCSNH owned computer equipment or on the CCSNH network.
5. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

#### Email/Internet Messaging/Voice Mail Services

1. Harassment or annoyance of others, whether through language, frequency or size of messages, or number and frequency of telephone calls.
2. Sending e-mail or voice mail to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate.
3. Sending unsolicited bulk mail messages ("chain mail", "junk mail" or "spam"). This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system e-mail distribution lists. Forwarding or otherwise propagating chain e-mail and voice mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
4. Malicious e-mail or voice mail, such as "mail bombing" or flooding a user or site with very large or numerous items of e-mail or voice mail.

5. Forging of e-mail header or voice mail envelope information. Forging e-mail from another's account. Sending malicious, harassing, or otherwise inappropriate voice mail from another's voice lines.
6. Falsely representing opinions or statements on behalf of CCSNH or others.

#### CCSNH Hosted, and personal Web Pages, Blogs, or other Social Media Web Sites

1. Posting content on personal Web Pages, Blogs, or other Social Networks that provides information on and/or encourages illegal activity, or is harassing and defaming to others.
2. Linking from personal Web Pages, Blogs, or other Social Networks, whose content violates CCSNH policies, local, state, and/or federal laws and regulations.
3. Running personal Web Pages, Blogs, or other Social Networks that support commercial activities or running server systems under the CCSNH registered domain name, CCSNH.EDU or variation thereof, without authorization.
4. The use of the CCSNH name, seals, images and text are the property of CCSNH and shall not be used without the written permission of CCSNH.

#### Listservs, Bulletin & Discussion Boards

1. Posting a message whose subject or content is considered unrelated to the subject matter of the listserv, bulletin or discussion board to which it is posted. For moderated listservs, the decision as to whether a post is unrelated will be made by the moderator. For listservs that are not moderated and discussion boards, we employ the practice of "self-policing" -- that is, members serve as moderators, commenting (to the sender, to the list) about inappropriate posts.
2. Posting chain letters of any type.
3. Forging header information on posts to listservs, bulletin or discussion boards.

Section: 300 – Human Resources Subject: 320 Employment  
Policy: Information Security and Access Date Approved: September 16, 2010  
Program Policy  
Policy #: 321.02 Date of Last Amendment: Sept. 16, 2010  
Approved: Richard A. Gustafson, Chancellor Effective Date: October 1, 2010

## 321.02 INFORMATION SECURITY AND ACCESS PROGRAM POLICY

### 1. Banner Access

Banner access is restricted to CCSNH employees or third party contractors who have work related responsibilities requiring that access. Unauthorized or illegitimate use of the Banner system or data may result in disciplinary action.

When logging into the Banner system, the Banner account holder understands and agrees to abide by the following:

- a. Access to Banner is granted to a CCSNH employee/third party contractor solely to perform appropriate and authorized job functions. Confidentiality of the information/data accessed must be protected. Data should be accessed and/or modified only with a legitimate purpose in completing work assignments.
- b. For enhanced security Banner passwords are periodically expired and must be re-created (old passwords cannot be recycled). An individual's password(s) must not be shared with or used by any other person who holds a Banner account. Banner passwords must not be disclosed to any unauthorized individual to gain access to the Banner system.
- c. When handling Personally Identifiable Information (PII) in paper or electronic formats:
  - Use of PII should always be as restricted as feasible.
  - If you are not at your desk, do not leave reports containing PII displayed on your computer screen or unsecured on your desk so others may see their content.
  - All paper reports or files containing PII should be secured when not in use and should be shredded or deleted when they are no longer needed.
  - PII which resides on portable devices (e.g., laptops, USB drives) should always be encrypted. Upon inquiry, College IT staff will provide information on the CCSNH supported encryption software.
- d. Due to the inherent security risk with wireless connections, access to Banner through a wireless connection requires the use of CCSNH issued Virtual Private Network (VPN) software.
- e. The CCSNH supplied VPN (Virtual Private Network) software should always be used for remote access to Banner. The VPN software provides a private connection through the public Internet. Upon request, College IT staff will provide a copy of the VPN Request Form. Once the Request is approved the VPN software installation process can be done on any authorized CCSNH computer.
- f. The CCSNH issued computer should be the only authorized computer used to access the Banner system. College IT staff have the responsibility to maintain CCSNH issued computers with automatic software updates. These updates provide Operating System modifications and upgrades, to protect each computer against viruses and other dangerous software which might compromise the computer and any information on it. To enhance security, each CCSNH computer should be used for work related purposes only. Personally owned computers are not permitted to access the Banner system or other CCSNH data systems storing Personally Identifiable Information, since these computers are not maintained or secured by CCSNH IT.

## 2. General Access to Data containing PII:

- a. Unless there is a demonstrated need to be mobile with a laptop, a desktop computer is strongly recommended. A laptop computer is a frequent target for theft due to its mobility and should not be the first choice to access Banner or to store PII. If a laptop is required then a lock down cable should be issued and used to secure the laptop.
- b. If PII must be stored on a CCSNH issued computer (laptop or desktop) or other storage devices (e.g., external hard drives, USB drives, etc.) this information must be encrypted and password protected using the CCSNH supplied encryption software. Upon request, College IT staff will assist with installation of this software.
- c. Personally identifiable information should not be sent using email or FAX facilities unless there are secure processes in place (secure FAX locations, follow up with receiver to be sure the FAX or email has been received, etc.).
- d. Copiers and multi-function printers (MFPs) have the ability to store documents/images on internal hard drives which must be permanently deleted by the leasing company or IT before the device is released or discarded. Proof of the deletion is required for College records.
- e. When laptops, desktops and other computer equipment capable of storing data are reassigned or discarded, the data must be permanently deleted on the equipment by the College IT department. Proof of the deletion is required and must be kept with IT records.
- f. If data containing PII is maintained outside of Banner, in the form of files on a computer or on a storage device, the data must be secured by enterprise encryption software provided by the CCSNH.
- g. If data containing PII is shared with another system, reasonable efforts must be made to ensure the other system, if under CCSNH control, is secure. If the other system or entity is not under CCSNH control, appropriate written releases must be obtained to transmit the data. The releases must convey the authority and responsibility of securing the data to the other entity (either through a contract or Memorandum of Understanding) so that the CCSNH no longer retains responsibility for securing the data.
- h. Immediately upon termination of employment or contract, employee or third party contractor access (physical or electronic) to data with PII must be removed.
- i. If it is questionable whether a system contains PII, the system must be treated as if it does contain PII (the ISAP applies).
- j. Any suspicious behavior or potential data breaches such as lost laptops or storage devices with stored Personally Identifiable Information must be reported immediately to the College Banner Coordinator or to the System Office Banner IT staff (if the Banner Coordinator is not available). Once reported, the "*Data Breach Notification Process*" must be followed (see below).

## 3. Data Breach Notification Process

The CCSNH is legally required to notify the New Hampshire Attorney General's Office of any data breaches per TITLE XXXI TRADE AND COMMERCE CHAPTER 359-C, RIGHT TO PRIVACY, *Notice of Security Breach, Section 359-C:20*. When the Banner Coordinator or System Office Banner IT staff (or any other person) is notified of a suspected data breach of a CCSNH system, notification must be made to the College President, the CCSNH Chancellor's office and CCSNH legal counsel. This group must work to:

- a. Identify and document how the breach occurred.

- b. Identify the individuals whose Personally Identifiable Information may have been compromised.
- c. Identify the potential harm to these individuals by the breach.
- d. Determine the impact of the breach and whether external notification is required.
- e. Determine ways to assist the individuals affected by the breach.
- f. Determine the best notification process to the impacted individuals (the source, content and method).
- g. Notify the New Hampshire Attorney General's Office.
- h. Follow up: Identify how this process can be improved and how to avoid future data breaches.

#### 4. ISAP Review, Updates and Employee Awareness

State and federal laws change over time and may affect the handling and storage of PII. Any implementation of new services that access PII must be reviewed for compliance requirements. Any new requirements must be identified and followed.

To remain current, the ISAP must be reviewed annually (or sooner if situations dictate). The CCSNH CIO, in consultation with the Chancellor and the System Leadership Team, must perform this review and update the ISAP as required.

This program, policies and any critical training will be disseminated to all CCSNH employees using the CCSNH Intranet (SysNet).

#### 5. Those Impacted By This Program:

All CCSNH faculty, staff, student workers and contract workers are directly affected by this policy.

#### 6. References

- a. FERPA of 1974 as amended (Also known as Buckley Amendment)
- b. The CCSNH IT Acceptable Use Policy - adopted by the CCSNH July 2009
- c. Red Flags Policy on Identity Theft - adopted by the CCSNH May 2009
- d. Banner Data Standards **And** Guidelines
- e. New Hampshire Government website
- f. The Community College System of New Hampshire website
- g. Massachusetts Written Information Security Policies (WISP)
- h. "Office of Inadequate Security" - DataBreaches.net

Section: 300 – Human Resources Subject: 320 Employment

Policy: CCSNH Issued Email Addresses Date Approved: November 18, 2008

For Faculty and Staff

Policy #: 321.03 Date of Last Amendment: Nov. 18, 2008

### **321.03 CCSNH ISSUED EMAIL ADDRESSES FOR FACULTY AND STAFF**

It is required that all CCSNH faculty and staff use the respective college/system email address (CCSNH.edu) for all communication with students and other official business of the college/system. Forwarding of CCSNH email to personal email addresses will not be permitted. Forwarding exceptions will be made (e.g. extended illness) only with the permission of the college President or his/her designee.

Section: 300 – Human Resources Subject: 320 Employment

Policy: Social Media Date Approved: February 15, 2011

Policy #: 321.04 Date of Last Amendment: Feb. 15, 2011

Approved: Richard A. Gustafson, Chancellor Effective Date: March 1, 2011

### **SOCIAL MEDIA POLICY**

The following outlines the CCSNH policy on social media, including Facebook and MySpace. Facebook and MySpace are online social utilities that allow individuals or groups of individuals to create a place for a group of people to come together online to post information, news, and events. College pages on MySpace and Facebook are intended to provide the college community with a venue to share thoughts, ideas, and experiences through discussions, postings, photos, and videos. Publication guidelines will be similar to any other media.

It is further understood that each college and the CCSNH System office will have their own internal approval processes to carry out the policies enumerated below.

1. The Communications Director or other individual(s) designated by the President or Chancellor shall approve all sites that can be used for college or CCSNH business. If an employee wishes to submit a site for consideration, a request must be submitted in writing to the Communications Director or designee. Contributors to college or CCSNH pages will follow the established employee and student guidelines. Oversight of all affiliated pages is the responsibility of the college Communications Director or designee, who will periodically review pages to ensure college policies are followed and that pages are produced in accordance with the best interests of the college.
2. If the college or CCSNH logo is to be used, it must be approved by the college's or CCSNH's Communications Director or designee who must be notified of exact use. No portion of the logo may be altered; colors and fonts must remain as in original file sent from the Communications Director or designee. The logo may not be placed on a background that impairs readability of the mark. Preferred color background is white. Additional art or logos may not be attached to the logo. The college or CCSNH logo should not be used on any personal social media sites.
3. No photos may be placed on a college sponsored page or site without prior approval from the Communications Director or designee. Photos of the college should be provided by the Communications Director or designee whenever possible. The Communications Director or designee reserves the right to remove photos and video images that misrepresent the college or CCSNH or are not of acceptable quality or have been posted without permission or in violation of federal or state law. Whenever possible, a watermark should be added or images should be posted at 72 dpi and approximately 800x600 resolution to protect the college's intellectual property.
4. Because the technology that drives Web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the college's or CCSNH's priorities for the page.

## General Guidelines

1. If an employee has questions about whether it is appropriate to write about certain kinds of material in an approved college or CCSNH site, he/she should consult with a supervisor beforehand.
2. If an employee is authorized by a supervisor to represent the college or the System in social media, he/she should so indicate. If the employee chooses to post about the college or the CCSNH on personal time, the employee should identify himself/herself as a college or CCSNH faculty or staff member, especially when promoting the college or CCSNH through social media.
3. References to college or CCSNH information should always cite the college or CCSNH website as providing the most accurate and updated information.
4. Do not post confidential or proprietary information about the college or CCSNH students, alumni or fellow employees.
5. As stated in the Acceptable Use Policy, college and CCSNH computers and work time are to be used for college/CCSNH-related business. It's appropriate to post at work if comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Maintain personal sites during personal time using non-work computers.

## Personal Site Guidelines

1. The CCSNH employee is a citizen and a representative of an educational institution or system. When an employee participates in a social networking environment, he/she should be free from institutional censorship or discipline. However, the employee should remember that the public may judge the employee and his/her college or the CCSNH system based on those utterances. Hence, the employee, when participating in a social networking site, should attempt at all times to be accurate, exercise appropriate restraint, show respect for the opinion of others, and not subject the institution or the CCSNH system to public embarrassment or negative attention.
2. The employee is legally liable for what is posted on his/her own site and what they post on the sites of others.
3. The use of the college or CCSNH System logo, or any other college or CCSNH System marks or images on a personal online site is prohibited.
4. The use of the college or CCSNH System name to promote or endorse any product, cause or political party or candidate is prohibited.
5. Since the CCSNH is best served in an environment characterized by professional and ethical behavior on the part of each member of its community, CCSNH respects the individual rights of its employees. However, it also recognizes its responsibility to communicate to the CCSNH community the professional risks associated with participation in a non-work related social networking sites that encourages social interaction between students and faculty and/or staff. If an employee enters into such a social interaction, the employee risks being exposed to complaints that may call into question his/her integrity and professionalism. Therefore, it is the position of the CCSNH to encourage faculty and staff to exercise caution in knowingly becoming "friends" on a social networking site sponsored by a student or when inviting students as "friends" on the faculty or staff person's personal/private social networking

## LIABILITY INSURANCE

Upon approval of the President or designee, Lakes Region Community College will provide a letter to serve as a Certificate of Insurance for purposes of official College use of off campus facilities. See sample Certificate of Insurance in appendix.

The State of New Hampshire does not maintain insurance coverage for liability resulting from the general operations of the Community College System of New Hampshire. Instead, the State has elected to self-insure for this exposure. Any liability incurred by Lakes Region Community College arising out of these activities would be handled as a general obligation of the State.

## SMOKING POLICY

No smoking will be permitted in any indoor area of Lakes Region Community College. This includes the Shaker Village and any satellite locations as well. Designated smoking areas (gazebos) are provided on the grounds for students, faculty, and staff use.

## TELEPHONE USE

The College telephone system enables each person to have access to any person who can be reached by phone. Specific directions for the use of your phone or have any problems with your phone contact Chris Crowley in the IT department at Ext 6707.

Tips for Telephone Use:

- Protect your access to phones by preventing unauthorized use by others.
- Study the various features available: Voice Mail, Call Forward, Conferencing, Speakerphone, Speed Dial, etc.

## PARKING

There are no reserved individual parking assignments. Handicapped and visitor spaces are available and clearly marked. Vehicles may not be parked overnight on College grounds without permission of the Maintenance Department due to snow removal and security concerns. A cement "hard pad" for the parking of motorcycles is available at the rear of the building and is reserved for motorcycles only during normal months of motorcycle usage.

## PUBLICITY/PUBLIC RELATIONS

While it is desirable that the public be kept fully informed about the activities of the College and its students and faculty, all publicity must be cleared in advance with the Public Relations Officer and the President. This policy is to prevent misinterpretation by the media, avoid duplication, and, in general, coordinate news releases.

## VEHICLE REQUESTS

The College maintains vehicles for employee use when conducting official business. Because of demand, vehicles should be requested as far in advance as possible. The request is made by filling out a Vehicle Request Form (see appendix) and submitting it to the Plant Maintenance Engineer for scheduling and availability. Blank forms are available in the copy room.

All employees must have completed and be current in the **Defensive Driver Training** program prior to driving any state vehicle. Training certification is valid for three years after which the individual must attend a refresher class. See the Administration and Support Staff Administrative Assistant for details/scheduling.

Per the Community College System of New Hampshire policy VS 1.01, all employees and passengers are required to utilize safety belts, and/or other restraining devices if applicable, when operating or occupying a Department motor vehicle. The driver is responsible to reasonably ensure that all passengers are using restraints. This mandatory use of available safety restraints also applies to employees and passengers when operating privately owned vehicles for official business purposes.

When an employee is traveling on official business, he/she is expected to use a state vehicle. If no state vehicle is available (check with the Plant Maintenance Engineer), the employee has the option of driving his/her personal vehicle then submitting a request for mileage reimbursement at the state approved rate using the State Travel Voucher, Form A-4. The State Travel Voucher can be found in the Business Office.

NOTE: Reimbursement will not be authorized if a state vehicle was available for travel unless prior written approval of the President or Vice President is obtained.

## INVENTORY AND PURCHASING

### **Inventory**

Department Chairpersons and Supervisors are responsible for areas of inventory. This does not preclude responsibility of each individual instructor, and inventories should be current and up-to-date. Explanation of inventory procedures may be obtained from Receiving and Stock Control.

### **Purchasing Procedures**

All requests for expenditures for services and supplies must follow established college and state procedures. The first step for the purchase of any goods or services is the use of the IHR (In House Requisition). This form should be filled out completely, (there is a complete packet on IHRs available from the CFO) submitted to the Department Chair or unit head for approval, and then submitted to the business office. PLEASE be sure to keep copies of everything you submit for tracking purposes.

The business office will review each IHR for type of goods or services requested, and proceed with processing or return if insufficient information is on the IHR or funding is not available. You will get the goldenrod copy of your IHR back, with the new Banner Finance IHR # (starts with an R and has 8 digits - R0000123) and copies of any quotes etc. that were submitted with the IHR to the system office. If you need to track the order or have questions, please give us this tracking number so that we can better assist you. Questions concerning the status of your order can be directed to the college Accountant, CFO or Stock Control Clerk once you've received your goldenrod copy.

IHRs must provide the following information:

- a. Date of order
- b. Activity # - Laconia is 5850
- c. Must be marked GRANTS if a grant is funding the expenditure
- d. You need to complete the areas in red and blue (if you know the codes for the blue area - if unsure, leave blank or ask the business office) on the attached IHR sample and other documentation.
- e. Date required

- f. Vendor information: For all orders for supplies, this information must be 100% complete (unless you are using a state contract and we are ordering the goods ourselves)
  - vendor name
  - address including zip code
  - name of contact person
  - telephone #
  - fax # (for all orders under \$500 to be done on an FPO this is required)

**QUOTE - a quote, faxed or e-mailed, must accompany all requests for supplies and equipment and MUST include shipping costs- Please do not use catalog pricing without contacting the vendor 1<sup>st</sup>. Most companies will give us a discount.**

- g. Commodity #, seven digits (found in the Commodity Listing book in the faculty/staff lounge areas or the business office (we are trying to get an updated electronic version, until then if you don't know the # you can leave this blank)

**ONLY ONE COMMODITY CLASS PER IHR**

- h. Must be readable and specific, for example: 2 cases(12 bxs/cs, 240/bx) J&J # 1234 Q-tips

Brand, model and manufacturer's # (not just catalog #) for equipment or bid orders (over \$2,000)

Any orders over \$2,000 may need more back-up information, it is best to discuss any such orders with the CFO or Accountant prior to submitting your IHRs to eliminate delays

- i. Must be signed by requisitioner and supervisor before submitting to the business office.

**IN HOUSE ORDERS:**

If the order can be processed at the college, the business office will assume the responsibility of processing the order, completing the OFFICE USE ONLY section of the IHR, and forward the IHR, confirmation of completed service or packing slips to the system office. The goldenrod copy of the approved IHR will be returned to the requisitioner.

This type of order includes:

FPOs (P-8)                      Orders under \$500 including shipping if needed immediately, otherwise these are processed at the system office.

These are for non-contract items unless otherwise specified.

CONTRACTS                      State contracts that can be called in and don't need a purchase order. Please see state contract listing at the web site below:

[http://www.admin.state.nh.us/purchasing/Contracts\\_posteddte.asp?sort=cna](http://www.admin.state.nh.us/purchasing/Contracts_posteddte.asp?sort=cna)

If you are authorized to order products under state contracts yourself, you are also responsible to make sure you are using a current contract.

If you are buying contract items from local vendors and you pick up the items and get the vendor receipt or invoice when you do so, please sign – OK to pay, and attach ORIGINALS to your IHR.

**OFFICE SUPPLIES** If you need basic office and classroom supplies see Scott Bryant for more information. These are generally handled in house.

**OPEN PO** Orders against an open ended PO that you have already requested may be called in to the vendor. Please fill in your PO # on the bottom of the IHR as indicated each time you order against that open PO.

**REPAIRS** Repairs or services under \$2,000 are handled at the college. If you need any service/repair over \$2000 please check with the Accountant or CFO before having the service done.

**ADVERTISING** IHRs for advertising are handled at the college. **A copy of the approved ad copy and dates ads are to be run must be included with the IHR.**

#### SYSTEM OR STATE PURCHASING ORDERS:

**If the requisition is for an item that must be obtained from state purchasing or a request for a system PO is made, the business office will submit your IHR to the system office for processing.**

These orders include the following:

**BGS** **All printing orders** are submitted to the system office where a BGS will be created and sent to Graphic Services for processing.

Copying services from Graphic Services do not need a BGS, and may be handled directly between the college and Graphic services. For more information on this please see the business office.

**AR (P-28)** Processed at system office and submitted to State Purchase and Property for all State contract orders as required per the terms on the State contract listing. Processing time from date received at Purchase and Property is 2-3 weeks.

**PO (P-6)** RQ (P-4) processed at system office for all non contract orders >\$500 to be submitted to Purchase and Property for a purchase order. Processing time from receipt of RQ at Purchase and Property:

<\$2,000 usually 2-3 weeks

>\$2,000 these must go out to public bid and may take 8 or more weeks before receiving a purchase order.

**System PO** If supplies and/or equipment are needed sooner than the normal purchasing route, a system PO may be requested. Any order greater than \$2,000, other than a sole source item, must be bid.

## SERVICE GUIDELINES:

<u>COST</u>		<u>FORMS NEEDED TO SUBMIT</u>
>0	<\$2000	IHR
>\$2000	<\$10,000	IHR and three quotes
>\$10,000	<\$20,000	IHR, three quotes, P-37 contract package, insurance certificate for \$2,000,000, corporate authority statement, secretary of state certificate of good standing
>\$20,000		Request for Proposal, (RFP) advertised in local and state newspaper for 3 consecutive days, IHR, three quotes, P-37 contract package, insurance certificate for \$2,000,000, corporate authority statement, secretary of state certificate of good standing
>\$100,000		All of the above, plus approval from the Board's Finance Committee and then the full Board.

### **In-Stock Storeroom Supplies**

When requesting supplies such as pencils, paper clips, tape, pens, or items that are in-stock in Stock Control, a Supply Request form should be completed and forwarded to Stock Control. These items are not charged to the individual department budget. In requesting large quantities of such items for your department or area only, completion of an In-House Requisition is required.

### **College Equipment**

Instructors and staff may borrow equipment from the college. Whenever this is done, approval must be obtained from the President or Vice President. If equipment is taken for use away from the college, a loan card is required and must be filed with the stock control officer.

Additionally, if equipment is transferred from one section of the building to another for a period of over three weeks, Stock Control must be notified so that an accurate inventory may be maintained.

Students may not borrow College equipment for organized events such as Spring Fling, Awards Night, etc.

### **Audio Visual Equipment**

Equipment is assigned to rooms/departments, therefore, if you borrow any particular item it needs to be returned as soon as possible. If equipment is broken or lamps burned out, please let the librarian know immediately so that it can be repaired. Equipment available includes the following:

- Opaque and overhead projectors
- Slide projectors
- Tape recorders
- Filmstrip projectors (roll & cartridges)
- Videocassette recorders
- Movie projectors
- Movie screens
- Closed circuit TV
- TV monitors/VCR's
- Video tape equipment including camcorder

RECEIVING DONATED EQUIPMENT AND THE DISPOSAL OF EQUIPMENT  
(Per Board of Trustees Policies)

1. The President and Vice President of Academic and Student Affairs will be alerted immediately to the fact that a company is interested in donating equipment and/or materials to the College/Institute.
2. The Stock Control Supervisor will be requested to make the initial contact with the firm to ascertain the following: general shape description, electrical and mechanical characteristics, age, condition, availability of repair parts, manuals, parts lists and net worth.
3. The above information will be passed on to the appropriate Department/Division Chairperson. If the Department/Division Chairperson decides that this equipment will enhance the educational program, the following steps will be taken:
  - a. The Department/Division Chairperson or a member of the Department/Division will personally view and evaluate the appropriateness of the equipment.
  - b. If the equipment is found to be suitable, a brief statement will be prepared explaining how this equipment will be utilized and that there is space available (needed for preparation of the Board of Trustees' letter).
  - c. If equipment is found to be unsuitable, it will be so stated at the visitation.
  - d. In either case, a follow-up thank you letter signed by the President will be drafted and sent.
  - e. On acceptance of the equipment, the Stock Control Supervisor will be directed by the President to arrange for the pick-up and delivery.
  - f. The Vice President of Academic and Student Affairs will prepare the Board of Trustees' letter for the President's signature to be forwarded to the Commissioner for formal acceptance by the Board of Trustees. This letter should include name and address of donor, items donated, approximate value, condition/usefulness of the items, and the program/purpose for which donations will be utilized.
  - g. The Board of Trustees shall accept all donations over \$50,000. The Board has authorized the Commissioner to accept all donations under \$50,000 on behalf of the Board, and to submit a list of those donations to the Board on a quarterly basis.
4. When equipment (State purchased or donated) is deemed unnecessary to the educational program, the following steps will be taken:
  - a. The Stock Control Supervisor will be notified. With his/her assistance, a report concerning the following facts will be prepared:
    - (1) Complete description of each item.
      - a. Age and condition.
      - b. Acquisition cost – current value if known.
      - c. Reason for disposal.
      - d. Approval by the President and Vice President of Academic Affairs.
  - b. Report will be sent to the Community College System of New Hampshire Office and to each of the Presidents of the Colleges and Institute. Thirty days will be allowed for a reply. The Deputy Commissioner of the Community College System of New Hampshire will be the coordinator of the activity.
  - c. If no other institution within the Community College System of New Hampshire has need for the equipment, authorization will be granted by the President to transfer the equipment to the Bureau of Plant and Property Management.

## SAFETY

### **Campus Security Statement**

The Campus Security Act (PL101 – 542) was signed into law in November 1990. This legislation requires colleges whose students receive federal financial aid to provide complete information on security policies and campus crime statistics.

Crimes of murder, rape, robbery, aggravated assault, arson, burglary and motor vehicle theft which occur in or on any building or property owned by the college or related to its educational purposes shall be reported within 48 hours of the crime to the Vice President of Academic and Student Affairs, **Provost**, and the appropriate law enforcement authorities.

Although the College has never experienced a violent crime on campus, students are encouraged to be cautious and to avoid potentially dangerous situations. Students with concerns about campus security should meet with the Vice President of Student Affairs, the Safety Committee Chair, or any preferred member of faculty or staff.

### **Evacuation/Fire Alarm Procedure**

In the event of a fire alarm activation administration, staff, faculty and students shall exit the building using the exit closest to their position. No one is to remain in the building.

The College is required to administer two fire drills per year. Appropriate administrative personnel will be contacted with the date and the time of each drill. During a fire drill all personnel shall exit the building with the exception of the maintenance staff and Fire Technology faculty.

Faculty and staff shall be familiar with the evacuation plan that is posted within each office or classroom. Faculty is responsible for the students in their classroom and will ensure all students exit the building during alarm activation. The instructor shall be the last person to exit the classroom. The lights must be turned off and the door must be closed. Once outside all personnel shall assemble on the opposite side of the paved area. Exterior door entryways must be kept clear for personnel from the Laconia Fire Department.

No one shall re-enter the building until the Laconia Fire Department, maintenance staff, or Fire Technology faculty give clearance.

### **Safety Rules and Regulations**

A list of applicable safety rules and regulations shall be provided by each Department Chair in areas over which he/she has jurisdiction. Faculty, staff, and students should familiarize themselves with the location of alarm signal boxes. The building evacuation alarm is an intermittent horn. Corridor doors may also close automatically and should be left in the closed position. Responsible staff will undertake fire control.

Safety rules in effect in the various labs shall be accessible and applied uniformly. Personal protective clothing and equipment shall be worn when required.

All accidents resulting in personal injury must be reported to the Accountant as soon after the accident as practical. Additionally, Workers' Compensation forms should be submitted to the state office if medical expenses or lost time pay is to be covered. Workers' Compensation forms must be filled out in the Business Office.

## **Safety in the Classroom**

Every instructor must be familiar with classroom safety rules and is responsible for safety in their classroom or lab. Instructors should be present in their classrooms/labs at all times classes are in session. They must be present whenever students are working in potentially dangerous learning activities such as working with chemicals or equipment that may cause personal injury.

## **Firearms and Illegal Weapons Prohibition**

**Community College System of New Hampshire Policy**  
**Effective Date: January 25, 2001    Date of Last Revision: January 23, 2001**  
**Date of Approval: January 24, 2001**

### **Purpose of Policy:**

The purpose of this policy is to promote and ensure the safety of employees, students, and the general public while in the buildings and on the grounds of the Community College System of New Hampshire, its colleges, institutions, and off-campus centers.

### **General Policy Statement:**

It is the policy of the NH Community College System that, in order to promote and ensure the safety of employees, students, and the public, Community College System of New Hampshire employees are prohibited from possessing and storing firearms or illegal weapons in any work environment; or transporting firearms or illegal weapons in any state-owned vehicle.

### **Definitions:**

- I. "Firearm" means any weapon from which a shot is discharged by gunpowder, including handguns, shotguns or rifles (breech or muzzle loading).
- II. "Illegal weapon" means those weapons listed in RSA 159:16, i.e. any stiletto, switch knife, blackjack, dagger, dirk-knife, sling shot, or metallic knuckles.
- III. "Work environment" means any location at which the colleges, institutions, and offices of the Community College System of New Hampshire conduct official business. Such work environments shall include state vehicles, college campuses, satellite/off-campus centers, offices, and private vehicles during which time that travel expenses are reimbursable by the Department.

### **Exceptions:**

ANY REQUEST FOR AN EXCEPTION TO THIS POLICY SHALL BE SUBMITTED IN WRITING TO THE PRESIDENT OF THE COLLEGE/INSTITUTION OR DESIGNATED APPOINTING AUTHORITY AT THE WORK LOCATION. SUCH REQUESTS SHALL BE REVIEWED, AND EITHER APPROVED OR DENIED, BY THE APPOINTING AUTHORITY. APPROVED REQUESTS SHALL BE FORWARDED TO THE COMMISSIONER FOR FINAL APPROVAL. EXCEPTIONS SHALL ONLY BE GRANTED IN SPECIAL CIRCUMSTANCES. EMPLOYEES GRANTED SUCH EXCEPTION SHALL COMPLY WITH ALL APPLICABLE LAWS, RULES, AND REGULATIONS.

### **Sanctions:**

- I. Violations of the policy shall be grounds for appropriate disciplinary action up to and including immediate termination of employment.

Note: Work environment shall also include parking lots as well as state vehicles, college campuses, satellite/off-campus centers, offices, and private vehicles during such time that travel expenses are reimbursable by the Department.

Exceptions shall also include: Uniformed officers of federal, state, county and municipal law enforcement agencies may carry unloaded weapons on campus when conducting official business or attending scheduled training.

## STUDENT HAZING POLICY

### I. Purpose and Scope

- A. As institutions within the Community College System of New Hampshire, the CCSNH Colleges hereby recognize the dangers inherent in student hazing, condemns the practice, and place students and staff on notice that hazing must be treated as a criminal offense and reported to the police and will subject those who participate in it to college disciplinary procedures as well.

### II. Definitions

- A. For the purpose of this policy, the following terms shall have the meanings ascribed to them below:
  - 1. Hazing means any act directed toward any full-time or part-time student, or any coercion or intimidation of a student to act, participate in, or submit to any act which is likely to cause physical or psychological injury to any person and is a condition of initiation, admission, or continued membership in the college, or any fraternity, sorority, club, or other college or college-affiliated or sanctioned organization.

### III. Prohibitions and Obligations

- A. Hazing is a Class B misdemeanor in the State's Criminal Code, for any person who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police. It is also a Class C misdemeanor for the college or any fraternity, sorority, club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fail to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
- B. No college student, official, or employee shall participate in hazing.
- C. No college student, official, or employee shall knowingly submit to hazing without reporting it as soon as practicable to the Vice President of Student Affairs, Campus Security/Safety and to the police.
- D. Any college student, official, or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Students/Campus Police and to the police.
- E. Any college official, or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice-President of Students/Campus Police and to the police, without delay.
- F. Anyone in the college community who has knowledge or reasonably suspects that an act of hazing will occur shall forthwith report it to the college authorities and to the police.
- G. Copies of this policy shall be made a part of the official student handbook and the college personnel policies, and posted conspicuously on college bulletin boards at various locations on campus.

## STUDENTS WITH DISABILITIES POLICIES AND PROCEDURES

### Introduction

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA), Lakes Region Community College recognizes that the physical, learning, sensory, or emotional challenges encountered by our students may require additional supports and accommodations to equalize their opportunities. The College is committed to providing supports that allow otherwise qualified individuals with

disabilities to succeed. Lakes Region Community College recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities. An impairment constitutes a disability only when it is severe enough to result in a "**substantial limitation in one or more major life activities**" for the individual. Such major life activities are defined as "the ability to perform functions such as walking, seeing, hearing, speaking, breathing, learning, working, performing manual tasks, and taking care of oneself."

There are legal requirements embodied in Section 504 of the Rehabilitation Act of 1973 and ADA, which require that both physical and programmatic access must be provided to all students with disabilities. In order to comply with the mandates of Section 504, colleges and universities must assure that the same educational programs and services offered to other students are offered to students with disabilities. This means that reasonable accommodations **must** be made in the instructional process to ensure **full** educational opportunities without causing undue hardship to the employer. This principle applies to **all** teaching strategies as well as institutional and departmental policies. Physical accommodations must be reasonable and also not cause undue hardship to the employer.

## **Disclosure**

ADA/504 Law prohibits pre-admission inquiries about an applicant's disability; however, a student may choose to disclose a disability at any time during the admissions or educational process. Early self-disclosure allows for appropriate accommodations and supports to be in place at the start of a semester, thus maximizing optimum success.

Individuals requesting accommodation must provide current (within a three-year period) documentation of their disability from a physician or licensed professional such as a Specialist in the Assessment of Intellectual Functioning (S.A.I.F.) psychologist, psychiatrist or school psychologist as well as a current (within 3 years) Individual Education Plan (IEP).

If a student brings his/her documentation directly to an instructor or advisor, the instructor/advisor should request that the student forward the information to the Coordinator of Disabilities Services in the Teaching, Learning & Career Center (TLC).

## **Accommodations**

Once documentation is received and verified, the Coordinator of Disabilities writes a reasonable Accommodation Plan, which is then reviewed with the student. All accommodations are individualized and confidential. Once the student **signs** the accommodation plan, the instructors receive the plan either from the student or the Coordinator of Disability Services. The instructor is required to meet with the TLC coordinator and **sign** verification every time that he/she receives an accommodation plan. Accommodations are developed on a semester-by-semester basis. It is the responsibility of the student to contact the Coordinator each semester to review the accommodations for his/her new instructors as well as sign permission for the new instructors to receive their accommodations. It is the instructor's responsibility to facilitate accommodations for the student. Frequently, some accommodations may require assistance and support from the Coordinator of Disability Services. Instructors should seek this support and assistance as necessary.

## **Rights and Responsibilities of Faculty and Staff in the Accommodation of Students with Disabilities**

*The Faculty and Staff have the **right** to:*

- receive an accommodation plan written by the Coordinator of Disability Services which verifies a documented disability;

- receive support and assistance from the Coordinator of Disability Services in order to facilitate the accommodation plan;
- contact the Coordinator of Disability Services to discuss appropriateness and benefit of accommodations for students in their respective classes who have a disability.

*The Faculty and Staff have the **responsibility** to:*

- sign that the student accommodation sheet was received from the TLC;
- keep all disability information regarding a student **confidential**;
- provide and facilitate any classroom accommodation stated on the accommodation sheet of a student with a documented disability;
- understand the accommodation they have received and maintain communication with the coordinator of Disability Services when further explanation is required;
- maintain reasonable standards for **all** students. The objective for the accommodation of students with disabilities should be to accommodate learning differences, **not** lower academic requirements. The same standards should be applied to students with disabilities, as are applied to all other students with respect to evaluation.

## **Rights and Responsibilities of Student with Disabilities**

*Students with disabilities have the **right** to:*

- access courses and programs, services, activities and facilities offered through LRCC;
- receive reasonable accommodations and/or auxiliary aids and services which will equalize access to **all** educational opportunities if the student has provided the appropriate documentation.

*Students with disabilities have the **responsibility** to:*

- meet program qualifications and follow standards for courses, programs, services and activities;
- self-identify as an individual with a disability and seek information, counsel and assistance when necessary;
- obtain and provide documentation (from an appropriate licensed professional) documenting the disability within the required time frame;
- follow procedures for obtaining reasonable accommodations and sign the accommodation sheet;
- follow procedures for borrowing auxiliary aids;
- consult with the Coordinator of Disability Services if problems related to the disability or the facilitation of accommodations arises.

## **Confidentiality**

The Coordinator of Disabilities Services is committed to ensuring that all information regarding a student remains confidential as required by law. Disability documentation, biographical history and case notes are maintained in confidential student files housed in the office of the Coordinator of Disabilities Services. A student **must** sign a written release of information to discuss disability information with staff, parents, coaches, and/or advisors who require information. Faculty members who receive accommodation plans, which have been authorized by the student, are entitled to additional information, which will equalize opportunities for; or provide instructional support for the student.

## **Disability Documentation**

Documentation from an appropriate licensed professional to certify a disability must be provided by all students who request accommodations. If the documentation is over three years old, incomplete or inadequate to

determine the extent of the disability, the Coordinator of Disability Services has, at his/her discretion, the right to require additional and/or updated information.

### **Services Offered**

- Tutoring
- Individualized Learning Training for students
- Prometric Certification Training
- GED and SAT preparation
- Weekly sessions for students in writing, time budgeting, study skills, reading, memory, organization and motivation
- Weekly sessions for instructors in universal design techniques, accommodation implementation and general question/answer time for methods to stimulate student learning
- Computer tutorials for reading, writing, math and other academic majors
- Convenient hours

## **AFFIRMATIVE ACTION**

### **(DEPARTMENT OF COMMUNITY COLLEGES)**

The following procedures have been developed to meet requirements of the Department of Community Colleges Affirmative Action Plan.

### **Employees**

"It is the policy of the New Hampshire Department of Community Colleges to provide equal employment opportunities for all employees without discrimination because of race, religion, color, national origin, sex, age, veteran status, sexual orientation, and/or handicap."

Affirmative action will be taken to ensure that all applicants receive fair consideration for employment and that all employees are treated equally and without discrimination during employment. This will apply to every phase of employment, including rates of pay, fringe benefits, upgrading, training, transfers and terminations.

Title IX of the Education Amendments of 1972 also requires a grievance procedure be established for employees and students.

"A recipient shall adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited by this part."

This grievance procedure coincides with the existing New Hampshire Division of Personnel grievance procedure.

1. That, for the Department of Community Colleges, the New Hampshire Division of Personnel General Statement of Policy, Section 1, Item F, be extended to specify non-discrimination on the basis of sex or handicap.
2. Adopt an appeal procedure policy to apply to students and clients. In the event a student or client receiving, or entitled to receive, services directly from the Department of Community Colleges is not covered by an existing or future appeal procedure, Steps I, II and III of Rule VI, Section 5, Rules of the New Hampshire Department of Personnel shall be adopted by the Department of Community Colleges to apply to any such aggrieved person.

At any stage of the procedure, the aggrieved may request counseling from the Affirmative Action Counseling Committee. The major differences between the two procedures are that the Department of Community Colleges procedure includes the availability of counseling and possible case review by an Affirmative Action Advisory Committee.

Anyone desiring additional information should contact the Affirmative Action Director and/or the Title IX Coordinator.

### **Affirmative Action Grievance Procedure**

The following is excerpted from "Rules of the Division of Personnel State of New Hampshire". Rule VI. Section 5 (p.25) with the following exceptions:

1. The word "employee" shall mean employees, clients and/or students. (Students attending Community Colleges and Institute will follow their own grievance procedures.)
2. Language has been changed to reflect application to both sexes.
3. For the purposes of the Department, by mutual consent between the Commissioner and the employee, in Step III, 1., the 5 working day time limit shall be extended to a total of 15 working days so that the Affirmative Action Advisory Committee may review the case and give the Commissioner (with a copy to the aggrieved and aggrievor) written recommendations for resolution.

#### **STEP I - Employee and Immediate Supervisor**

1. The employee by himself/herself and/or his/her chosen representative shall present to his/her supervisor all the facts pertaining to the problem or incident.
2. The immediate supervisor shall adjust the problem at once or notify the employee or his/her representative of the decision within five working days from the day the problem was presented to the supervisor. If action cannot be taken within that period, the supervisor shall state in writing the reasons therefore and when the decision will be made.

#### **STEP II - Employee and Intermediate Supervisor**

1. If an employee or his/her chosen representative feels that further review is justified, notification to that effect and a statement of all the facts pertaining to the problem shall be made in writing to the intermediate supervisor, as well as the immediate supervisor, within five working days from the day the employee was informed of the decision reached.
2. The immediate supervisor shall submit a written statement of the facts pertaining to the problem at once to the person who is to review this matter further.
3. The intermediate supervisor shall discuss the problem with the employee concerned and/or his/her chosen representative and in every practical instance arrive at a decision during a meeting at which both the employee and the immediate supervisor are present.
4. The intermediate supervisor shall notify the employee or his/her chosen representative and his/her immediate supervisor within five working days from the day the problem was submitted to the intermediate supervisor of his/her decision in writing, or the reasons why more time may be required and the date when a decision will be made.

#### **STEP III - Employee and Agency Head (President)**

1. If the employee or his/her chosen representative feels that further review is justified, notification to that effect and a statement of all the facts pertaining to the problem shall be made in writing to agency head within five working days from the day the employee was informed of the decision reached.

2. The agency head or his/her designated representative shall review all the facts, preferably with all those concerned present, within five working days from the day this problem is submitted to him/her. The employee or his/her chosen representative and the supervisors concerned shall be notified in writing of the decision reached or the reasons for any delay in that decision and the date when the decision will be given.

NOTE: Steps I and III may be sufficient in a small agency; Step II may be duplicated as an additional step in a large agency where more than one intermediate supervisor may be affected.

#### STEP IV - Employee and Director

1. The employee him/herself and/or his/her chosen representative or agency head may ask within five working days for additional review of the problem by the Director of Personnel.
2. The Director will act officially only if the aggrieved's problem has first been cleared within the agency in accordance with the steps outlined.
3. The request for review by the Director shall be in writing and shall clearly state the problem and all the pertinent facts pertaining thereto.
4. The Director will review the entire matter, arrange a meeting between all concerned if practical, and recommend in writing to the employee or his/her chosen representative and to the agency head concerned within fifteen working days from the date the request is received what further action, if any, in accordance with existing statutes and rules may be justified. If additional time is required for the proper investigation and determination of the facts and issues, the person submitting the request will be so notified.
5. The Director may refer this matter to the Personnel Appeals Board if further assistance or review is warranted or required.

#### STEP V - Employee and Personnel Appeals Board

If the decision of the Director is unsatisfactory to the person or persons making the appeal, an appeal to the Board, by written notice to the Chairperson of the Board may be requested within fifteen calendar days from the date of the Director's decision.

If no request for appeal to the Board is made within this fifteen-day period, the grievance will be considered closed on the basis of the Director's decision, provided, however, for good cause shown, the Board may, in its discretion, extend this period.

Before any appeal shall be denied, the Board shall, as soon as practicable, set a date, time and place for a hearing thereon, and give at least two weeks' notice in writing of the hearing to the employee's department head, and other interested parties.

If the Board hears the appeal, it will, in the usual case, render a decision within thirty calendar days from the date of the hearing. If a hearing is unnecessary, the decision will be made, ordinarily, within thirty calendar days from the date the appeal is received by the Board. If additional time should be required for the proper investigation or determination of the facts or issues involved, the Board will so notify the employee making the appeal.

Any employee appeal resulting in change in status or compensation will be made retroactive to the beginning of the next pay period immediately following the date the appeal was received in proper form by the Director.

#### **Affirmative Action Advisory Committee**

1. Selection of the Advisory Committee

The Affirmative Action Committee shall choose the Advisory Committee. There will be a total of five (5) members on the Advisory Committee.

Three members shall be drawn from a list of volunteers developed within the Affirmative Action Committee. These volunteers' names will be placed on a written ballot and elected at the first general meeting of the full Affirmative Action Committee after the annual general elections. Terms will run one year from the date of election until the first general meeting following the general elections the following year.

If, for any reason during the time frame, one of the three (3) elected members of the Committee is not available, an alternate shall be named by the Affirmative Action Committee Chairperson from the Affirmative Action Committee.

Two members shall be named by the Commissioner from a list of volunteers developed within the Department. These members shall not be members of the Affirmative Action Committee. Volunteers' names may remain on the volunteer's list as long as they wish while they are members of the Department.

The Affirmative Action Committee Chairperson shall serve as Chairperson of the Advisory Committee, but will be a non-voting member.

## 2. Duties/Responsibilities of the Advisory Committee

Meetings will be held as needed; these will be called by the Chairperson of said Committee. The Advisory Committee shall hear testimony and shall make recommendations for the Commissioners action on the case.

Duties of the Chairperson shall include, but not be limited to, the following:

A. Call meetings to orders.

B. Keep records, to be filed in the Affirmative Action Chairperson's office, of all grievances made known to the Advisory Committee, including, but not limited to:

1. A Grievance Folder, to include:

a. The Grievance Record Form (to be attached to left side of the folder) including, but not limited to:

- Name of person aggrieved
- Gender of person aggrieved
- Position name and labor grade of person aggrieved
- Position name and labor grade of aggrievor
- Date of grievance filed
- Type of complaint
- Committee's recommendation and date
- Follow up

b. Records of all actions including copies of all correspondence concerning the grievance. The Aggrieved's folder will always be open for the aggrieved's inspection.

c. Written notification of recommendation made by the Advisory Committee to all parties concerned and the Commissioner.

2. Each grievance folder will be filed numerically. The master list of the numerical sequence and aggrieved's name will be kept separate from the folders.

Grievance folders will be kept up to three (3) years after the final communication with the Advisory Committee and then destroyed. A master list will be kept of pertinent non-personally identifiable information from the folders.

These items could include, but not be limited to:

- Age
- Gender
- Marital Status

- Type of Grievance
- Compliance with the time limits
- Position name and labor grade of Aggrieved
- Position name and labor grade of Aggrievor

C. Other duties/responsibilities as determined by the Advisory Committee or the Commissioner.

The committee shall have an initial meeting to establish procedures to govern its action. These procedures shall be approved by the Affirmative Action Committee and shall be in writing.

**Affirmative Action Counseling Committee**

1. Selection of the Counseling Committee

The Counseling Committee shall be comprised of not fewer than three (3) volunteers from the Affirmative Action Committee. These volunteers will not be members of the Advisory Committee. The Counseling Committee volunteers may serve as long as they wish as long as they are also members of the Affirmative Action Committee and are not members of the Advisory Committee.

2. Duties/Responsibilities of the Counseling Committee

The Counseling Committee members will be available to any Department employee, student or client wishing to discuss a possible grievance and to any Department employee, student or client wishing advice and guidance during the actual Grievance Procedures.

The Counseling Committee members will be aware of all Grievance Procedures available to Department employees.

The Counseling Committee will meet every three (3) months or when appeals procedures change. The Counseling Committee will elect a Chairperson for one (1) year term. The term will run for one year from the election, which will be held on the first meeting of the Counseling Committee following the general elections. The Counseling Committee shall report trends in complaints and other issues which it feels the entire Affirmative Action Committee should address as an affirmative action issue taking great care to preserve confidentiality of individual cases.

FACULTY/ADVISORS BY PROGRAM 2018-2019

<u>PROGRAM</u>	<u>STUDENT ASSIGNMENT</u>	<u>ADVISOR</u>
Accounting		Carlene Rose
Advanced Manufacturing	A - M N-Z	Carl Daniels, primary Keith Fletcher
Automotive Service Education Program/ Automotive Technology		Jamie Decato
Automotive – Toyota Program		Scott Ellis
Business Management		Carlene Rose
Computer Technologies		Sandra Lavallee
Culinary Arts/Pastry Arts		Patrick Hall and Bill Walsh
Early Childhood Education		Donna Magoon
Electrical Power and Control Technologies		Carl Daniels, primary
Electrical Systems Installation and Maintenance		Keith Fletcher, primary

<b>Electro-Mechanical Technologies</b>		Carl Daniels Keith Fletcher, primary Carl Daniels
<b>Fine Arts</b>		Elizabeth Wilson
<b>Fire Technology</b>	A-M N-Z	John Connell Gary Courtney
<b>Graphic Design</b>		Sann Lavallee
<b>Health Information Technologies</b>		Sann Lavallee
<b>Human Services</b>		Linda Ferruolo
<b>General Studies/Pre-Nursing</b>	A-F G-L M-S T-Z (Marty Pasquali available for advising as needed)	Amy Tremblay Debbie Brady Laura Rodgers Cathy Kubec
<b>Liberal Arts</b>	A-C D-G H-L M-P Q-S T-Z	Janet Bloom Scott Cracraft Nancy Eckert Julie Morin Scott Maltzie Fran Seigle
<b>Liberal Arts/Health Science</b>	A-H I-P Q-Z	Stephen Freeborn Nancy Eckert Janet Bloom
<b>Marine Technology</b>	A-M N-Z	Jake Marsh Jake Marsh
<b>Media Arts and Technology</b>		Sann Lavallee
<b>Nursing</b>	A-L (Freshman) M-Z (Freshman) Level II: A-L (Senior) Level II: M-Z (Senior)	Amy Tremblay Debbie Brady Laura Rodgers Cathy Kubec
<b>Office Technology Management</b>		Carlene Rose
<b>Restaurant Mgt.</b>		Patrick Hall & Bill Walsh

#### CODE OF ETHICS (ACADEMIC FREEDOM)

The statement of academic freedom as set forth by the American Association of University Professors, the Association of American Colleges, the Association for Higher Education, and the National Education Association, is endorsed by the Board of Trustees. The Statement endorsed follows.

1. “The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.”

2. "The teacher is entitled to freedom in the classroom in discussing his/her subject but should be careful not to introduce into his/her teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment."
3. "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When the teacher speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the teacher's special position in the community imposes special obligations. As a person of learning and an educational officer, the teacher should remember that the public may judge the teaching profession and the institution by his/her utterances. Hence, the teacher should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman."
4. Code of Ethics for Education Profession (NEA)

## CODE OF ETHICS OF THE EDUCATION PROFESSION

### **PREAMBLE**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliate.

### **PRINCIPLE I**

#### **Commitment to the Student**

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
  - a. exclude any student from participation in any program
  - b. deny any advantage to any student.
7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

## **PRINCIPLE II**

### **Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract person's worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Privacy of Records**

The College maintains an academic folder for all matriculated students. Included are permanent academic records, application for admission, all correspondence to and from the College, transcripts of all previous academic records, recommendations, standardized test results, armed forces papers, social security papers, medical records, and miscellaneous information.

No access to or release of any personally identifiable records for files of students will be allowed to any individual, agency, or organization without prior written consent of the student except as follows:

The President, Vice Presidents, and Registrar shall have unlimited access without permission to all student records. They cannot, however, release information without prior written authorization for the student except as follows:

1. To officials and teachers within the College who are directly involved in a legitimate, educational matter with the student. A school official is a person employed by the college in an administrative, academic, research or support staff position; a person or company with whom the college has contracted; a person serving on the Board of Trustees; or a student serving on an official committee.
2. To authorized Federal and State offices as identified in Section 438(b) (3) of Public Law 93-380.
3. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any person. If students, regardless of age, wish their parent(s) or anyone

else to be given information about any aspects of their progress at the College, they must sign a Waiver of Confidentiality form, which can be obtained from the Registrar's Office.

Contact the Registrar's Office to confirm if a Waiver of Confidentiality is on file BEFORE releasing any information pertaining to a student's academic information/progress except for what is printed in our Disclosure of Directory of Information

**DISCLOSURE OF DIRECTORY INFORMATION** – The following may be disclosed without written student consent:

Directory information is defined as name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, anticipated graduation date, degrees and awards.

### **Academic Advising**

The mission of academic advising at LRCC is to assist students in utilizing all available resources and in planning a program of study designed to be consistent with their personal, educational, and career goals. Advisors will also be responsible for degree audits to ensure students are on track for completion of course requirements for graduation. Advisors should be familiar with the Advising Guidelines, the Academic Advising Handbook, and the Student Information System.

The Student Information System (SIS) allows faculty and advisors to view class schedules, student transcripts, class lists, and enrollment, as well as contact information for students. Please see the Student Information System or contact the Registrar's Office or the Academic Affairs Office for log on instructions or more details on the SIS.

### **Advising Guidelines**

In order for faculty to effectively advise their students in making course selections, they should know the following:

- What prerequisites, if any, the student must complete.
- What Basic Skills courses those students have been recommended to take.

Once a faculty advisor has this information, he/she can then assess what his/her advisee needs to take to complete their degree program. Then advisor and advisee should discuss how long the student plans to be in college, how many credit hours he/she hopes to take each semester and what courses that student should be taking (and in what sequence) in order to meet those goals. Faculty advisors should keep in mind that not all students want or are able to go to college full time and that they may not fit neatly into our outlined two-year programs. Even those students who take twelve to fifteen credit hours a semester would not finish most of our programs in two years time. Consequently, these students are "out of sequence" when it comes to forming their schedules, and advisors need to take extra time to make sure their course choices are "on track."

Faculty need to discuss with advisees:

- Which courses are prerequisites to others?
- Certain courses are only offered once a year and if they are not taken in that semester (or if they are dropped in a given semester) that particular course will not be offered again until the following year. That student would consequently spend an additional semester or year in school.

Other areas advisors may want to discuss during the year with their advisees:

- Time management and juggling too many full-time commitments.
- Being open to change if their choice for a major is not working out and they are thinking of dropping out – is there a better choice for a major?
- Separating personality conflicts and teaching/learning styles.
- Attendance is always important.
- Have they been advocates for themselves and asked questions, gone to faculty for extra help and sought out tutorial assistance in the Learning and Career Center before dropping a course?
- Are there other issues going on in their lives that are keeping them from being successful?

Not all advisors are comfortable discussing some/all of these topics with their students, and/or it may not always be appropriate. The College Counselors are available to counsel with students and discuss any number of counseling issues and to make referrals where appropriate. The counselors are also available to discuss particular problems and concerns or hypothetical cases with any faculty member.

There are two sources for career exploration/counseling available to students at the College, and advisors should feel free to refer an advisee to them if appropriate. The College Counselors provide a full range of career exploration services, from a one-time discussion to a formal 3-4 sessions Career Planning Program which utilizes a number of career exploration inventories and career research activities. Ultimately, it is the student who bears the responsibility for satisfactorily completing all requirements for their degree.

### **Academic Honesty Policy**

Original thinking and intellectual honesty are central to a college education. Research projects require the ongoing use of existing works, but students must conduct themselves with proper regard for the rights of others and of the college, in a context of mutual respect, integrity and reason. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the college. Students involved in such activities are subject to serious disciplinary action.

The following are presented as examples of academic dishonesty:

1. Misrepresenting academic work done by someone else as one's own efforts, with or without permission of the person.
2. Providing or using prohibited assistance in assignments and examinations.
3. Unauthorized communication in any manner with other students during an examination; collaboration in the preparation of reports or take-home examinations; copying, giving aid or failing to follow the faculty member's instructions.
4. Tampering with or falsifying official college records.
5. Infringing upon the right of other students to fair and equal access to college library materials and comparable academic resources.
6. Falsification of data collected for and presented as part of course requirements.
7. Presenting as one's own ideas, another person's work or words without proper acknowledgement.

There may be other instances of academic dishonesty, which will be identified by a faculty member.

Academic dishonesty is not tolerated at LRCC. There is the expectation that coursework will be done honestly, whether in lab projects, on examinations, or for term papers. The individual faculty member will make the initial response to an occurrence of academic dishonesty. The instructor should discuss the matter with the student, and should include what happened to cause the instructor to think cheating had taken place. The instructor should be specific: cheating was seen first-hand, cheating was reported by another student, work handed in was of much higher quality than usual, etc. Judicial Procedural levels in the Student Handbook outline consequences and procedures.

The faculty member should tell the student what the response will be:

First offense:

1. The student will fail the paper, test, or course; this is up to the instructor to decide.
2. The instructor will write a report about the incident, including the response. The report will be distributed to the student; the department chair of the student's major area; the department chair if the occurrence wasn't in the student's major area; and the College Counselor.
3. The written report will remain with the College Counselor for the time stated in the Student Handbook.
4. At least one counseling session between the student and College Counselor will take place, with feedback to involved faculty from the Counselor.
5. The Counselor will notify all of the student's instructors about the incident.

Subsequent offense:

1. The report is supplied by the College Counselor from the previous incident.
2. The matter is referred to Academic Standing Committee by the College Counselor, following the process outlined in the Student Handbook.
3. The student may attend classes during the appeal process.

Timeline for appeal:

1. The student may appeal the instructor's action. This appeal must be made, in writing, within seven class days (seven days that classes meet and that students may be expected to be on campus - not five class meeting times, or breaks, holidays, etc.) to the Academic Standing Committee.
2. The Academic Standing Committee must make a decision within seven class days (see 4.a. above).

### **Academic Honesty General Information**

In addition to the Academic Honesty Policy, information is presented here that can help faculty members deal with academic dishonesty.

How to recognize cheating in the class/lab:

1. First hand – you saw it
  - a. cheating on a test
  - b. work is turned in that is of much higher quality than that usually turned in by that student
2. Second hand – it was reported by another student
3. Things that may be clues:
  - a. too many trips to the bathroom
  - b. books or materials on the desk during tests
  - c. eyes wandering
  - d. talking or other communication
  - e. change of usual seating: next to a student who usually earns high grades; from front of room (usual) to the back of the room (unusual)

Prevention/structure of class:

1. Include on the syllabus "Cheating will not be tolerated" – students' sign that they've read and understand the statement. Keep these statements for each term/semester.
2. Be clear about ground rules and expectations from the beginning of the class so that both the faculty and teacher will know what the basis is for action.
  - a. See 1.
  - b. Understand the meaning of plagiarism; footnotes; etc.
3. Include material on "To Cheat or Not to Cheat; that is the Question" in your class/department, possibly during orientation-registration period.
4. Don't just sit in the front of the room, reading; walk around the room – look at the students.

5. Be available for students to discuss class progress or other issues, including test anxiety.
6. Space students around the room during an exam; change the usual seating.
7. Assess competencies in a variety of ways.
8. Incorporate more performance based projects/exams.
9. Ask another faculty member to take over your class for a few minutes to give you a break during a long exam.
10. Keep desks and tables clear.
11. Ask students to hand in scrap paper and/or notes on the way out of the exam.
12. Have different tests for the same material; have the same questions for nos. 1,5, etc., but different questions for nos. 2,3,4,6, etc.
13. Don't reuse tests.
14. Organize teams so that students are graded individually as well as by the group.
15. Use "test flags" for use on student desk/table/computer monitor.
16. Collaborate with faculty members if a student is handing in work done for another course – major area and English, for example.
17. Collaborate with other students on work team.
18. Give the answer – let the students figure out the process or question.
19. Talk to students about material of higher quality than usual – tell them you expect this quality from now on.
20. Check materials that students bring in/take out of class.
21. Don't allow unreasonable bathroom trips.

*Think about* including "Ethics in the Workplace" in your class or program.

## PURCHASE OF TEXTBOOKS

Faculty, in conjunction with their department chairs, have full discretion for textbook selection for their courses. After the choice has been made, a textbook selection form will be completed and forwarded to the bookstore representative for timely ordering.

Publishers often supply complimentary/desk copies of textbooks. Please see the bookstore manager for contact information or to obtain textbook/supply order forms.

## COPYRIGHT GUIDELINES

### **GUIDELINES FOR CLASSROOM COPYING OF BOOKS AND PERIODICALS**

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[The guidelines reprinted below are an adaptation of the actual copying guidelines agreed to by the Association of American Publishers and The Author's League of America with minor editorial changes.]

The purpose of the following guidelines is to state the minimum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying is not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

### **I. Single Copying for Teachers**

A single copy may be made of any of the following or any part thereof by or for any faculty or staff member at his or her individual request:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

### **II. Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the faculty giving the course for classroom use or discussion, provided that:

- A. The copying meets the following tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright

## ***Definitions***

### ***Brevity***

(i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

(ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

(iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

### ***Spontaneity***

(i) The copying is at the instance and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

### *Cumulative Effect*

(i) The copying of the material is for only one course in the school in which the copies are made.

(ii) Not more than one short poem, article, story, essay or two excerpts may be copied from neither the same author, nor more than three from the same collective work or periodical volume during one class term.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

### PROHIBITIONS AS TO I AND II ABOVE

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying may not be used to create or to replace or substitute for anthologies, compilations or collective works. A prohibited replacement or substitution occurs regardless of whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
  - B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
  - C. Copying shall not:
    1. substitute for the purchase of books, publisher's reprints or periodicals;
    2. be directed by higher authority; or
    3. be repeated with respect to the same item by the same teacher from term to term.
  - D. No charge may be made to the student beyond the actual cost of the photocopying.
- 

### COPYRIGHT LAW IN THE ELECTRONIC ENVIRONMENT (FACULTY)

#### **Recommended References:**

- Offsite: links to others' materials

#### **Summary of Multimedia Fair Use Guidelines:**

- Students may incorporate others' works into their multimedia creations and perform and display them for academic assignments

Faculty may incorporate others' work into their multimedia creations

- to create multimedia curriculum materials
- to teach remote classes where access and total number of students is limited; technology makes copying impossible
  - if materials can be copied; they may only be made available remotely (by network) for 15 days and then must be placed on reserve for on-site (at the remote location) use only
- Faculty may demonstrate their multimedia creations at professional symposia and retain same in their own portfolios
- Time limit on fair use: 2 years from completion of the multimedia work

- Copies limit: generally, only 2, but joint work creators may each have a copy
- Portion limits:
  - motion media – up to 10% or 3 minutes, whichever is less
  - text – up to 10% or 1000 words, whichever is less
    - poem – up to 250 words, but further limited to:
      - three poems or portions of poems by one poet; or
      - five poems or portions of poems by different poets from an anthology
  - music – up to 10% or 30 seconds, whichever is less
  - photos and images – up to 5 works from one author; up to 10% or 15 works, whichever is less, from a collection
  - database information – up to 10% or 2500 fields or cell entries, whichever is less

## NETIQUETTE AT THE LAKES REGION COMMUNITY COLLEGE

Netiquette defines appropriate communication in the online environment including email, Blackboard online classroom/discussion boards, websites, blogs, instant messaging, etc. The Lakes Region Community Colleges encourage common courtesy in all forms of communication to promote effective and positive interactions.

When using Internet based communication, students, staff and faculty is encouraged (and in some cases required by civil rights law) to follow the netiquette practices below:

1. Please avoid using **all caps**. It is often interpreted as shouting.
2. Please avoid using **red and bold** fonts to avoid conveying anger to your reader.
  - Also, colors do not photocopy well and may not appear on printed documents if the color ink cartridge is old.
  - In addition, the colors red or light green cannot be seen by color blind people (“red and green cannot be seen”).
3. Avoid offensive language of any kind. Using email to harass others in a sexual, racial or other prejudicial manner violates civil rights laws.
4. Avoid forwarding a message or attachments without the author's permission. Asking for permission demonstrates your integrity in personal and business communications.
5. Avoid **flaming** – the expression of extreme emotion or opinion in an email
  - Misinterpretation of an email followed by an impulsive email response increases the probability your recipient will also respond emotionally making the situation worse. “Act in haste, repent at your leisure.”
  - Emotionally charged email can be printed out, forwarded to many people instantly and may acquire a level of importance that was never intended.
  - If you are a student and feel someone is being harassing, demeaning or abusive, please contact your instructor immediately.
6. Use a clear email subject line that relates directly to your message. Consider it to be the headline of a news article.
  - Use an inverted pyramid form of writing with the most important statements in the first paragraph. Follow up with supporting details.
  - Keep paragraphs short for easy reading. Use blank lines between paragraphs. State your recommendations for resolving a problem.
  - Request action - tell your recipient what you need. Be clear and concise.
7. Avoid acronyms or abbreviations unless your entire audience is familiar with them.
8. When using email, avoid instant messaging shorthand such as u for you.

9. Use spell check and take time to proof read your email. Electronic communication may be the only impression someone has of you.
10. Be careful – email stands on its own merit, often without context, and may be instantly forwarded to many people.
11. Be forgiving of mistakes. If you decide to inform someone of a mistake, be polite and inform by private rather than public email.

For more information:

[www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)



## Student Information System Faculty & Advisor Web Access

The Student Information System allows faculty and advisors to view class schedules, student transcripts, class lists and enrollment, review personal information, and post final grades all online. Go to the college web page at [www.lrcc.edu](http://www.lrcc.edu) and click on “Student Information System” (SIS).

**Schedule and Seat Availability:** Students and faculty may access the class schedule and seat availability through the Student Information System without entering the secure area: 1) select Schedule of Classes; 2) select Term and Submit; 3) select All, a specific subject, or Subject and course number; 4) click Class Search; 5) click on the course title. If there are no seats remaining, students must choose another course.

To access personal, student, or faculty information, you must Enter Secure Area using your User ID and Personal Identification Number.

- **Enter your User ID;** your user ID is your social security number or assigned number that begins with an “A”, i.e., A0004XXXX. If you have questions, please contact the Registrar.
- **Enter your Personal Identification Number (PIN);** If you have never accessed the SIS before, your PIN is your six-digit date of birth (MMDDYY) **OR** the last six digits of your user ID. Upon login, you will be required to reset your PIN and set up a security question. **Your new pin must be a number between six and sixteen digits.** Please protect your privacy - do not share these identifying numbers with anyone else.
- **If you have forgotten your PIN,** key your user ID and click on “Forgot PIN” and follow the security question prompts to reset your PIN.

Click on Faculty & Advisors to access the following items:

- Faculty Detail Schedule – This lists courses and workshops you are teaching including the number of students registered, location, and day and time of class.
- Faculty Schedule by Day and Time – This is a summary of the courses you are teaching in a weekly grid, with the course names, times, and rooms.
- Detail Class List – Lists the basic information about the course and a list of the students enrolled with their major, class, credits, date registered, etc.
- Summary Class List – This is a more condensed list of students, including ID numbers, level, and email address. Click on the student’s name to access address and phone number.
- Final Grades - All final grades are submitted online. You will receive instructions from the Registrar’s Office. All grades are due 24 hours after your last class meeting.
- Transcripts - Advisors may access course history for his/her advisees to assist in registration and degree audits.

**REMINDER: All student information is to be kept confidential.**

If you have any questions regarding the Student Information System, please contact the Registrar’s Office at 524-3207.

## TRANSCRIPT EVALUATION

Students may be eligible to receive credit for prior college experience by the process of transfer credit evaluation. All matriculated students are eligible and the process starts by the student having an official transcript sent from any prior colleges they attended to the Admissions Office. Once logged in, the transcripts are forwarded to the Academic Affairs Office for transfer credit evaluation (TCE). The transcript is reviewed and any course that carries a grade of C or better and is comparable to one of the required courses in the student's programs profile will be awarded as transfer credit. The student will receive written notification from the Academic Affairs Office as to what course(s) have been transferred.

Non-matriculated students are welcome to have their transcripts evaluated on an unofficial basis.

Transfer credits are always an important consideration for students and advisors and may change the need for registering for some courses. The average completion time for transfer credit evaluations is two weeks.

## CURRICULUM COMMITTEE PROCEDURE

When changes are being sought within a curriculum, or a new program is being proposed, the process begins with the Curriculum/Course Review Form for the Curriculum Committee, available in the Academic Affairs office.

The form is completed and returned to the Academic Affairs office, along with documentation such as the syllabus, current and proposed curriculum profiles showing the impact of the changes, supporting documentation, etc. If the request is for a new program, an entire new program proposal must be submitted. All proposals must follow degree or certificate guidelines as outlined in the Board of Trustee's Policy Manual. Copies of these guidelines are available in the Academic Affairs office.

Following a review by the Vice President of Academic Affairs, the Chairperson of the Curriculum Committee is notified that there are proposals requiring a committee meeting, and a meeting date is set. The person whose proposal is being discussed must present the changes and be prepared to respond to questions or concerns of the committee.

After reviewing the proposal, the committee will take one of the following actions:

- Approve proposal as presented. Changes will take effect as of the next academic year.
- Table the proposal until further information can be presented, or recommended changes can be made.
- Deny the requested change as:
  - Not compatible with the mission of the College;
  - Not fitting the Board of Trustee's Policy on System Programs;
  - Not within the ability of the College to support the requested change.

Once the Curriculum Committee has taken action on a proposal, the minutes are distributed to committee members, Vice President of Academic and Community Affairs, Vice President of Student Affairs, the Registrar, and the department faculty requesting the changes.

All changes will be included in the next regular publishing of the College Catalog.

## SYLLABI

All syllabi must be updated every year, or semester if applicable, using the College syllabus template and forwarded to the respective Department Chair for approval before distribution to students. Approved syllabi are then forwarded to the Academic Affairs Office to be kept on file. See syllabus template in the appendix or go to the college website: [www.lrcc.edu](http://www.lrcc.edu), Academics/Faculty Resources/Forms.

On the first day of class every faculty member shall distribute a syllabus containing such information as course number, title, credits, grading and attendance policy, and other specific instructions to each student. This procedure protects the instructor whenever a student mistakenly or intentionally implies that course and grading information were not distributed at the beginning of the course by the instructor.

In addition to the syllabus, the Academic Affairs notice must be distributed to all students on the first day of class. This includes information on academic services and College policies on Attendance, Classroom Etiquette, Civil Rights/Equity Issues, the Teaching and Learning Center, Disabilities Services, Bennett Library, Plagiarism, Class Cancellations, and Grades.

### CLASSROOM AND LAB MANAGEMENT

#### **Attendance Policy**

Attendance is one of the characteristics of a successful college student. Most failures, dropped courses and poor grades are directly related to poor attendance. The College has designed a schedule of time for each course that is necessary for the average college student to complete the course. This time at the college, under the supervision of a professional educator, is very valuable for student success. Students who elect not to attend all scheduled classes or laboratory hours should notify and consult with the instructor for special instructions. The student should in all cases notify and consult with the instructor on all absences. In some cases students may be required to keep their own attendance records because their financial sponsor requires this for their own use in advising and recommending students to employers. The instructors will make every effort to accept advance notices of absences due to College events and/or emergencies. It is, however, ultimately the student's responsibility to make arrangements for missed assignments, tests, lectures, deadlines, and other academic activities associated with the lack of attendance.

Attendance is strongly encouraged in class for several reasons:

1. There is a strong correlation between attending classes and academic success.
2. Material may be available in class that is not in the textbook.
3. Class time has been assigned to each student and that is their time to receive instructor assistance, which is important to the successful completion of the course requirements.
4. Much learning takes place between faculty and students during class. This time is also a chance for students to think, question, and clarify ideas and information.
5. Each individual is expected to make satisfactory progress in his/her classes. Students who are not making satisfactory progress should DROP the course.

**For the above reasons, regular attendance is essential to success at the College.**

## Attendance Record Keeping

Faculty members will follow the procedures described below:

- Faculty shall keep attendance records for each class. Grade books are available from the stock control supervisor.
- The Athletic Director will make available to all faculty a season schedule and player roster prior to start of each semester.
- The responsible advisor for any valid college activity or field trip shall coordinate the absence of students with other faculty.
- It shall be assumed that no student is withdrawn until formal notification is circulated from the Registrar's Office.

### OFFICIAL CLASS ROSTER POLICY/PROCEDURE

- 1) Initial rosters are distributed the first week of classes and faculty are required to:
  - Mark NA (Never Attended) or NA Excused (Never Attended, excused by instructor) if a student is not in attendance
  - If a student is in class and not on your roster, please send him/her to the Registrar's Office immediately to get registered
  - If a student is marked with an N in the last column, the student has not made arrangements for payment and must contact the Business Office immediately
- 2) An OFFICIAL ROSTER will be distributed at the end of the second week for faculty verification in the third week of classes and will be used to document if a student began attendance in the courses for which s/he is registered. Students who did not begin attending during the first three weeks MUST BE marked with an NA by the instructor. The roster is returned to the Registrar's Office on a daily basis for processing. All NA students will be removed from the class roster and will need instructor approval to reregister.

### LAKES REGION COMMUNITY COLLEGE STUDENT STATUS REPORT/ACADEMIC WARNING

Students performing poorly in a class may be given a Student Status Report by their instructors at any time during the semester. This report will identify problem areas and will make recommendations for remediation. The instructor will distribute copies of the report to the student, the student's advisor, the Registrar's Office, and the appropriate day or evening College Counselor. This reporting system is intended to provide early intervention in order to improve the student's potential for success in the class. The Counselor will contact those students and offer to assist the students to address the issues preventing success in the class. The College offers a multitude of support services free to all students to aid in academic success. Student Status Report forms can be found in the Academic Office.

### CLASSROOM/LAB SAFETY

Students will be allowed to work in shops and labs in their free time or after classes at the discretion of the instructor. The instructor must be present whenever students are working in a lab environment. Instructors should be present in their classrooms/labs at all times classes are in session. Instructors must be present whenever students are working in potentially dangerous learning activities such as working with chemicals or equipment that may cause personnel injury.

## FIELD TRIPS

Faculty shall complete and submit a Field Trip Authorization form prior to any field trip. Faculty members responsible for any field trip involving the absence of students from classes will, prior to the scheduled trip, coordinate the absence of students with other faculty. Field Trip Authorization forms are located in the Academic Office. See sample in the appendix or go to the college web page at <http://www.lrcc.edu>, Academics/Faculty Resources/Forms.

## FINAL EXAMS

Faculty has the prerogative of administering a final exam for any of their courses. If a final examination is part of the course evaluation, the choice must be clearly stated on the course syllabus that is given to the students during the first class.

## GRADING

Grades will be submitted to the Registrar online via the Student Information System at [www.lrcc.edu](http://www.lrcc.edu). Each instructor is responsible for posting one grade per student in each one of his/her classes. Accurate and timely grading is necessary for student academic standing progress review and issuing transcripts.

Upon retirement or resignation, the faculty member shall submit all rank books and relevant grading data to the Academic Affairs Office for future reference.

### **Incomplete Course Grade**

An Incomplete Grade (**I**) indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of completing the work and passing the course. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. An Incomplete Contract must be completed and submitted to the Registrar's Office prior to the end of the grading period.

The work must be completed by the student through arrangement with the instructor no later than:

- the end of the third week in the Spring semester for a grade issued in the Fall semester;
- the end of the third week in the Fall semester for a grade issued in the Summer term;
- three weeks from the earliest start date of the summer term for a grade issued in the Spring semester;

Should the student fail to complete the work within the designated period, the grade will automatically become an "F" grade. The Vice President of Academic Affairs may make exceptions on the above deadlines.

"I" grades will not be included in the computation of Grade Point Average. An "I" grade may affect a student's financial aid. Students should contact the Financial Aid office for further information.

### **Administrative Failure**

**AF** – Instructor or administrator initiated drop at any time during the semester for failure to meet attendance requirements, violation of the Student Code of Conduct, disruptive behavior, or performing in an unsafe or unsatisfactory manner in a clinic, practicum, internship or lab. Student receives a grade of AF which is calculated in the GPA as an "F". The AF cannot be used for poor grade performance.

## **Student Withdrawal**

**W** – Student initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course). Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

## **Withdraw Passing**

**WP** – Student initiated withdrawal from a course after the drop deadline (60% of the course) student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

## **Withdraw Failing**

**WF** – *Student initiated drop from a course after the drop deadline (60%) of the course; student has a failing grade at the time of the drop. Calculates in GPA as an “F”.*

The Administrative Failure, Withdraw Passing/Failure, and Add/Drop (student withdrawal) forms are available in the Registrar's Office.

## SEMESTER HOUR GUIDELINES

A semester is defined as a minimum of sixteen weeks or its equivalent, including final exams. A semester credit hour represents either (a) one hour of classroom work or (b) two to three hours of laboratory, shop, or clinical experience per week for each week of the semester.

In certain instances of clinical or laboratory instruction in which substantial amounts of repetitive work or study are involved, the ratio of three hours to one semester hour may be adjusted to four hours to one semester hour. One instructional hour is defined as fifty minutes, except in clinical areas where it is one clock hour.

## FACULTY SCHEDULE

A master faculty schedule is available in the Academic Affairs Office and in the Main Office. The Vice President of Academic Affairs or designee will have jurisdiction for planning and preparing schedules and room assignments. No changes may be made in a schedule or room assignment without prior consent of the Vice President of Academic Affairs or designee.

Day classes are generally scheduled in a timeframe between 8:00 a.m. to 4:00 p.m. Teaching schedules may reflect a longer timeframe in late afternoon and evenings because of enrollment, educational needs, scheduling, and when room analysis dictates such utilization is in the best interest of the students and the College.

## OFFICE HOURS

Instructors must publicize five hours per the faculty contract agreement for student conferences and/or office hours. These may also be used for preparation, planning, and other college activities. The designated office or conference times shall be published on all course syllabi and posted in a conspicuous place in each instructor's area, and students should be notified of their location. The Vice President of Academic Affairs shall be given a copy of each instructor's schedule and office hours prior to the start of each academic term.

## ASSIGNMENT OF THE WORKPLACE

Faculty members will not need to request a reassignment of the workplace during hours in which they do not have classes, scheduled office hours, department or committee meetings, workshops, or other required professional activity. Faculty is expected to be on campus for the amount of time necessary to complete instructional assignments and administrative activities.

## CLASS CANCELLATION POLICY

The College President or his/her designee has the authority to cancel classes and close the College to students due to inclement weather, however, at such times faculty and staff are still required to report to work and perform their assigned work duties. Because faculty have the right to perform their assigned duties off campus, they may perform these duties at home during school closures provided it is pre-approved by their department chair or the Vice President for Academic Affairs.

The Vice President for Academic Affairs will take responsibility for blanket approval for faculty, which would preclude the necessity of individual approval from each department chair. Faculty have the same work at home responsibility on a snow day as a non-teaching day, and need to be available for phone calls from the College.

School cancellations are published on WMUR Channel 9 and a number of radio stations (WLNH, WEMJ, WLKZ, WGIR, WBYY, WOKQ).

## FACULTY EVALUATION BY STUDENT

Each semester students shall be offered the opportunity to conduct a course/faculty evaluation. This is done in an effort to continuously improve the quality of instruction at the College, and to give students the opportunity to comment on their experience in the class. The evaluations will be conducted during the last week of classes for that semester. Under no circumstance is a faculty member to collect the forms themselves. The evaluation forms will be collected in an envelope and returned by a student to the Academic Affairs Office or Division of Community Education. A sample can be found in the Appendix or in the Academic Affairs Office.

## FACULTY PERFORMANCE EVALUATION SUMMARY AND CLASSROOM OBSERVATION

Faculty will be evaluated on at least an annual basis by their department chair. The purpose of the evaluation is to provide continuous improvement and assessment of instruction. Classroom visits, review of instructional materials, and student evaluations should all be included in the process. See samples of forms in the appendix.

## FACULTY/STAFF WORKLOAD

(Per the 2017-2018 Collective Bargaining Agreement)

For information regarding the 2018-2019 Collective Bargaining Agreement between Full-time Faculty and I.B.E.W. Local 2320, visit the I.B.E.W. website at <http://ibew2320.org/education/>

For information regarding the 2017-2019 Collective Bargaining Agreement between CCSNH Staff and SEA, visit the SEIU website at <http://www.seiu1984.org/your-contract/>

For information regarding the 2017-2018 Collective Bargaining Agreement between Adjunct Faculty and SEA, visit the SEIU website at <http://www.seiu1984.org/your-contract/>

## FACULTY PROMOTION.

At the time of hire, full-time faculty are assigned to one of four faculty ranks: Instructor; Assistant Professor; Associate Professor; or Professor, as determined based on the individual's educational and experiential background and the needs of the college. Upon the successful completion of the probationary period and initial appointment, a faculty member may be eligible to apply for promotion to the next highest faculty rank. The following process governs faculty promotion.

### 1. Qualifications for Promotions

#### a. Academic Qualifications

- (1) Faculty members submitting requests for promotion consideration must meet the minimum qualifications for the rank (classification), as well as demonstrate the ability to fulfill the accountabilities for the rank they are seeking as set forth by the NH Division of Personnel.
- (2) A certification review shall be conducted by the VP of Academic Affairs or the CCSNH Director of Human Resources to ensure that the education and experience requirements (minimum qualifications) for the faculty rank of promotion are met.

#### b. Service in Grade Qualifications

- (1) Faculty members submitting requests for promotion from one academic rank to another, must have completed the following years of service in grade.

Instructor to Assistant Professor:	3 years
Assist. Professor to Assoc. Professor:	3 years
Associate Professor to Professor:	3 years
- (2) Faculty serving in the last year of the length of service requirement shall be eligible to make application for promotion.
- (3) Exceptions to "service in faculty rank" shall be considered only in extraordinary circumstances which, if the promotion is not considered, would be detrimental to the college. Such requests must be submitted in writing by the College/Institute President to the Chancellor of the Community College System.

- c. General qualifications for all Promotions - In order to qualify for promotion, a faculty member must show evidence of the following since his/her last appointment or promotion. Items listed under each of the following categories (1-5) help define the category and are not meant to be a list of accountabilities that each candidate must meet for that category, nor are they meant to be exhaustive or all-inclusive for that category. The Master Teacher Team should evaluate each candidate individually, recognizing that faculty positions differ across a campus, and expectations that are reasonable in one department may not be appropriate in another. Individual items beneath the categories, therefore, are merely guidelines and not meant to be prescriptive.

- (1) Teaching & Learning Effectiveness - For a faculty member to qualify for promotion, he/she must show evidence of effective teaching techniques which promote student learning since his/her last appointment or promotion. Examples may include, but are not limited to:
- a) Demonstrates teaching excellence through the establishment of an effective learning environment:
    - Integrates theory with applications in teaching material.
    - Clearly defines program and course goals.
    - Promotes the implementation of core competencies and Performance Based Learning.
    - Promotes critical thinking and life skills.
    - Responds to the academic needs of diverse student populations.
    - Maintains accessibility and availability.
    - Promotes and practices student retention efforts.
    - Demonstrates a willingness to provide time outside the classroom to assist students academically (tutorials, help sessions, review sessions, Learning and Career Centers, and library assistance and/or service in Learning and Career Center).
  - b) Prepares students for the workplace.
    - Adapts to, and remains current with, changes in technology through links with business, industry and professional organizations.
    - Displays creativity and innovation in the classroom, e.g., use of technology in the classroom.
  - c) Demonstrates ethical and professional behavior.
  - d) Is able to solve problems and handle difficulties professionally and confidentially.
- (2) Academic Contributions - The candidate should demonstrate sustained activity which contributes to the academic vitality and well-being of the institution. Examples may include, but are not limited to:
- a) Curriculum/Program Development.
    - Participates in the development of Day/DCE/Business Training programs and courses.

- Provides contacts/linkages with business and industry when appropriate in developing new programs or courses.
  - Shares new teaching and learning methodologies with peers through the presentation of workshops, position papers, etc.
  - Exhibits academic creativity in attracting revenues through new programs, workshops, grants, etc.
  - Promotes/participates in articulation initiatives (i.e. school-to-work, transfer).
- b) Service to the Department/System.
- When appropriate, participates in team activities with faculty in other disciplines.
  - Serves as an academic resource for adjunct faculty.
  - Assists in seeking contacts with employers for the development of internships, co-op experiences, practicums, clinics, etc.
  - Actively assists in departmental needs: equipment inventory and orders, course scheduling, new faculty orientation, reviewing placement tests, attending open houses, etc.
- (3) Service to Students - It is expected that a candidate would demonstrate an involvement with students outside of the classroom setting. Examples may include, but are not limited to:
- a) Serving as an advisor to student activities and organizations;
- Engages in the Admissions process, including contacting prospective students, participating in interviews, preparing admissions material (brochures, flyers, public relations activities related to Admissions).
  - Advises students on overall academic planning, including registration, course selection, course sequencing, course withdrawal, and commencement.
  - Advises students in job placement, including providing professional contacts, making students aware of relevant professional opportunities, assisting in preparation of job-seeking materials, and advising in overall long-range employment planning.
  - Participates in the orientation process, including participation in orientation programs, providing departmental/institution overview, and creating a welcoming atmosphere for new students.
  - Prepares students for their roles as citizens in a changing society.

- Overseeing student cultural, athletic, entertainment or community service projects.
  - Participating actively in or demonstrates support for various student sponsored functions.
- (4) Service to Institution and Community - It is expected that an applicant would be engaged in non-teaching activities involving the campus and larger community. Examples may include, but are not limited to:
- a) Institution/System.
- Actively serves on departmental, campus, College/institute or System teams/and or committees.
  - Writes or actively assists in the writing of grant projects for the department, institution or System.
  - Participates in the accreditation process.
  - Participates in campus-wide functions such as Campus Day, Open House, Parents' Weekend, etc.
  - Contributes to institutional/System enhancements and enrichment, for example, brings speakers, groups to the campus, promotes cross-campus activities, etc.
- b) Discipline-Related Service to the External Community
- Volunteer's professional expertise to his/her local community (e.g., schools, community centers, health care facilities, adult learning centers, etc.)
  - Promotes the institution in the community through participation in fairs, promotional events and publicity activities.
  - Works to develop courses/curricula for off-campus sites.
- (5) Professional Growth & Development - It is expected that all candidates would remain technologically and pedagogically current in his/her respective field. Examples may include, but are not limited to:
- a) Remains current in the field through conferences, workshops, courses and professional affiliations.
- b) Participates in college recognized professions associations, including teachers' organizations.

- c) Participates in panels, courses or workshops locally, regionally and/or nationally.
- d) Participates as a member of an accreditation visiting team.
- e) Participates as a member of a professional board or advisory board.
- f) Participates in departmental or institutional self-studies.
- g) Maintains contact with appropriate external agencies (businesses, hospitals, etc.) to ensure currency of curriculum.

## 2. Evaluation Process

- a. A Faculty Promotion Review Team comprised of a maximum of six (6) full-time faculty, designated as “Master Teacher Fellows”, shall be established within each college for the purpose of evaluating candidates for promotion.

Representation shall be across disciplines (Health, Technology, Business, and General Education, etc.).

A minimum of three (3), and a maximum of six (6), Master Teacher Fellows will sit on a review panel as determined by the Vice President of Academic Affairs based on the number of final candidates for promotion. The Vice-President of Academic Affairs shall sponsor this team

- b. The Faculty Promotion Review Team shall be responsible for conducting a careful review and evaluation of each candidate’s portfolio, teaching effectiveness, and performance in conjunction with the qualifications criteria established. Such a review shall involve class visits; interviews with students, peers, Department Chairs, and individuals outside the institution, where appropriate; a review of class materials, including syllabi and exams; an interview with the candidate regarding teaching philosophy and approach; and non-teaching activities.
- c. It is expected that each Master Teacher Fellow shall complete the following review for each candidate within the respective college for promotion.
  - (1) Conducts one (1) class visit per semester.
  - (2) Reviews all student evaluations from the previous academic year and fall semester of the current academic year.
  - (3) Conducts a minimum of one (1) interview with the candidate to discuss his/her teaching philosophy and practices.
  - (4) Interviews fellow members of the faculty, students currently enrolled in a minimum of one of the candidate’s classes, and the candidate’s department chair.
  - (5) Reviews all course syllabi, course material developed and/or utilized, and the candidate’s portfolio.
  - (6) Provides recommendations for improvement and mentorship, where appropriate.

- d. At the conclusion of the review process, the review team shall assign point values to each of the five evaluative criteria identified with the “General Qualifications for Promotion” and for compiling a written evaluation. The review team’s evaluative findings and decision to recommend or deny promotion shall be submitted to the Vice-President of Academic Affairs. The review team shall provide a professional development plan for each candidate not recommended for promotion.
- e. The Vice-President of Academic Affairs shall conduct a minimum of one (1) class visit for each candidate and shall review all evaluative material submitted by the review team.
- f. The Vice-President of Academic Affairs, in consultation with the President, shall forward those candidates recommended for promotion to the Chancellor or his/her designee(s) for final approval. Written notification shall be provided by the President or his/her designee to each candidate regarding his/her promotional status.

### 3. Master Teacher Fellows Appointments

- a. A Master Teacher Fellow shall possess a minimum of five (5) years of teaching experience at the postsecondary level, two (2) years of which must have been with the Community College System and shall possess a higher academic rank/classification than the candidates applying for promotion. A Master Teacher Fellow must demonstrate teaching excellence through his/her instructional expertise, academic contributions, ethical and professional behavior, service to students, non-teaching activities within the college and system, and professional growth and development.
- b. Faculty interested in serving as a Master Teacher Fellow must submit a letter of intent/interest to the Vice-President of Academic Affairs for review and appointment by a designated college leadership/ advisory team. It is recommended that Department Chairs not serve as Master Teacher Fellows due to their supervisory role and responsibilities. Under no circumstances shall a Department Chair serve as a Master Teacher Fellow in those instances when he/she is responsible for the supervision of a candidate for promotion.
- c. Each Master Teacher Fellow shall receive a stipend of seven hundred forty dollars (\$1,000.00) per academic year. In addition, where appropriate and feasible, the Vice-President of Academic Affairs shall develop a more flexible work schedule for each Master Teacher Fellow.
- d. It is expected that Master Teacher Fellows shall serve as members of the Faculty Promotion Review Team. As a team, members shall be responsible for keeping minutes, authoring documents, setting meeting times, and performing other team duties as needed. The Faculty Promotion Review Team shall meet monthly, at a minimum, to discuss and review progress and processes.
- e. Effective September, 1997 appointments to the Faculty Promotion Review Team shall be designated as a one (1) year or a two (2) year appointment. All following appointments shall be designated as a two (2) year appointment.

### 4. Documentation for Promotion Process

- a. Each candidate shall submit a portfolio of materials that address the criteria outlined in the “Qualifications for Promotion.” A promotional portfolio shall include a completed state application, an up-dated resume, a copy of college transcripts, and documentation which supports evidence of teaching effectiveness and professional activities outside the classroom.

Such documentation includes; syllabi, exams, course evaluations, student evaluations, student testimonials, tapes of classes, letters of support from colleagues, description of innovative practices, etc.

- b. Each candidate shall include a letter of recommendation/ support from his/her Department Chairperson in his/her promotional portfolio.
- c. Each candidate shall include copies of his/her performance reviews/ evaluations for the previous two (2) academic years in his/her promotional portfolio.
- d. Each candidate may include copies of letters of support/recognition from business, industry, community partnerships, and affiliations, where appropriate.

5. Schedule for Promotion

- a. A schedule for promotion shall be established at the start of each academic year by the CCSNH Human Resources Department. This schedule shall be distributed to the Vice President of Academic Affairs for distribution.

6. Evaluation System

- a. A four (4) point scale, which parallels our existing grading system, shall be used to evaluate each of the five criteria established within the “General Qualifications for Promotion.” Scoring shall be as follows:

<u>Criteria</u>	<u>Point Scale</u>	<u>Cumulative</u>
Teaching Effectiveness	60% x 0-4 points	0.00 - 2.40
Academic Contributions	10% x 0-4 points	0.00 - 0.40
Service to Students	10% x 0-4 points	0.00 - 0.40
Service to Inst. & Comm.	10% x 0-4 points	0.00 - 0.40
Professional Develop.	10% x 0-4 points	0.00 - 0.40

- 0-1 = Below average or do not recommend
- 1-2 = Average or recommend with reservation
- 2-3 = Good or recommend with confidence
- 3-4 = Excellent or strongly recommend

- b. Candidates must receive a minimum of a 3.0 rating in Teaching Effectiveness to be considered for promotion. If the minimum score of 3.0 for Teaching Effectiveness is not achieved, candidates will be denied promotion.
- c. Candidates must meet the following cumulative scores for promotion to the designated faculty level.

Instructor to Assistant Professor	2.7
Assistant Professor to Associate Professor	3.0
Associate Professor to Professor	3.4

7. Appeal Process

- a. Appeals of denial for promotion must be made in accordance with the Administrative Rules of the NH Division of Personnel.

LAKES REGION COMMUNITY COLLEGE

CONSTITUTION AND BYLAWS

FACULTY SENATE  
OF LAKES REGION COMMUNITY COLLEGE

Article I. Name

The name of this organization shall be the Faculty Senate of Lakes Region Community College.

Article II. Objectives

The purpose of this organization shall be to ensure faculty has a formal means to express itself in the following ways:

1. Formulate the position taken by the faculty on issues connected with Lakes Region Community College (LRCC) campus.
2. Ensure that the faculty position on issues is considered in all decisions affecting the LRCC campus, in particular all educational issues pertaining to the faculty and in matters of faculty welfare.
3. When it is determined that the faculty position on issues are not being satisfactorily addressed, appeal to the appropriate authorities through such means as letters of censure or no confidence.
4. Act as a means of communication with administration, student groups, Board of Trustees and other stakeholders.
5. Serve as an academic voice in implementing, maintaining, and improving the System mission statement.

Article III. Membership

Section 1. The membership of this organization shall include:

- a. Full -time employees whose primary responsibility is teaching
- b. Part-time faculty whose primary responsibility is teaching.
- c. Long-time adjunct faculty who teach three or more courses per year who request to be members.

Section 2. A log of members shall be maintained by the secretary and updated in September and January, and as needed.

Section 3. The conditions of membership above do not preclude invitation of non-members to meetings.

Section 4. A member may opt out of the Faculty Senate by notifying the secretary in writing.

## Article IV. Officers

### Section 1. Elected Officers

The officers of this organization shall be a president, a vice president, and a secretary. In the event that the secretary is unable to attend a given meeting or requires assistance in a meeting, the Faculty Senate vice president may assist in those duties OR members in attendance may hold a vote to appoint another member to take over or assist the duties of secretary for that given meeting.

### Section 2. Election of Officers

The candidates for the positions of president, vice president, and secretary shall be nominated annually at the first fall meeting. An election will be held within 5 working days afterwards.

Absentee ballots shall be made available by the secretary.

Officers shall assume their duties following the election.

### Section 3. Term of Office

The president, vice president, and secretary shall serve no longer than two years in succession.

### Section 4. Vacancies

Vacancies in any position shall be filled by a majority vote of members present at a duly-called meeting, according to Article V, Meetings, Section 3. Quorum and Voting.

## Article V. Meetings

### Section 1. Meetings

Meetings shall be called by the president at least three times per academic year, or upon the written petition of five members to the president.

- a. All senate members shall be notified at least five school days in advance of a duly-called meeting, via memo or email and posting in a central location.
- b. An emergency meeting may be called by any officer in the absence of the president. No five-day advance notice would be necessary, but the meeting shall have an agenda, and be publicized.

### Section 2. Agenda

- a. The president is responsible for preparing and distributing the agenda for each meeting to all members. This distribution may be made concurrently with the notification of said meeting.
- b. Items to be placed on the agenda shall be submitted in writing to the senate president. These items shall appear on the prepared agenda.
- c. Any member or non-member wishing to make a presentation or speak at a meeting shall request to be put on the agenda.

### Section 3. Quorum and Voting

- a. A quorum shall consist of 1/3 of the Full Time Faculty members in attendance.
- b. In voting, a simple majority vote carries.
- c. When fewer than the quorum are present, votes shall not be taken.

### Section 4. Presiding Officer

The president shall preside at all meetings except that in the absence of the president, the vice president shall preside. In the absence of the vice president, the secretary shall preside.

## BY-LAWS

### Section 1. Duties of Officers

#### a. President

- (1) Call Senate meeting.
- (2) Prepare and distribute agenda.
- (3) Conduct Senate meeting.
- (4) Present the position of the senate to other constituencies.
- (5) Perform or delegate any duties incumbent on the orderly running of this organization.
- (6) Serve as Senate liaison to administration.

#### b. Vice President

- (1) Assist the president.
- (2) Provide the slate of officer's candidates.
- (3) Act in the absence of the president when necessary.

#### c. Secretary

- (1) Record, publish, and distribute minutes of all meetings to all members.
- (2) Maintain a complete set of minutes on file.
- (3) Establish and maintain a log of members, updating it in September and January, and as needed.
- (4) Carry out any correspondence.
- (5) Act in the absence of the vice president when necessary.

### Section 2. Amendments and Adoptions

1. Amendments to this constitution or its bylaws shall be submitted in writing to all members of the organization at least ten (10) working days before action on the amendment is to be taken.
2. The adoption of this constitution and its bylaws shall be by a two-thirds (2/3) vote of the members present.

### Section 3. Resolutions

The Faculty Senate may vote on a written resolution dealing with an issue of concern. The resolution serves as a formal statement of opinion.

1. The secretary shall read the resolution before voting to ensure its accuracy.
2. The resolution shall carry if it was carried out according to Article V, Section 3 (quorum requirements).
3. Copies of the resolution shall be forwarded to the President, and/or Vice Presidents, or to any other party as might be indicated by the nature of the resolution or by the wishes the organization.
4. Written resolutions shall become part of the minutes of the meeting, and shall be placed with the permanent records of the Faculty Senate.
5. The Faculty Senate reserves the right to consider and hold a vote of censure or a vote of no confidence. Such votes shall be conducted by secret ballot and require 2/3 majority of all

membership to carry. The results of the vote should be available to all stakeholders as described in Article II. Objectives, Section 4.

6. A vote to censure indicates strong disapproval. Such a vote will require a vote of confidence by the Faculty Senate at a later time to put issues to rest.
7. A vote of no confidence would be the most serious action. A vote of no confidence can be conducted in the event that administrative actions threaten or harm, or have the potential to threaten or harm, the welfare of the college or its faculty.

## PERSONNEL POLICIES

All employees of Lakes Region Community College should meet with the Administration and Support Staff Administrative Assistant for referral or explanation of personnel policies. Additional information about the personnel benefits and policies listed in this section can be found in the Collective Bargaining Agreement located on the CCSNH system website

## EMINENCE POLICY

Candidates for teaching positions who do not meet the system's "minimum qualifications" for any rank, may still qualify for a position if it can be clearly demonstrated that they are "eminent" in their field. In this context, eminence is defined as "superior knowledge and skill in comparison with the generally accepted standard of achievement in the subject area." Candidates may demonstrate such "superior knowledge and skill" through positions they have held, publications, creative activities, honors, awards, or other professional and public recognitions. Evidence that the candidate is held in high esteem within his or her field will be the critical determinant and must be well documented. *In no case should the designation of eminence be used to qualify candidates who are close to but below the minimum qualifications, unless eminence can be clearly and objectively established.*

Since candidates may have established eminence in a specific area within their field but lack the broader background and the general education preparation required by the system's "minimum qualifications," candidates may be judged eminent for a specified set of courses instead of for an entire discipline.

Candidates who qualify under the conditions stated above must be approved by the Vice President of Academic Affairs and the President.

## PROFESSIONAL ORGANIZATIONS

Faculty and staff are encouraged to participate in their respective professional organizations.

### STATE EMPLOYEES' ASSOCIATION

The purpose of the Association is:

1. To provide a medium through which members may express their views on legislation and regulations affecting their employment.
2. To promote good personnel practices within state service.
3. To establish and maintain the highest standards of working practices, personnel relations, personal ethics, fairness, customs and courtesy among its members and the public.
4. To represent and act for its members before all divisions and government and those public and private organizations whose duties or work affect state employees.
5. To perform those acts and services for its members for which a united group rather than an individual may more satisfactorily perform.

Additional information may be obtained from your Department Chair at the SEA Office or from the college SEA representative(s). See the Administration and Support Staff Administrative Assistant for name(s).

### CREDIT UNION

The New Hampshire Federal Credit Union is a group of people with a common bond organized to promote thrift among its members; to accumulate savings; to provide and to extend credit to its fellow employees for provident and productive reasons at a low cost; to obtain other services normally furnished by a financial institution; and to provide life savings and loan protection insurance to its members. "Our common bond is that we are employees of the State of New Hampshire." Membership is open to permanent employees of the **State of New Hampshire** (those with six months' employment or more). Details about membership may be obtained from the System Office.

### EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a confidential and voluntary program to help employees and their families deal with problems, which may interfere with work or home life. The EAP can help with simple requests for information to dealing with issues such as: financial or legal concerns, stress, childcare, family or marital issues, and alcohol or drugs. Services are available to all employees and their family members. Please contact your Human Resource representative for an EAP Fact Sheet or call your EAP direct at (603) 271-4336 or 1-800-852-3345, ext. 4336.

## IN-HOUSE POSTINGS

In-House Job Postings are faxed to this campus once a week, usually Thursday, from the System Office. Current in-house Lakes Region Community College employees have the opportunity to apply for the job(s) within five working days prior to the job(s) being advertised outside the System. When postings come in from the System, copies are posted on the Main Building bulletin board in the copy room and e-mailed to all LRCC employees.

## PERSONAL LIABILITY AND LIABILITY INSURANCE

The Attorney General has rules that the State will provide for indemnification and defense of claims of negligence. A college employee will be protected unless he/she is wanton or reckless in the performance of duties. **This does not preclude the individual faculty from purchasing liability insurance to cover classroom situations that could lead to litigation.**

Every instructor is responsible for safety in their classroom or lab and faces the responsibility of a lawsuit for negligence if anyone should get injured or killed. See Safety in the Administration Section for rules and regulations.

## CHILDREN IN THE WORKPLACE

While we support the occasional short visit to show our children where mom or dad works, and to meet our co-workers, we cannot have longtime, lengthy stays. This is a real insurance liability issue for the College and the State. Additionally, it takes time away from the employee's duties trying to watch their children and keep them entertained.

The office area cannot be a substitute for daycare, baby sitter problems, or school closing situations. In these instances, if you cannot arrange other accommodations, plan on taking leave time to take care of your children.

## MEDICAL AND DENTAL INSURANCE

CCSNH shall make available to all full time covered employees and their eligible dependents complete family or individual health insurance coverage, prescription drug, and dental insurance for all full-time employees. In certain instances, where coverage under the plan would otherwise end, temporary continuation of coverage at group rates is available. Contact the Human Resources Representative for more information.

## HOLIDAYS

Full-time employees are entitled to scheduled holidays and floating holidays. Regularly scheduled part-time employees are also entitled to holidays provided the employee is on a pay status on employee's next regular scheduled work day preceding and subsequent to the holiday. This schedule is distributed by the Human Resources Department and can also be found in the Collective Bargaining Agreement. See the College Human Resources representative for specific eligibility provisions for holiday pay for part-time employees.

## OVERTIME COMPENSATION

Overtime assignments, whether voluntary or required, must receive **prior authorization** from an appointing authority before any work in excess of the basic workweek is performed. An Overtime Report must be completed, signed by the employee and the supervisor, and submitted with the employee's timesheet. Part-time employees are not eligible to accrue compensatory time. Please see the College Human Resources representative for a copy of the policy for Overtime/Compensatory Time or the Overtime Report.

## APPLICATION FOR LEAVE

All employees wishing to take time off from their employment for any reason shall complete an Application for Leave form. On the leave form, the "Department" line should read "Community College System of New Hampshire", and the type of leave filled in. If your leave time will affect two pay periods, then you must complete one form for each pay period. This form needs to be signed by your supervisor and then submitted to the Administration and Support Staff Administrative Assistant for the President's or Vice-President's final approval and processing. Application for Leave forms can be obtained from the Administration and Support Staff Administrative Assistant, the Business Office, or Mail Room.

## ANNUAL LEAVE

Staff is entitled to annual leave dependent on continuous years worked. Rate of accrual and maximum accrual are defined in the [Collective Bargaining Agreement](#). Annual leave is to be requested in advance by completing an Application for Leave form.

## EDUCATIONAL LEAVE WITH PAY

In accordance with the Board of Trustees Policy Manual, Personnel Section, the Board believes it is vital to the functioning of any organization that long-term employees be given an opportunity for professional improvement. Such leave shall be available as a matter of privilege rather than a right and shall be granted only in those cases where the criteria as set forth below are met.

Eligibility:

- A. Any employee who shall have completed six (6) or more years of full-time employment with **CCSNH**, will be eligible to apply for educational leave with pay. Their approved Individual Professional Development Growth Plan must be on file with the System or institution President showing the individual's ultimate objective and previous progress made toward the indicated goal.
- B. The employee must have a consistent record of satisfactory job performance in their current position.
- C. The employee shall be engaging in an educational endeavor directly related to his/her approved Individual Professional Development Growth Plan, which will provide long range benefit to the Community College System as well as the individual.

Length of Educational Leave and Salary:

- A. An employee may be granted full-time leave not to exceed six (6) months at half pay after six (6) years of service. Employees with ten (10) years or more service, eight (8) years of which must have been with the System, may be granted full-time leave not to exceed one (1) year (12 months) at half pay.

- B. An educational leave for an academic-year employee shall be timed so that it starts and ends on dates established in the academic calendar for the beginnings and endings of semesters. The beginning and ending of an educational leave without pay for a twelve-month employee shall be scheduled at times reasonable and convenient to the employee's department or work unit.

Additional information on the benefits, application process, recommendations and approval for an educational leave can be found in the Board of Trustees Manual under personnel.

### EDUCATIONAL LEAVE WITHOUT PAY

Policy: Educational leave without pay may be granted, at the discretion of the CCSNH, for the purpose of allowing employees time to further their education through an approved full-time course of study or professional development activity directly related to their work or that of the Community College System. Such leave shall be available as a matter of privilege rather than a right and may be granted only in those cases where the criteria as set forth below are met.

Eligibility: Full-time employees who have completed two years of continuous employment and have satisfactory job performance in their current position are eligible to apply for an educational leave without pay for the pursuit of full-time study or an approved employment opportunity that will significantly enhance one's knowledge and skills within their academic discipline or occupational field.

An educational leave without pay shall not be granted for more than 12 consecutive months and shall be granted only at a time when it will not disrupt the operations or teaching programs of the Community College System or its colleges.

Additional information on the restrictions, benefits, application process, approval and conditions can be found in the Board of Trustees Manual under personnel.

### FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. According to the law, in order to be eligible for FMLA, you must have completed 12 consecutive months of employment and 1,250 hours of service, and you must have had a qualifying event. FMLA leave may be granted for up to 12 weeks for an employee's own serious health condition, to care for a child after birth or adoption, or to care for an immediate family member with a serious illness. Under FMLA employers may request medical certification of your condition.

### LEAVE OF ABSENCE WITHOUT PAY

A permanent employee, upon proper application in writing and written approval of the President and Commissioner, may obtain a continuous leave of absence without pay for a period not to exceed twelve (12) months. Leave of absence without pay, however, will not be granted until all accumulated sick leave has been exhausted. Extensions of leave for additional periods may be granted by the Governor and Council if recommended by the appointing authority, but other than in exceptional cases the total period shall not exceed one (1) year. No sick leave may be accumulated during a leave of absence without pay.

### MATERNITY LEAVE

Per 1209.1 of the Rules of the Department of Personnel and Article 11.2 of the Collective Bargaining Agreement indicate cases wherein use of sick leave is appropriate. Disability due to maternity is an appropriate use of sick leave during the period of time that the employee is medically unable to work.

The period during which employees may be, in the opinion of the attending physician or other licensed practitioners, medically unable to work vary significantly. Therefore, it is impractical to establish a set amount of time that sick leave may be utilized for any specific illness, disability or injury. (See also FMLA)

Employees applying for sick leave relating to pregnancy are subject to the same application and physician statement requirements as are employees who apply for sick leave due to other health related disabilities.

When the employee is determined to be medically able to return to work, but the employee would like additional time, use of sick leave is not appropriate. In this instance, the employee, if mutually agreed upon between the employee and appointing authority, may request use of annual leave, bonus leave, or leave without pay.

### MILITARY LEAVE

Any employee who is a member of the military forces of the state or nation in an active or reserve status shall be entitled to all the benefits and privileges granted by existing laws. No sick leave accumulated shall be lost because of military leave. Should the employee not return to state service, his/her accumulated leave will lapse. RSA 112.9 provides for fifteen (15) days of leave for temporary military duty. Any time in excess of that fifteen (15) days would be military leave of absence without pay.

### PERSONAL LEAVE FOR ACADEMIC EMPLOYEES

Faculty is granted personal leave dependent on their continuous years worked. This schedule is found in the Collective Bargaining Agreement.

### SICK LEAVE

When calling in sick, a call to the Main Office prior to the first class or assigned schedule time is required. If a class is scheduled, the office staff will post the cancellation and notify the Vice President of Academic and Student Affairs and Department Chair, or appropriate personnel of the absence. If someone will proctor an exam or if there are special instructions for the class(es), notify the Academic and Student Affairs Office. **A Leave Slip Form must be completed upon return**, signed by the responsible supervisor, and submitted to the Administration and Support Staff Administrative Assistant. For additional sick leave policy information, including Bonus Leave see the Collective Bargaining Agreement or the College Human Resource representative.

## RESIGNATIONS

Employees are expected to follow professional and ethical standards by giving written notice of resignation to the President a minimum of two weeks before effective date. Longer lead time, especially in the case of faculty, will greatly assist the College.

Upon retirement or resignation, the faculty member shall submit all rank books and relevant grading data to the Academic Affairs Office for future reference.

## STAFF DEVELOPMENT

The College encourages staff development to all full- and part-time employees in the form of workshops, credit and noncredit courses, seminars, etc. through the Professional Development Assistance program or tuition reimbursement. Employees should review personal, professional, and departmental goals with their supervisor regularly in order to maximize the potential benefits of staff development. Information and forms for professional development or tuition reimbursement are available from the Administration and Support Staff Administrative Assistant.

### **COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE Professional Development Assistance Policy Effective September 1, 2008**

- I. Purpose: The Community College System of New Hampshire (CCSNH) recognizes and supports both career and job related professional development activities. CCSNH institutions, may at their option, use departmental funds to provide financial assistance for employee participation in professional development activities. Professional development is intended to be the continuing responsibility of both the employee and the institution.
- II. Authority: The Chancellor or his/her designee shall approve/disapprove the professional development requests of the college presidents and system office personnel. The Chancellor shall delegate to each college president the authority to approve/disapprove professional development requests of his/her college personnel. The college president may delegate the approval/disapproval of professional development requests and the oversight of the institution's professional development program to a designee or a staff development committee.
- III. Program Eligibility
  - A. All full-time and part-time employees, except adjunct faculty, are eligible to receive financial assistance for participation in professional development activities.
  - B. Adjunct faculty shall be eligible to participate in college or department sponsored in-service trainings or educational programs. Financial assistance for participation in professional development activities may be approved at the discretion of the college president as determined by demonstrated need and benefit to the institution.
  - C. An employee must have satisfactory job performance in their current position to be eligible for professional development assistance. Participation in professional development activities should not in any way interfere with the employee's ability to perform his or her job.
  - D. Requests for grant-funded professional development assistance must be consistent with the goals and objectives of the grant program.
- IV. Program Guidelines

- A. Professional development activities may include, but are not limited to, non-credit courses, workshops, seminars, conferences, and lectures offered at institutions outside of the CCSNH and participation in professional and technical association meetings.
- B. Financial assistance will be provided for those professional development activities that will benefit the institution and the employee in terms of increased knowledge, abilities, and skills. Assistance may be denied in cases where management determines that the proposed professional development activity is not of sufficient benefit to the institution or is not consistent with the goals and objectives of the grant funding source.
- C. Financial assistance for professional development activities may be granted for registration and travel costs only. Expenses associated with travel shall be reimbursed in accordance with state and federal regulations, system and college travel policies and procedures, and the collective bargaining agreement. Reimbursement for books, tools or learning aids is not permitted, unless permissible through grant funding.
- D. The provision of professional development assistance shall be subject to the availability of funding and/or based upon institutional priorities. Staff development opportunities and budget allocations shall be determined by each institution and shall be consistent with policies in force by the Board of Trustees and CCSNH.

V. Procedures

- A. To be considered for professional development assistance, an employee must complete a Request for Professional Development Funds.
- B. For professional development activities that are being held “out-of-state,” the employee must complete a Request for Out-of-State Travel. Reimbursement for travel expenses shall be reimbursed in accordance with state and federal regulations, system and college travel policies and procedures, and the collective bargaining agreement.
- C. Authorization for a professional development activity must be received prior to registering or confirming travel arrangements. The completed forms as referenced in A and B above, must be completed, signed, and dated by the employee and be approved by the employee’s supervisor and the institution’s appointing authority (i.e. Chancellor, College President) or his/her designee (i.e. Institutional Staff/Professional Development Committee) . The approval/disapproval of professional development assistance may be based on the needs and priorities of the college and/or department, the individual, the availability of funds and/or the consistent application of policy.
- D. Once approval has been granted, the institution shall provide written notification to the employee documenting the approved professional development request. The written authorization notice shall designate the authorized travel destination, dates of travel, and funding allocation, as well as, provide information pertaining to the requirements for reimbursement. Authorization for the pre-payment of registration fees and/or air travel tickets may be granted. A copy of the approved Request for Professional Development Funds and the Request for Out-of-State Travel shall be provided to the employee along with the written authorization notice. If the request is denied, the request shall be returned to the employee indicating that the request was not approved and the reasons(s) for the denial.
- E. The original authorized Request for Professional Development Funds and the Request for Out-of-State Travel shall be forwarded to the institution’s business office. Copies of the approved request shall be provided to the employee’s supervisor, and the institution’s human resources office. The business office shall be responsible for ensuring the completion of the required purchasing forms (IHR’s) that result in payment of billed registration fees and/or travel costs and the reimbursement of authorized travel and/or training expenses to the employee.
- F. For non-grant and grant funds, the institution’s business office shall be responsible for entering the approved obligation into Banner Finance and then forwarding the original approved requests with all

related documentation and a copy of the written authorization notice as issued to the employee to the CC System Office Budget Department for auditing and processing.

- G. For reimbursement of authorized training and/or travel expenses, the employees shall be required to complete a Payment Voucher – Travel, (Form #A-4) and provide a certification of completion or proof of attendance, as authorized by the sponsoring organization. Expenses shall be reimbursed in accordance with state and federal regulations, system and college travel policies and procedures, and the collective bargaining agreement. The original completed documentation shall be forwarded to the institution’s business office for approval and then forwarded to the appropriate department within the CC System Office for the final auditing and processing of payments.

## VI. General Provisions

- A. Professional development expenses shall not be reimbursable if the employee has not received advanced/prior approval for the professional development activity or voluntarily cancels his/her participation in the authorized activity.
- B. If an employee voluntarily cancels his/her participation in a pre-approved professional development activity, he/she shall be responsible for the reimbursement of any costs incurred by the employer. Due to extenuating circumstances, exceptions may be authorized by the Chancellor for college presidents and system office personnel or by the college president for designated college personnel.
- C. Participation in a professional development activity/program that is not required by the institution/college (employer) shall be considered voluntary. Voluntary attendance at a professional development program occurring outside of or after the employee’s normal work hours shall not be considered as working time.
- D. Attendance shall not be considered voluntary if it is required by the employer. Mandated attendance at a professional development program occurring outside of or after the employee’s normal work hours shall be considered hours worked and will be calculated accordingly.

## VII. Reporting

- A. The college president or designee shall be responsible for maintaining professional development records for college personnel on funding allocations and costs and the educational/training activities. Records on each employee who receives staff development funds shall also be maintained and shall include information on what program the employee participated in (program title, dates, location and sponsor), cost of the program, and completion.
- B. The CCSNH Director of Human Resources shall be responsible for maintaining professional development records for system office personnel on funding allocations and costs, and educational/training activities. Records on each employee who receives staff development funds shall also be maintained and shall include information on what program the employee participated in (program title, dates, location and sponsor), cost of the program, and completion.
- C. Each institution shall provide an annual report to the BOT Personnel Committee designating the authorized professional development activities at the college for the prior fiscal year. Such reports shall be directed to the CCSNH Director of Human Resources on or before August 15.

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**  
**Tuition Benefit Plan**  
**Effective: September 1, 2008**

## I. Authority

- A. In accordance with RSA 188-F:15, II, the Board of Trustees has the authority to allow full-time employees who have one year of previous service at the Community College System, free tuition, and

to the dependents of such employees a 50 percent discount of tuition, at the Community College System of New Hampshire colleges.

- B. The CCSNH Director of Human Resources is responsible for the administration of the tuition benefit plan and for determining the eligibility for tuition benefits for system office employees and their dependents.
- C. The College President or his/her designee is responsible for determining the eligibility for tuition benefits for his/her college employees and their dependents.

## II. Employee Tuition Benefits

- A. For the purpose of the tuition benefit, an eligible employee is defined as a full-time CCSNH employee, who has completed one year of service/work and has satisfactory job performance in his/her current position. Participation in the tuition benefit plan should not in any way interfere with the employee's ability to perform his or her job.
- B. For eligible full-time employees, the tuition benefit covers enrollment in any credit or non-credit course, including workshops and seminars, offered by CCSNH colleges, where the tuition is paid to a CCSNH entity. The tuition benefit includes a 100% tuition discount and the waiver of any mandatory fees generally required of other students.

## III. Dependent Tuition Benefits

- A. The dependents of an eligible full-time employee may enroll in any of the regular credit courses offered by a Community College System of New Hampshire college at one-half (50%) of the current in-state tuition rate. This benefit is not cumulative; that is, if both parents are employed by the CCSNH, one-half (50%) of the current in-state tuition for their dependent child or children must be paid.
- B. For the purpose of the tuition benefit, an eligible dependent is defined as:
  - 1. Spouse. A spouse is any person who is legally defined as a spouse or civil union partner by the State of New Hampshire. Documentation that verifies marriage or civil union may be required.
  - 2. Children. For the purpose of this benefit, children are considered dependent if, on the first day of classes for the semester, they have not reached the age of twenty-three (23); are unmarried; and are listed on the most recent income tax return of the employee, the employee's spouse, or the employee's civil union partner; or are dependent on the employee for more than half of their financial support for the calendar year. Documentation that verifies IRS dependent status may be required.
- C. Paid Tuition Benefits for Children of Deceased Employees. Children of deceased employees who, at the time of death, were employed by the CCSNH on a full-time basis and had completed at least one year of full-time service/work, are entitled to the same tuition benefits as indicated above.

## IV. Conditions

- A. The tuition plan does not apply to courses offered by other educational institutions on the campuses of the Community College System of New Hampshire.

V. Procedures

To be considered for the tuition benefit, an employee must complete a Tuition Benefit Authorization Form and forward the completed form to the CCSNH Director of Human Resources or the College President of the employing institution for employment verification. For final processing, the employee is responsible for directing the authorized form and course registration form to the CCSNH college offering the course (s).

VI. Termination

An employee who terminates employment with the CCSNH during a semester in which the tuition benefit is being used shall be responsible for a pro-rated portion of the benefit provided to the employee, spouse, and/or dependent children.

VII. Taxability

The CCSNH will comply with all state and federal laws regarding the taxation of tuition benefits.

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**  
**Tuition Reimbursement Policy**  
**Effective May 1, 2008**

- I. Purpose: The Community College System of New Hampshire (CCSNH) recognizes and supports the need for the continued professional growth of its faculty and staff. CCSNH institutions may, at their option, use institutional funds to reimburse eligible employees for tuition costs associated with credit coursework completed in a satisfactory manner at a regionally accredited, degree-granting college or university.
- II. Policy: It is the intent of this policy to encourage and support educational opportunities of full time employees that will benefit the CCSNH, further the System's mission and strategic goals, enhance employees' current job performance, and improve options for career advancement. Tuition reimbursement is the financial support for approved educational courses that are job-related or are part of a degree, professional certification, or licenses program. Tuition reimbursement shall be subject to the availability of funds and shall be limited to the cost of tuition.
- III. Authority: The Chancellor or his/her designee shall approve/disapprove the tuition reimbursement requests for the college presidents and system office personnel. The Chancellor shall delegate to each college president the authority to approve/disapprove tuition reimbursement requests of his/her college personnel. The college president may delegate the approval of tuition reimbursement requests and the oversight of the institution's professional development program to a designee or a staff development committee.
- IV. Program Eligibility:
  - A. Full-time employees who have completed twelve months of continuous employment and have satisfactory job performance in their current position shall be eligible for tuition reimbursement. In exceptional circumstances a college president or Chancellor, in the case of system office personnel and presidents, may waive the service eligibility requirement for tuition reimbursement. When service eligibility requirements are waived, an explanatory justification statement approved by the college president/Chancellor shall be forwarded to the CCSNH Human Resources Office.
  - B. Requests for tuition reimbursement must be for credit courses that are directly related to the employee's existing job or career path or are part of an undergraduate or graduate degree, professional certification, or licensing program. Job-related courses are defined as those in which the course content is directly related to the employee's present duties and responsibilities or is needed to maintain or improve skills required by the institution or meet the express requirements of the CCSNH or of a law or regulation. Courses that are not directly related to a specific job, but form part of a job-related degree program (career related), also qualify for this benefit. Coursework undertaken by an employee for self-enrichment does not qualify.
  - C. Courses eligible for reimbursement must be for college credit(s) from a regionally accredited, degree-granting college or university. This includes classroom and on-line courses. Associate degree level coursework taken at an institution outside of the CCSNH shall only be reimbursed when the equivalent course is not offered at a CCSNH college. No auditing of courses is permitted.
  - D. Requests for tuition reimbursement must be made, and approval granted, prior to the start of the course.
- V. Procedures:
  - A. Requests for reimbursement for the tuition cost shall be initiated by the employee. To be considered for tuition reimbursement, an eligible employee must complete a Request for Tuition Reimbursement and a Tuition Reimbursement Agreement and submit these forms along with material describing the course and/or program to his/her supervisor for initial approval. If financial

assistance is being requested through the use of Carl Perkins Grant Funds, a Carl Perkins Professional Development Grant Authorization Form must also be completed.

- B. For initial approval, the supervisor shall review the request to determine job relatedness, benefit to the institution, and that the proposed course meets the criteria for reimbursement. The supervisor shall forward all approved tuition reimbursement requests along with supporting documentation to the institution's appointing authority (i.e. Chancellor, College President) or his/her designee (i.e. Institutional Staff/Professional Development Committee) for final approval and funding allocation. If the request is rejected, the request shall be returned to the employee indicating the reasons(s) for the denial.
- C. Once final approval has been granted, the institution shall provide the employee with written notification of the approved tuition reimbursement request. The written notification shall designate the authorized coursework and funding allocation, as well as provide information pertaining to the requirements for reimbursement. A copy of the approved Request for Tuition Reimbursement and a Tuition Reimbursement Agreement shall be provided to the employee along with the written notice.
- D. The original authorized Request for Tuition Reimbursement and Tuition Reimbursement Agreement shall be forwarded to the institution's business office. Copies of the approved tuition reimbursement documents shall be provided to the employee's supervisor, the institution's human resources office, and the CCSNH Director of Human Resources. For non-grant and grant funds, the institution's business office shall be responsible for entering the approved obligation into Banner Finance.

#### VI. Reimbursement:

- A. Tuition reimbursement shall be limited to eight credit hours per semester/term.
- B. Reimbursement shall be for tuition costs only. Expenses associated with fees, travel, books, or incidental items are non-reimbursable.
- C. Reimbursement may be obtained for courses taken and completed with a final grade of "C" or better for undergraduate work and a grade of "B" or better for graduate level work. In cases where the grading system is Pass/Fail, Satisfactory/Unsatisfactory, etc., the employee must receive the grade that gives credit for the course.
- D. Reimbursement for courses taken more than once will not be provided.
- E. The provision of tuition reimbursement shall be subject to the availability of funding and based upon institutional priorities. The amount of reimbursement shall be contingent upon institutional budget allocations.

#### VII. General Provisions:

- E. The employee is no longer eligible for tuition reimbursement if he/she does not complete the course satisfactorily, drops or withdraws from the course(s); or leaves the employ of Community College System before completing the course. Employees who receive a grade of "Incomplete" will be reimbursed only when the grade for the course has been changed to a grade of "C" or better for an undergraduate course or a grade of "B" or better for a graduate course. In cases where the grading system is Pass/Fail, Satisfactory/Unsatisfactory, etc., the employee must receive the grade that gives credit for the course.
- F. Participation in credit coursework shall be considered voluntary. Voluntary education time occurring outside or after regular or normal work hours is not considered time worked.
- G. Courses may not be taken during work hours if they are available during the employee's non-work hours. For credit courses offered only during work hours, the employee's supervisor may grant approval for the employee to participate in class during his/her scheduled work hours. In considering such requests, the employee's supervisor must verify that the employee's attendance at class will not adversely affect his/her job performance or department services or productivity. For courses approved to be taken during work hours, the employee shall use appropriate leave or, if approved by their supervisor, adjust their work schedule to make up the time taken during their work

day. The employee shall be required to make up work time during the designated pay week.

#### VIII. Payment

- A. Within 30 days after the completion of the course, the employee is responsible for providing documentation of the successful completion of course(s) approved for reimbursement to the institution's business office for processing. Such documentation must include proof of the paid tuition bill, evidence of successful completion of the course (college transcript, grade report, or certification of course completion), and the approved Request for Tuition Reimbursement and Tuition Reimbursement Agreement.
- B. The institution's business office shall be responsible for forwarding the original authorized tuition reimbursement request along with all related documentation to the CCSNH System Office Budget Department for auditing and the processing of payment.

#### IX. Reporting

- D. The college president or designee shall be responsible for maintaining records for college personnel on education and training activities, funding allocations and costs, and each employee who uses the program, including information on what program the employee participated in (program title, dates, location and sponsor), cost of the program, and completion.
- E. The CCSNH Director of Human Resources shall be responsible for maintaining records for system office personnel on education and training activities, funding allocations and costs, and each employee who uses the program, including information on what program the employee participated in (program title, dates, location and sponsor), cost of the program, and completion.
- F. Each institution shall provide an annual report to the BOT Personnel Committee designating the authorized professional development activities at the college for the prior fiscal year. Such reports shall be directed to the CCSNH Director of Human Resources on or before August 15.

Tax Consideration: The taxability of tuition reimbursements is subject to the provisions of the Internal Revenue Code. Employees should obtain advice from tax counsel as to the reporting and deductibility of educational expenses reimbursements. Generally, educational expenses qualifying as job-related are not reportable by the State as income to the employee. It is the employee's responsibility as an individual taxpayer to review the current tax codes as they relate to his/her particular situation.

**TUITION ABATEMENT POLICY  
For Department Employees and Dependents**

Full-time employees within the Department of Regional Community Colleges, who have been employed within the Department for at least one calendar year, may enroll in courses sponsored within the Department at no cost for tuition, as long as the course(s) have space available and sufficient numbers of paying students to warrant offering the course(s). The student must pay costs other than tuition. Every reasonable attempt should be made by college administrators and faculty to accommodate System employees in classes with high enrollments. Dependents of employees described above may enroll in Department sponsored courses at one-half their appropriate tuition charge under the same conditions as those listed above.

Dependents are classified only as:

1. Spouse (or)
2. Child listed as an exemption of the Department employee on the most recent Income Tax Form who has not reached his/her 23<sup>rd</sup> birthday on the first official day of the semester, (or)
3. Child under the age of 23 on the first day of the semester who has been in the legal, physical custody of the Department employee for more than six (6) months during the past twelve (12) months.

**TUITION ABATEMENT PROCEDURES**

1. Authorization application forms are available at the President's or Commissioner's Office.
2. Forms should be requested, completed, signed and returned to the President of the employing institution for his/her certification and signature.
3. Following the signature of the employing President, the form must be presented to the President of the institution offering the course(s) for their approval.
4. When registering for the course(s), the completed form containing all the signatures is presented to the cashier in lieu of appropriate tuition payment.

**SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCEDURE**

**POLICY**

It is the policy of the Department of Regional Community Colleges that all employees and students should be able to work and study in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment will not be tolerated under any circumstances.

**DEFINITION OF SEXUAL HARASSMENT**

- A. Any repeated or deliberate unwelcome sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment. In addition, sexual harassment may be further defined when:
1. Submission to such conduct is made either implicitly or explicitly a term of employment or education.
  2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting that individual.
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's professional or academic work performance or creates an intimidating, hostile, or offensive environment.

- B. Sexual harassment is not limited to requests for sexual favors in return for professional or academic benefits. Sexual harassment may take the form of verbal abuse, leering, sexually explicit gestures, sexually degrading language, jokes of a sexual nature, any unwanted physical contact, or the display of sexually suggestive objects or pictures.

## **PROCEDURES**

- A. The Lakes Region Community College recognizes that any allegation of sexual harassment requires a determination of the facts in each case, and further recognizes that any such investigation should be conducted in a confidential manner. The following procedures shall be adhered to in all circumstances when an employee or student feels that he/she is the victim of sexual harassment.
1. An employee or student who believes that he/she has been sexually harassed shall report the incident to the Equity/Title IX Coordinator or the Vice President of Student Affairs immediately. However, individuals have up to sixty (60) calendar days to report the incident.
  2. The Equity/Title IX Coordinator (or the Vice President of Student Affairs, if the complaint is against the Equity/Title IX Coordinator) shall investigate and report the findings within five (5) class days to the President/Provost. The investigation may include additional fact-finding and a meeting with the parties separately or together.
  3. The President/Provost shall review the results of the investigation and will notify the parties of his/her decision, including any disciplinary action to be taken against the offending party, within five (5) class days. The President's/Provost's decision shall be submitted in writing to all concerned parties.
  4. This policy is intended to offer an on-campus resolution to sexual harassment complaints. It in no way excludes the right of the individual to institute or appeal any action before any other appropriate forum including filing a complaint with the NH Commission for Human Rights within 180 days of the alleged harm. Individuals may also contact the U.S. Department of Education, Office of Civil Rights, Region I, Boston, Massachusetts. The investigating party will not discourage or in any other manner dissuade an individual from utilizing his/her remedies and will assist the individual in the exercise of his/her rights.
  5. In no case shall an individual reporting an incident of sexual harassment be subject to adverse action unless it is determined through the investigation that the allegation was not based on fact and that the individual made the allegation with malicious intent or knowing it was false.
  6. If in fact the filing of a complaint was a knowingly false claim, the individual making such claim will be subject to penalties consistent with the current College policy.

## **LAKES REGION COMMUNITY COLLEGE**

### **STATEMENT ON CONSENSUAL RELATIONSHIPS**

Whereas, Lakes Region Community College is best served in an academic environment characterized by professional ethical behavior on the part of each member of the campus community, the College, while respecting individual rights, recognizes its responsibility to communicate to the campus community the professional risks associated with consensual romantic and or sexual relationships between its employees and its students.

An employee who chooses to enter into a consensual romantic and/or sexual relationship with a student should consider the following:

- 1) Codes of ethics for most professional associations forbid professional-client sexual relationships. The College regards employee/student relationships to be analogous to the professional-client relationship. Particularly sensitive are those relationships in which there is an ***overt power differential*** – e.g., a faculty member who will be grading a student’s performance, an athletic coach who determines players on a team, or an administrator with access to student records.
- 2) If an employee enters into such a relationship, and a subsequent complaint of sexual harassment is made, the individual in the relationship with the greater power (i.e., the employee) generally bears the burden of accountability, and it is difficult to use mutual consent as a defense in such cases.
- 3) In some cases, the Attorney General’s Office may determine that the State of New Hampshire will not provide legal representation to an employee who has voluntarily entered into a consensual relationship that results in a sexual harassment suit.

Therefore, the administration of Lakes Region Community College strongly advises its employees to refrain from entering into romantic and/or sexual relationships with students.

### **THE STATE OF NEW HAMPSHIRE**

#### **DOMESTIC VIOLENCE IN THE WORKPLACE POLICY**

#### **I. PURPOSE:**

The purpose of this policy is to set forth procedures and guidelines for all State of New Hampshire employees to reduce the occurrence of domestic violence and its impact on the workplace.

#### **II. DEFINITIONS:**

- A. ***DOMESTIC VIOLENCE:*** As defined by New Hampshire RSA 173:B the commission or attempted commission of one or more of the following acts by a family or household member, current or former sexual/intimate partner where such conduct constitutes a credible threat to the victim’s safety: assault or reckless conduct, criminal threatening, sexual assault, interference with freedom, destruction of property, unauthorized entry and harassment.

B. *PERPETRATOR*: An individual who commits an act of domestic violence as defined above.

C. *VICTIM*: An individual who is subject to an act of domestic violence as defined above.

### III. **POLICY:**

All State of New Hampshire agencies, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations and collective bargaining agreements, shall designate and direct all state employees to follow these guidelines.

The State of New Hampshire will not tolerate acts of domestic violence perpetrated by or against any employee while in state offices, facilities, work sites, vehicles or while conducting state business. This includes the display of any violent or threatening behavior by a perpetrator (verbal or physical) that is likely to result in physical or emotional injury or otherwise places a victim's safety or productivity at risk. This policy addresses the particular concerns of domestic violence and its impact on the workplace.

In response to a voluntary request by an employee who is a victim of domestic violence, the State of New Hampshire will provide appropriate support and assistance. This includes identifying a person to whom an employee can go to seek help; resource and referral information; work schedule adjustments or leave as need to obtain assistance; and workplace relocation, if feasible. Other appropriate assistance will be provided based on individual need and availability.

The State of New Hampshire is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employee will be penalized or disciplined in the workplace solely for being a victim of domestic violence.

Employees who are identified as perpetrators of domestic violence are encouraged to access services through the State of New Hampshire Employee Assistance Program. They will be provided with information regarding counseling and batterer intervention resources.

Any employee who threatens, harasses, or abuses someone at the workplace, or from the workplace, using any state resources such as work time, workplace phones, fax machines, mail or other means is subject to corrective or disciplinary action, up to and including dismissal. This policy shall be interpreted consistently with the State of New Hampshire's policy prohibiting sexual harassment.

All employees need to take seriously the problem of domestic violence and its effects in the workplace. The State of New Hampshire will take all reasonable measures to foster a safe working environment for all employees.

### IV. **AGENCY RESPONSE:**

Domestic violence occurs between people of all racial, economic, educational and religious backgrounds, in heterosexual and same sex relationships, and between couples living together or separately, married or unmarried. Domestic violence can affect adversely the well being and productivity of employees who are victims, as well as their co-workers. Effects of domestic violence in the workplace include increased absenteeism, turnover and health care costs and reduced productivity.

All New Hampshire State agencies shall provide their employees with a copy of this policy and the State of New Hampshire domestic violence brochure. Employees shall read and sign a statement acknowledging the policy. As part of general orientation, each recently hired employee shall be provided with a copy of this

policy and state brochure. As part of any annual evaluation process, employees shall be given a copy of this policy.

All state agencies shall ensure that each employee participates in domestic violence awareness training as provided.

Each agency shall designate an appropriate person to address domestic violence issues within that agency. The designee shall refer any employee who discloses that he or she is a victim or a perpetrator of domestic violence to the State of New Hampshire Employee Assistance Program at 1-800-852-3345, extension 4336 or 271-4336.

In response to a voluntary request from a victim, all state agencies shall work with victimized employees to develop and implement individualized workplace safety plans. These plans may include, when appropriate, advising co-workers of the situation; setting up procedures for alerting security and/or the police; temporary relocation to a new work site; reassignment of parking space; escort for entry to and exit from the building; addressing telephone, fax, email or mail harassment; and providing a photograph of the perpetrator and/or a copy of any existing court orders to security personnel.

All information relating to an employee's involvement in a situation relating to domestic violence, to the extent possible, should be kept confidential and should not be made part of any employee's personnel file.

When an employee needs to take time off for medical assistance, legal assistance, court appearances, counseling stemming from the domestic violence, relocation or to make other necessary arrangements to create a safe situation, all state agencies should take into consideration the employee's particular situation and leave benefits.

In cases where an employee's work performance fall below expectations as a direct result of being a victim of domestic violence, the employee shall be encouraged to develop a workplace safety plan consistent with this policy and shall be provided clear information about performance expectations, priorities and performance evaluations. If a disciplinary process is initiated, special care should be taken to consider all aspects of the victimized employee's situation, and exhaust all available options in trying to resolve the performance problems, including making a referral to the State Employee Assistance Program, consistent with existing collective bargaining agreements, statute, regulations and agency policies.

If performance problems persist and the employee is terminated, disciplined or voluntarily separates from employment the employee should be informed of his or her right to appeal the agency's decision and of their potential eligibility for unemployment insurance. The agency will respond as quickly as possible to any requests for information that may be needed in the claims process. New Hampshire law, RSA 282-A:32, I(a), provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment compensation benefits.

In accordance with existing collective bargaining agreements, statues and regulations, all state agencies shall hold employees accountable under this policy who engage in the following confirmed behavior: 1) misuse state resources to commit an act of domestic violence; 2) commit an act of domestic violence from or at the workplace or from any other location while on official state business; or 3) misuse their job-related authority and/or state resources in order to negatively affect victims and/or in perpetrating an act of domestic violence; 4) threaten, harass or abuse a person at the workplace, from the workplace, or on state business using any workplace resources such as work time, workplace phones, fax machines, mail, email, or other means.

Agencies should consult with the appropriate personnel as needed to address other concerns relating to domestic violence in the workplace.

**V. EMPLOYEE AWARENESS:**

Information on domestic violence and available resources shall be posted in the worksite in places where employees can obtain it without having to request it or be seen removing it, such as employee restrooms or lounge areas. Such information shall include available resources of assistance such as the State Employee Assistance Program, local domestic violence service providers, and/or human resources personnel who are trained and available to serve as sources of information, support and referral. Information shall be made available on employee bulletin boards and included in employee newsletters, as appropriate.

APPENDIX



LAKES REGION COMMUNITY COLLEGE  
*Providing Quality Education in the Lakes Region and Beyond*

July 17, 2006

**CERTIFICATE OF INSURANCE**

To Whom it May Concern:

The State of New Hampshire is a self-insurer. Any liability incurred by Lakes Region Community College, arising out of the use of your facilities, would be paid from the General Revenues of the State of New Hampshire.

It is my hope that this statement, which is consistent with the statement that we use with other agencies, will serve as sufficient evidence of insurance.

Sincerely,

Scott Kalicki, Ph.D.  
President

SK:KK

cc: Scott Bryant  
Athletic Director

379 BELMONT ROAD, LACONIA, NH 03246 • 603-524-3207 • FAX 603-524-8084  
EEO/AA · TDD ACCESS: RELAY NH 1-800-735-2964  
[www.lrcc.edu](http://www.lrcc.edu) • email: [laconow@nhctc.edu](mailto:laconow@nhctc.edu)

LAKES REGION COMMUNITY COLLEGE  
LACONIA, NEW HAMPSHIRE

VEHICLE REQUEST FORM

REQUESTED BY: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

NUMBER OF VEHICLES REQUESTED: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ ESTIMATED RETURN TIME: \_\_\_\_\_

DRIVERS: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

NUMBER OF PASSENGERS INVOLVED: \_\_\_\_\_

IF OUT-OF-STATE TRAVEL, IS FORM ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

*An Out-of-State Travel Form is required prior to departing with a state vehicle for an out-of-state destination even if you anticipate no expenses on the trip.*

SPECIAL REQUEST/COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

Designated Routing:

Original: Plant Maintenance Engineer  
Copy: Originator

## NH COMMUNITY COLLEGE SYSTEM

### VEHICULAR SAFETY RESTRAINTS

**Policy:** VS 1.01

**Policy Title:** Vehicular Safety Restraints

**Effective Date:** February 1, 1998

**Date of Last Revision:** February 1, 1998

**Policy:** It is a fundamental operating policy of this department that safety belts and may other restraining devices shall be utilized by all employees and passengers when operating or occupying a Department motor vehicle. The driver is responsible to reasonably ensure that all passengers are using restraints. This mandatory use of available safety restraints also applies to employees and passengers when operating privately owned vehicles for official business purposes.

Exemptions to mandatory use shall be limited to the following:

- a) Employees operating special use vehicles, i.e., tractors, forklift trucks and sweepers, may elect to employ available safety restraints on a voluntary basis, unless the vehicle is equipped with a rollover protection system (ROPS)

The use of available restraints is always strongly encouraged in the interest of greater employee safety.

**Notice:** Any employee found to have violated this policy shall be subject to disciplinary action as provided within Chapter Per 1000 of the Administrative Rules of the NH Division of Personnel.

Commissioner: Walter Peterson

Date: January 29, 1998



**LAKES REGION COMMUNITY COLLEGE**  
*Providing Quality Education in the Lakes Region and Beyond*

**DONATION FORM**

**Donor Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Item Donated:** \_\_\_\_\_

**Approximate Value:** \_\_\_\_\_

**Program for which item will be utilized:** \_\_\_\_\_

\_\_\_\_\_

**Lakes Region Community College is under no obligation to the donor for the acceptance of the donation.**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Date of Board of Trustees' Approval**

**LAKES REGION COMMUNITY COLLEGE**

379 Belmont Road  
Laconia, NH 03246  
(603) 524-3207

**FIELD TRIP AUTHORIZATION**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Course Title: \_\_\_\_\_

Date and Time of Trip: \_\_\_\_\_

Estimated Return Time: \_\_\_\_\_

Place: \_\_\_\_\_

Purpose: \_\_\_\_\_

Contact Person at Company in case of emergency: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

State Vehicle(s) Reserved:  yes  no

\_\_\_\_\_  
Faculty Signature Date

\_\_\_\_\_  
Department Chair Signature Date

\_\_\_\_\_  
VP Academic Affairs Signature Date

Approved  Disapproved

**Following approval, it is the responsibility of the person making the request to notify other instructors having students involved in the trip.**

Original: Academic Affairs

Forms/Field Trip Authorization 07/8/05 kc



**LAKES REGION COMMUNITY COLLEGE**  
**STUDENT EVALUATION**

Course Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Title: \_\_\_\_\_ CRN# \_\_\_\_\_ # Students \_\_\_\_\_

The purpose of this evaluation is to identify your perceptions of this course. The goal of this evaluation is to assist in improving instructional quality. Please read each statement carefully and check the box that best describes your level of agreement with the statement in the following categories. Your thoughtful and considered feedback is important. Thank you.

**COURSE PLANNING AND ORGANIZATION**

1. The course syllabus clearly explains policies, objectives, and grading policies.
2. Course lectures, labs, assignments, etc. reflect course objectives.
3. Classes regularly begin and end on time.
4. Assignments and tests are returned in a timely manner.
5. The instructor uses class time efficiently and effectively.

Not Applicable	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
NA	SD	D	N	A	SA

**KNOWLEDGE AND PREPARATION**

6. The instructor is well prepared for classes, labs, etc.
7. The instructor is knowledgeable in the subject area.
8. The instructor explains concepts clearly.
9. The instructor presents facts and concepts from related fields.
10. The instructor suggests additional resources to facilitate student learning.

NA	SD	D	N	A	SA

**TEACHING METHODS AND STYLE**

11. The instructor's presentation style facilitates student learning.
12. The instructor clearly identifies what is important during class.
13. The Instructor stimulates student thinking.
14. The instructor encourages students to participate in class.
15. The instructor provides opportunity for student questions.
16. The instructor responds clearly and concisely to student questions.
17. The instructor demonstrates respect for students.

NA	SD	D	N	A	SA

**FACILITATION AND ASSESSMENT OF LEARNING OBJECTIVES**

18. Instructor's evaluation methods accurately measure student performance & progress.
19. The instructor is available to help outside of class.
20. The textbook for the course facilitates student learning.
21. Assigned readings and other out-of-class work were valuable.
22. Would you take a course with this instructor again?

NA	SD	D	N	A	SA
Yes		No			

I. WHAT SUGGESTIONS WOULD YOU MAKE FOR IMPROVING THE ORGANIZATION OF THE COURSE?

II. HOW WELL DID THE INSTRUCTOR INCREASE YOUR KNOWLEDGE AND UNDERSTANDING ON THE SUBJECT?

III. WHAT IMPRESSED YOU MOST ABOUT THE INSTRUCTOR?

IV. WHAT SUGGESTIONS FOR IMPROVEMENT DO YOU HAVE FOR THE INSTRUCTOR?



**LAKES REGION COMMUNITY COLLEGE  
FACULTY PERFORMANCE EVALUATION SUMMARY**

<b>Annual</b>	<input type="checkbox"/>
<b>Increment</b>	<input type="checkbox"/>
<b>Probationary</b>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee: (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last) \_\_\_\_\_

Faculty Rank: \_\_\_\_\_ Academic Department: \_\_\_\_\_

Summary of Performance for (Start Date) \_\_\_\_/\_\_\_\_/\_\_\_\_ to (End Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

Evaluator: (Name) \_\_\_\_\_ (Title) \_\_\_\_\_

**INSTRUCTIONS**

The Performance Summary Form is designed to describe a faculty's job related performance for a specified period of time. In preparing to assess performance, the evaluator (academic department chair or VP of Academic Affairs) should review the faculty's performance standards and goals set in the previous year's evaluation or professional growth plan, the faculty member's job description, the instructor's student course evaluations, and the information gathered through the classroom observations. Following a review of this information, the supervisor should then evaluate the faculty's performance for the designated review period.

Supervisors are responsible for clearly communicating their performance expectations so that employees understand how their job performance will be evaluated. At the beginning of the performance period, the supervisor and the faculty member should meet to review prior feedback as documented in student course evaluation and/or the classroom observation/evaluation, and to discuss the performance expectations specific to his/her academic position and/or academic department. In addition, during the performance period, communication between the faculty and academic department chair about the employee's job performance should occur on a regular basis, and the ratings provided in the performance summary should be reflective of this communication.

Supervisors are responsible for filling out all areas of the form completely and accurately. Read the explanation of each performance topic carefully and follow each step as outlined below.

- For each performance topic, please relate your comments to specific examples of performance to share with the faculty member when you meet with him or her. **Comments shall be included in the narrative section to highlight the employee's accomplishments and area(s) for improvement during the rating period.**
- Each evaluation shall contain a section summarizing the overall performance of the employee as either falling below expectations, meeting expectations, or exceeding expectations. The evaluator is required to complete a narrative summary explaining in detail how the evaluator arrived at the overall performance rating. If the employee's performance is rated below expectations, the evaluator shall also include comments and recommendations for improvement.
- Completed evaluations shall be forwarded to the supervisor of the evaluator (Vice-President of Academic Affairs or President) as determined by the organizational structure for review of the completed form and authorization, prior to any review or meeting with the employee. In compliance with NH RSA 21-I:42, XIII (i), evaluation reports shall be reviewed by the evaluator's supervisor, who shall concur or nonconcur in writing with the evaluation report. Completed performance reviews shall be authorized (signed) by the evaluator and the evaluator's supervisor prior to review with the employee.
- Arrange a face-to-face meeting to discuss the instructor's performance rating. This meeting should be conducted privately, without interruptions and allow enough time to assure that satisfactory communication has taken place. If improvement is required in any area(s), be sure to discuss an action plan that will help assure such improvement. This should include any additional training required, a schedule of periodic meetings to check progress as well as specific details about expected performance. It is required that you put such details in writing and attach them to this form. At the end of the meeting, the employee should sign the form to acknowledge that the meeting took place. There is also room for the employee to write any comments.
- Attach the employee's current Supplemental Job Description, Class Specification and the Domestic Violence in the Workplace Policy. Review the documents with the employee, who should then sign the special acknowledgement at the end of the evaluation form.

**PERFORMANCE LEVELS:**

**BELOW EXPECTATIONS:** The employee must improve in the area in order to meet the supervisor’s expectations for satisfactory performance. It should always be accompanied by a plan for the employee and supervisor to work together to bring performance up to a satisfactory level in an appropriate amount of time. If performance is jeopardizing employment, the employee should also be given a letter of warning. Contact your Human Resources Office for further information.

**MEETS EXPECTATIONS:** The employee has met the requirements of the position. This does not relate to what the supervisor thinks the individual may be capable of, but rather it is specifically related to the way the individual performed the job duties or accountabilities of that position.

**Performance Criteria**

- I. Teaching & Learning Effectiveness** (Evaluation of the instructor’s overall teaching performance based on student course evaluations, academic department chair in-class evaluation, and supervisory observations).

Attached:  Classroom Observation Form  
 Student Evaluation Summaries

- A. Course Planning and Organization – This category shall include an evaluation of the instructor’s planning, organizing, and scheduling of course material, and the effective use of class time.

Comments of the Evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. Knowledge and Preparation – This category shall include an evaluation of the instructor’s knowledge of the subject area; his/her class preparedness; his/her presentation and explanation of facts and concepts from related fields; and integration of additional learning resources.

Comments of the Evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. Teaching Methods/Style – This category shall include an evaluation of the instructor’s presentation of course material which facilitates student learning; his/her ability to convey subject matter to others effectively and respond to student questions concisely and clearly; his/her ability to promote student participation; and his/her ability to cultivate and maintain a learning environment respectful of diversity and individual differences.

Comments of the Evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. Assessment/Facilitation of Learning Outcomes – This category shall include an evaluation of the instructor’s accomplishment of course objectives; his/her evaluation method(s) and accurate measurement of student performance and progress; his/her availability for student assistance outside of class; and his/her use of the assigned textbook and supplemental course materials.

Comments of the Evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Institutional Service** – (Evaluation of the instructor’s performance in college and/or departmental activities, as assigned. Such activities may include, but are not restricted to, committee assignments; involvement in student clubs or organizations; participation in recruitment and retention activities; student advising; or curriculum/program development).

- A. List and describe activities, as assigned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments of the Evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Community and Professional Development Activities** – (Evaluation of the instructor’s performance in community and/or professional development activities as authorized by the college administration. Such activities may include, but are not restricted to, membership and participation in professional associations; attendance at professional workshops, conferences, etc.; involvement in community and/or industry organizations; or continuing education.)

A.

List and describe activities, as assigned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Professional Conduct** – (Evaluation of the instructor’s conduct in the workplace. Such conduct may include, but is not limited to the following.)

1. **Communication Skills (Oral and written):** Demonstrates ability to convey information verbally and in writing in a clear and concise manner and to communicate with peers, supervisors, students, and the public in an appropriate and effective manner.
2. **Cooperation/Teamwork:** Demonstrates an ability to work effectively with peers, supervisors, and students, to secure the cooperation of others, to contribute to operations of the college, and to adapt to new teaching or work methods.
3. **Problem Analysis/Judgment:** Demonstrates the capacity to handle difficult situations calmly and objectively, to develop appropriate solutions, to make recommendations for improvements, and to seek guidance when necessary.
4. **Enforcement of Standards:** Follows college policies and procedures and to maintain appropriate confidentiality pertaining to student records and issues.
5. **Decision Making:** Demonstrates an ability to make decisions, which are timely and responsible in light of available facts, circumstances, and applicable standards.
6. **Equity and Impartiality:** Demonstrates consistency and fairness in the exercise of authority associated with the teacher-student relationship and in the resolution of problems.
7. **Safety:** Maintains a safe and healthy work environment by observing safety procedures, maintaining equipment, and alerting management of potential hazards.
8. **Attendance/Punctuality:** Performs academic and college responsibilities and obligations as assigned and scheduled.
9. **Personal Appearance:** Maintains a personal appearance that is appropriate to the duties and responsibilities of the position.

Comments of the Evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OVERALL SUMMARY**

Based on the above performance factor ratings, the instructor's overall performance for the period was:

**STRENGTHS**

**Below expectations**

**Meets expectations**

**Exceeds expectations**

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**AREAS OF IMPROVEMENT**

**RECOMMENDED ACTION**

**General comments by the supervisor (please make any additional comments job related and specific to job performance):**

**A meeting to discuss this performance summary with the employee was held on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_.**

**EMPLOYEE COMMENTS**

In compliance with NH RSA 21-I:42, XIII, (f) and (g), employees are entitled to participate in the evaluation process, to receive a copy of their evaluation, and to comment on their evaluations in writing, being assured that their comments will be made part of their permanent record.

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Signatures (in chronological order):

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(Evaluator/Department Head or VP of Academic Affairs)

(Date)

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(Supervisor of Evaluator/VP of Academic Affairs or President)

(Date)

To be signed after immediate supervisor completes the review

**DISCLAIMER STATEMENT:** Signature indicates that the performance appraisal has been read and discussed with me. Signature does not necessarily indicate agreement or disagreement with the content of this appraisal.

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(Employee)

(Date)

ACKNOWLEDGEMENT STATEMENT: Signature indicates that I have received and reviewed copies of my Supplemental Job Description, the Class Specification for my assigned faculty rank and the Domestic Violence in the Workplace Policy.

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(Employee)

(Date)

When completed and fully signed, forward a copy to your Department's Human Resources Office. Performance Summary Forms must be completed and received in the Human Resources Office prior to anniversary/increment dates.

NH DOP Approval: 10/31/02

Date of Last Revision: 10/31/02

## CLASSROOM OBSERVATION FORM

Instructor: \_\_\_\_\_ Course Title/Section \_\_\_\_\_  
Date: \_\_\_\_\_ Time \_\_\_\_\_

(These categories may include, but are not restricted to, the following.)

### OBJECTIVES FOR CLASSROOM OBSERVATION

#### A. CLASS PLANNING AND ORGANIZATION

- Class objectives matched published course syllabus
- Sequence of course material is organized to facilitate student learning
- Assignments and tests are returned in a timely matter
- Classes begin and end on time
- The instructor uses class time effectively

Comments:

#### B. KNOWLEDGE AND PREPARATION

- The instructor is well prepared for classes, labs, etc.
- The instructor is knowledgeable and current in the subject area
- The instructor presents facts and concepts from related fields
- The instructor suggests additional resources to facilitate student learning
- The instructor explains concepts clearly

Comments:

#### C. TEACHING METHODS/STYLE

- The instructor's preparation style facilitates student learning
- The method(s) of instruction is appropriate for the class objectives
- The instructor stimulates student thinking
- The instructor provides opportunity for student questions
- The instructor responds concisely and clearly to student questions
- The instructor encourages students to participate in class
- The instructor identifies what is important during class
- The instructor has a genuine interest in students

Comments:

D. ASSESSMENT/FACILITATION OF LEARNING OUTCOMES

- The instructor accomplishes class or course objectives
- The instructor provides supplemental material that facilitates student learning

Comments:

E. SUMMARY

Strengths:

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Areas for Improvement:

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Department Chair

FACULTY MEMBER COMMENTS:

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Faculty Member

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